



BELAIR PRIMARY SCHOOL OUT OF SCHOOL HOURS CARE

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Government of South Australia
Department for Education and
Child Development

OSHC Cancellation Policy 2018

This Policy applies to all OSHC sessions: Before and After School, Vacation Care and Pupil Free Days.

The OSHC Service endeavours to balance family needs whilst complying with the *Service Approval Education and Early Childhood Services (Registration and Standards)*.

Cancellation Procedures

Cancelling a booking

No fee is charged for bookings that are cancelled by phone, electronically, or in person by 8.00am seven calendar days prior to the day of the booking. If seven calendar days notice is not provided, the session will be marked as 'Absent' and charged the full amount.

Illness

When a booking is cancelled within seven calendar days due to illness or other medical condition, no fee will be charged if a medical certificate is provided to cover the missed session(s). If a medical certificate is not provided, the session will be marked as 'Absent' and charged the full amount.

Children who are sent home early from school due to illness and are booked to attend OSHC that same day, will be marked as 'Absent' and charged the full amount.

Children referred from school

Children not collected from school by 3:45pm and who are enrolled with the OSHC service will be taken to the OSHC. The parent/carer will be liable for any fees incurred.

Please note - Families are entitled to receive the Australian Government Child Care Benefit for up to 42 absences per year. Further information on Child Care Benefit is available at www.humanservices.gov.au.

