

## 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.

***The Child Care Rebate/Benefit helps you with cost of child care. For more information on what you are entitled to and how to claim, you can contact the Family Assistance Office on 136150.***

### Fees and Times

Before Care	7am – 8.30am	\$15.00
Before Care Casual	7am – 8.30am	\$18.00
After Care	3.20pm – 6pm	\$20.00
After Care Casual	3.20pm – 6pm	\$23.00
After Care (Late pick up)	After 6pm	\$30.00
<b>Vacation Care/Pupil Free Day</b>		
Full day	7am – 6pm	\$50.00
Full day (Late Pick up)	After 6pm	\$60.00
Half day (1)	7am – 12.30pm	\$35.00
Half day (2)	12.30pm – 6pm	\$35.00
Half day (Late Pick up)	After 6pm	\$45.00

- **Late Pick Up:** Legally the service must close at 6.30pm. Please ensure you are on time to collect your children.
- **Casual fees** are applicable when the booking is made within the 7 days of use of the service or when the booking is not part of a booking schedule.

### Booking and Cancellations

Bookings must be made to the Director in advance before the end of the previous day's session (6:00pm) 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 6.00pm. **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.***

### 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 four weeks access to care may be denied.

**Last Reviewed:** April 2014  
**Reviewed:** September 2017  
**Next review:** September 2019