LOWER PLENTY PRIMARY SCHOOL OSH 

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CARE ● HONESTY ● ACHIEVEMENT ● RESPECT ● RESPONSIBILITY ● FUN

# FEES POLICY

## PURPOSE

Lower Plenty Primary School Council sets fees for the Lower Plenty Primary School OSHC in accordance with its annual budget in order to meet the income required to develop and maintain a quality service for children and families. We strive to ensure that our service is affordable and accessible for families in our community. Families are required to read and sign the Enrolment Form which includes the Fees schedule and acceptance of the Services terms and conditions

## SCOPE

This policy applies to children, families, staff, management and visitors of the OSHC Service.

## IMPLEMENTATION

### Enrolment Fee

A $20 registration fee applies when a family first enrols with the program. An enrolment form is required for each child and must be submitted prior to a child commencing.

### Child Care Subsidy

To help with the cost of childcare, the Australian Government offers two types of financial assistance – the Child Care Subsidy

**Child Care Benefit (CCS)**

Families earning $66,958^ or less will receive a subsidy of 85 per cent of the actual fee charged (up to 85 per cent of an hourly fee cap). For family incomes above $66,958^, the subsidy gradually decreases to 20 per cent when family income reaches $341,248^. For families with incomes of $351,248^ or more, the subsidy is zero per cent.

If your child is currently enrolled in childcare, it is important that you advise Centrelink once your child has commenced school.

**Community Child Care Fund (CCCF)**

Under the CCCF, child care services will be able to apply for supplementary funding through a grants program to:

* reduce the barriers in accessing child care, in particular for disadvantaged or vulnerable families and communities
* provide sustainability support for child care services experiencing viability issues
* provide capital support to increase the supply of child care places in areas of high unmet demand.

$61.8 million of the CCCF will provide a third funding stream for Budget Based Funded services to ensure their viability in the new system. This is in addition to the Child Care Subsidy and the Additional Child Care Subsidy.

**Payment of Fees**

Fees must be paid once invoiced, within the stated due date. Families will be provided with a statement of fees charged by the service (Regulation 168).

Failure to pay unpaid fees may result in debt recovery action being taken and discontinuation of care for the child unless the family has initiated a repayment schedule for the unpaid fees with the Nominated Supervisor (Co-ordinator).

### Cancellation Fee

Where a child will not be attending a permanent session, the booking must be cancelled prior to 10am on the day of care for for after school care, to avoid a late cancellation fee of 50% of the session charge.

### Late collection fee

The service operates from 2.45 pm – 6.00 pm after school. The Staff are unable to accept children in the service outside of these hours. Should children be present after the closing time, a late fee of $15.00 per each 15 minute block will apply with a minimum of $15.

The hours and days of operation of the service will be displayed prominently within the service (Regulation 173).

In circumstances that are beyond the control of families, for example, weather and traffic accidents, which may result in them arriving late to collect their child, the Nominated Supervisor (Co-ordinator) will have discretion to decide if families will be charged the late fee.

If late pick-up occurs three times in a calendar year, the Nominated Supervisor (Co-ordinator) will send a letter reminding the family of the Fees Policy.

If a fourth late pick-up is recorded, the family will be asked to meet with the Nominated Supervisor and possible termination of their child’s enrolment may occur.

### Increase of fees

The fees are set by the School Council in order to meet the budget for each financial year. There will be ongoing monitoring of the budget and, should it be necessary to amend fees, families will be given a minimum of fourteen days’ notice of any fee increase (Regulation 172).

### Methods of Payment

Fees can be paid by:

* Cash
* Cheque
* Eftpos
* Credit Card
* Direct deposit into the School’s account
* Bpay (Lower Plenty Primary families only)

Families will be given a minimum of fourteen days’ notice of any changes to the way in which fees are collected (Regulation 172).

### Debt recovery

The Principal / Business Manager reserve the right to take action to recover debts owing to the service. This can include the engagement of debt collectors to recover the monies owed.

Where a family owes any overdue fees to the service, the child’s place may be suspended, until all outstanding monies are paid, or both parties agree to a payment plan. Fees not paid by the due date will be generally followed up as below:

1. An initial letter stating fees are overdue will be sent 14 days after the fees due date, giving 10 working days for payment.
2. If payment is not received within 7 days, families will be contacted or requested to make contact with the service, to discuss a payment plan.
3. Failure to make a payment plan or continued non-payment for a period of 5 working days will result in a second and final letter. This letter will act as notification that, unless payment is made within 5 working days of the letter, or a payment plan entered into, the child will be unable to attend the service.
4. If a signed payment plan is not adhered to, a follow-up process will commence at point 2.
5. The Principal / Business Manager will reserve the right to employ the services of a debt collector and the family will be responsible for all fees associated with recovering the debt.

### Confidentiality

All information in relation to fees will be kept in strict confidence. Members of staff will not discuss individual names and details openly. Information will only be available to the nominated persons required to take action, for example, to initiate debt recovery. Families may access their own account records at any time, or particulars of fees will be available in writing to families, upon request.

## FURTHER INFORMATION AND RESOURCES

* Children’s Services Act 1996
* Children’s Services Regulations 2009
* Education and Care Services National Regulations 158-162, 168-172
* Quality Area 7.3

## REVIEW CYCLE AND EVALUATION

This policy was last updated on 20th January, 2022 and is scheduled for review in January 2025.