



## BELAIR PRIMARY SCHOOL OUT OF SCHOOL HOURS CARE

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BELAIR 5052 S.A.  
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Government of South Australia  
Department for Education and  
Child Development

### Fee Policy

The Belair Primary School OSHC service operates as a not-for-profit business. Approval has received an allocation of 75 Child Care Benefit places and these are managed in accordance with Australian Government legislation (refer to the Child Care Service handbook kept in the office or may be accessed on line [www.acecqua.gov.au](http://www.acecqua.gov.au) ).

The Belair Primary School Council has the legal responsibility to ensure that there are sound practices in place to manage the fees and related income and expenditure of the OSHC service.

- The Belair Primary School OSHC service sets fees in accordance with our annual budget to meet the income required to develop and maintain a quality service for children and their families. We strive to ensure that our service is affordable and accessible to families in our community. The annual budget is ratified by the Belair Primary School Governing Council annually, or as necessary, and monitored carefully throughout the year.
- Families must contact Centrelink to register for eligibility for Child Care Benefit and Child Care Rebate.
- Families must also supply to the service a copy of their 'Centrelink Assessment Letter'

#### **Bookings, cancellations and late collection – see 'Cancellation and Late Collection Fee Policy'.**

Each family is expected to make bookings, in advance, for the care sessions required. Information includes dates, times, and the names of children who will attend to ensure that the service is prepared with resources, training and staffing to meet the children's needs.

#### Relationship

Regulations	National Quality Standards	Other policies/Service Documentation	Other legislation/Guidelines
168	7.3	Enrolment and Orientation policy Complaints policy	Australian Government Child Care Service Handbook
		Governance & Management Policy	

#### **Fees.**

Before School Care	7.00am – 9.00am \$9.50	includes breakfast
After School Care	3.00pm - 6.00pm \$19.50	includes afternoon tea
Vacation Care Incursion	7.30am – 6.00pm \$50.00	includes breakfast and afternoon tea
Vacation Care Excursion	7.30am – 6.00pm \$60.00	includes breakfast and afternoon tea
Pupil Free Day	7.30am – 6.00pm \$50.00	includes breakfast and afternoon tea

#### **Non-Payment of Fees**

The Belair Primary School OSHC is a non-profit organisation catering to the child care need of the local community. The Belair Primary School OSHC has a commitment to high quality care and needs your co-operation regarding the payment of fees.

The Parent Fee Agreement (as per the OSHC Enrolment Form) states that fees & charges are to be paid weekly. It is expected that accounts are brought to a nil balance by the end of each invoiced week.

Failure to pay fees at the end of each invoiced week will incur one of the following notices to be attached to your invoice.

**After 7 days**

**THIS ACCOUNT IS 7 DAYS OVERDUE**

The Belair Primary School OSHC is a non-profit organisation catering to the child care need of the local community. The Belair Primary School OSHC has a commitment to high quality care and needs your co-operation regarding the payment of fees.

The Parent Fee Agreement states that fees & charges are to be paid weekly. It is expected that accounts are brought to a nil balance each week.

Payment of the total amount of this invoice is expected immediately.

If payment IN FULL has been paid please disregard this notice

For further information please contact Barb Humble 8278 7609 or Susan Copeland 8370 3733

Yours sincerely

The Belair Primary School Governing Council

**After 14 days**

**THIS ACCOUNT IS 14 DAYS OVERDUE**

The Belair Primary School OSHC is a non-profit organisation catering to the child care need of the local community. The BOSHC has a commitment to high quality care and needs your co-operation regarding the payment of fees.

The Parent Fee Agreement states that fees & charges are to be paid weekly. It is expected that accounts are brought to a nil balance each week.

Payment of the total amount of this invoice is expected immediately.

If payment IN FULL is not received within 7 days your child's enrolment may be suspended.

If payment IN FULL has been paid please disregard this notice

For further information please contact Barb Humble 8278 7609 or Susan Copeland 8370 3733

Yours sincerely

The Belair Primary School Governing Council

**After 28 days**

**28 Days Overdue**

The Belair Primary School OSHC is a non-profit organisation catering to the child care needs of the local community. The OSHC has a commitment to high quality care and needs your co-operation regarding the payment of fees.

The Parent Fee Agreement states that fees & charges are to be paid weekly. It is expected that accounts are brought to a nil balance each week.

Failure to pay this outstanding amount by Friday will result in your child's enrolment at the service being suspended.

If your child is suspended and you wish to re-enrol your child you may be required to pay a bond to secure your child's place.

If you have made payment of this account or wish to discuss this account or negotiate part payment of the account please call Barb at the service on 8278 7609.

Yours sincerely

The Belair Primary School Governing Council

**After 35 days**

**Notice of Cancellation of Care**

Our records show that you have an outstanding OSHC account. In line with our Fee Policy your child's bookings have now be suspended and if payment is not made within 7 days of receipt of this account it will be sent to our Debt Collection Agency.

If you wish to discuss this account please call Barb at Belair Schools OSHC to make an appropriate time or alternatively contact Susan Copeland, Principal of Belair Schools.

If payment IN FULL has been paid please disregard this notice

Yours sincerely

The Belair Primary School Governing Council