

St Jakobi Lutheran School Outside School Hours Care Fees Policy and Procedure

Policy Statement: St Jakobi OSHC aims to provide an affordable service to all its families. The fees below show the maximum price that will be charged, however most families are eligible for the Child Care Benefit subsidy.

Before School Care

7.00am to 8.30am: \$12.00

7.30am to 8.30am: \$8.00

Bus children: \$4.00

After School Care

3.15pm to 5.00pm: \$10.00

3.15pm to 6.00pm: \$18.00

3.15pm to 6.30pm: \$28.00

Legally the service must close at 6.30pm. Please ensure you are on time to collect your children.

Vacation Care and Pupil Free Day

Full Day: \$40.00

Half Day (less than five hours): \$25.00

Payment of Fees

Invoices will be sent out weekly and will need to be paid within the fortnight.

Overdue Fees

If payment is not received within three weeks of the due date a reminder notice will be sent. If payment is not received within seven days of the reminder notice a meeting will be arranged with the Principal/Business Manager to discuss the issue, with the aim of supporting parents to meet payments. If the fees remain unpaid for longer than six weeks access to care may be denied.

Booking and Cancellations

Bookings must be made to the Director in advance before the end of the previous day's session (6:30pm) as the service needs to ensure all staff to child ratios are met. If bookings are not made before the end of the session time you require, care may be denied.

Cancellations: **Before School Care** needs to be cancelled by the end of the previous day's session by 6.30pm. **After School Care** sessions need to be cancelled by 10:30am on the day of the booking to avoid being charged the cost of the full fee for that session.

Enrolment

An OSHC enrolment form must be filled out and returned to the Director or the St Jakobi Lutheran School Front Office. Thereafter, an enrolment form will need to be filled out annually. **Children will only be allowed to be collected by authorities that are registered on the enrolment form.**

Reviewed: April 2014

Next Review: April 2016

Created: May 2010