



BELAIR PRIMARY SCHOOL OUT OF SCHOOL HOURS CARE
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Government of South Australia
 Department for Education

PAYMENT OF FEES POLICY

Under the *Education and Care Services National Regulations*, an approved provider must ensure that policies and procedures are in place for the payment of fees and the provision of a statement of fees charged by the service and take reasonable steps to ensure policies and procedures are followed. (ACECQA, 2021).

The Belair Primary School OSHC service operates as a not-for-profit business. The service has received approval for an allocation of 120 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).

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 Council annually, or as necessary, and is monitored carefully throughout the year.

The service uses ‘Spike’ software which is a package specifically designed to process booking, attendances and produced a statement to show family feed. This package is approved for the Australian Government by the Department of Education, Employment and Workplace Relations.

As an approved childcare service, Child Care Subsidy (CCS) is available to reduce fees to eligible families. Our fee structure is based on our ability to provide the requirements of the Education and Care National Law and National Regulations, Family Assistance Law, the Australian Taxation Office and guidelines contained in the Child Care Provider Handbook.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined, and understood and support effective decision making and operation of the service

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

168	Education and care services must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies and procedures

RELATED LEGISLATION

Child Care Subsidy Secretary's Rules 2017 A New Tax System (Family Assistance) Act 1999	Family Law Act 1975 Family Assistance Law – Incorporating all related legislation for Child Care Provider Handbook in Appendix G https://www.dese.gov.au/resources-child-care-providers/resources/child-care-provider-handbook
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RELATED POLICIES

Arrival and Departure Policy Grievance Policy (Families) Enrolment Policy Cancellation Policy	Governance & Management Policy Privacy and Confidentiality Policy Late Collection Policy Debt Collection Policy
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PURPOSE

For parents to gain a clear understanding of our OSHC service fee structure, payment requirements and Child Care Subsidy benefits prior to enrolment. This policy explains process of fee payment and the necessity of ensuring children's fees are paid on time and consequences for failure to pay fees on time.

SCOPE

This policy applies to children, families, staff and visitors to the OSHC service.

IMPLEMENTATION

Our OSHC service aims to ensure families understand the fee schedule and payment process required for education and care to be provided for their child. We are committed to meeting our obligations to maintain financial integrity and to comply with all Child Care Subsidy legislative requirements. We have effective compliance systems in place to ensure childcare funding is administered appropriately. Our OSHC service ensures the confidentiality and privacy of all personal information provided to the service about the enrolled child and family.

The fee structure of the OSHC service includes:

General Fees

- Fees are charged for each session for before and after school care (including early finish sessions) and per day for vacation care programs (incursions and excursions) and Pupil Free Days.
- Fees payable by families vary depending on the amount of Child Care Subsidy (CCS) rebate each family receives

- CCS is paid directly to the service and this is used as a fee reduction (visible on a families' invoices).
- Families are required to pay the difference between the fee charged and the subsidy amount- the 'gap' amount
- A dated invoice will be provided for each week (via email).
- Fees are to be paid weekly.
- Fees are charged for full sessions only (regardless of the actual attendance hours any day).
- Families are requested to contact the service if their child is unable to attend a particular session.
- 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. The program and educator rosters are based on bookings and so the service will charge fees for booked care that is not used, in line with the Cancellation Policy.

Fees (as of 11th July 2022):

Before School Care	7.00am – 9.00am: \$16.00	includes breakfast
After School Care	3.00pm – 6.00pm: \$27.00	includes afternoon tea
Pupil Free Day	7.00am – 6.00pm: \$70.00	includes breakfast & afternoon tea
School Closure Day	7.00am – 6.00pm: \$70.00	includes breakfast & afternoon tea
Vacation Care Incursion	7.00am – 6.00pm: \$70.00	includes breakfast & afternoon tea
Vacation Care Excursion	7.00am – 6.00pm \$80.00	includes breakfast & afternoon tea
Purchase OSHC Hat	\$10.00	
Yearly Administration Fee	\$25.00	

*Early Finish sessions: \$2.00 extra on top of After School Care fee.

Child Care Subsidy (CCS)

- Parents/guardians are required to register for CCS through their [myGOV](#) account linked to Centrelink and to provide documentation to support the CCS payment
- Basic requirements that must be satisfied for an individual to be eligible to receive Child Care Subsidy:

The child must:

- be a 'Family Tax Benefit child' or 'regular care child' and
- be 13 or under and not attending secondary school and
- meet immunisation requirements

The person claiming the Child Care Subsidy, or their partner must:

- meet residency requirements
- be liable to pay for care provided under a Complying Written Agreement (their annual OSHC enrolment form) with the OSHC service
- child care must be provided by an approved provider
- Families' level of Child Care Subsidy will be determined by:
 - Combined family income
 - Activity test of parents
 - Type of service (OSHC, in this case).

- Child Care Subsidy will be provided directly to the service and this amount is deducted from the parent/family account.
- Families must regularly check that their details are correct and must report a change in circumstance to Centrelink (family income, activity levels, relationship changes or any other changes to their circumstances).
- Any disputes with CCS payments is the responsibility of the family. The family will be advised to contact Centrelink directly for any enquiries regarding CCS payments.

Payment of fees

- Fees are to be paid via bank deposit or by cash at the service.

Absences from OSHC Service

- Families are requested to contact the Service if their child is unable to attend a particular session
- Families must still pay the 'gap' fee to the service if their child is unable to attend, in line with Cancellation Policy.
- Under the Child Care Subsidy, families are allowed 42 absence days per child, per financial year and may be entitled to additional absence days in certain circumstances. (See Child Care Subsidy Handbook).
- Additional absences can be claimed for the specified reasons as defined by the Family Assistance Law
- Records and evidence will be kept by the service for each additional absence, where required
- Families can view their absence count through their Centrelink online account via [myGov](#).
- In a period of local emergency, such as bushfire or pandemic, when our service is temporarily shut down on public health advice, families may be provided with additional absence days as per Family Assistance Law legislation.
- If our Service is forced to close as a result of a public health directive, due to COVID-19, we may waive gap fees in line with Family Assistance Law guidelines.

Financial Difficulties

- If a family is experiencing financial difficulties, a suitable payment plan may be arranged with authorisation of the approved provider.
- Families can apply for Additional Child Care Subsidy (ACCS) through Centrelink if they are in temporary financial hardship.
- There are four different payments under Additional Child Care Subsidy:
 - Additional Child Care Subsidy (child wellbeing)—to help children who are at risk of serious abuse or neglect. The approved provider is involved in determining children who may require additional support who are at risk of harm
 - Additional Child Care Subsidy (grandparent)—to help grandparents on income support who are the principal caregiver of their grandchildren. Families are required to contact Centrelink directly regarding this payment
 - Additional Child Care Subsidy (temporary financial hardship)—to help families experiencing financial hardship. Families are required to contact Centrelink directly regarding this payment
 - Additional Child Care Subsidy (transition to work)—to help low-income families transitioning from income support to work. Families are required to contact Centrelink directly regarding this payment

Debt Collection & Late Collection of Children

- Please refer to the Debt Collection Policy for the Debt recovery procedure.
- Please refer to the Late Collection Policy for information regarding fees for late collection of children.

Responsibility of Management

The Nominated Supervisor is responsible for:

- ensuring all families are aware of our *Payment of Fees Policy*
- ensuring enrolments are submitted correctly with the appropriate enrolment information
- providing families with weekly invoices
- notifying families of any overdue fees
- providing families with debt collection letters as required
- cancelling bookings of children should fees not be paid
- discussing fee payment with families if required
- providing at least 2 weeks written notice to families of any fee increases or changes to the way fees are collected

[Please note: Reg. 172 states a minimum of at least 14 days must be provided to families]

Responsibility of Families

- Provide the service with the correct enrolment details annually, to facilitate the CCS claim, if required, including:
 - Centrelink Reference Numbers for child and CCS claimant
 - Date of Birth for child and CCS claimant
- Ensure payment of fees as per policy
- Notify Centrelink of any changes that may affect their CCS entitlement
- Confirm their child's enrolment through the parents' myGov account.

Third Party Payments

Parents are generally liable to pay the co-contribution for childcare fees. Only state and territory governments (and their agencies) can contribute to the cost, in part or full, of child care fees for families.

Complaints relating to the administration of Child Care Subsidy

Families who wish to raise concerns regarding the management of Child Care Subsidy (e.g. waiving fees and not cancelling during the pandemic) should speak with the Director in the first instance. The Director will follow the steps as outlined in this policy, including advising the Approved Provider (Governing Council) of all grievances.

SOURCE

Australian Children's Education & Care Quality Authority. (2014).

Authority. (2021). Policy and procedure guidelines. *Payment of Service Fees and Provision of a Statement of Fees Charged by the Service*.

Australian Government Department of Education, Skills and Employment. Child Care Provider Handbook

<https://www.dese.gov.au/resources-child-care-providers/child-care-provider-handbook>

Australian Government Department of Education, Skills and Employment *Early Childhood and Care*
<https://www.dese.gov.au/early-childhood>

Australian Government Department of Education, Skills and Employment *Information for child care providers when a period of local emergency occurs*

Education and Care Services National Law Act 2010. (Amended 2018).

[Education and Care Services National Regulations](#). (2011).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework. (2017). (Amended 2020).

Kearns, K. (2017). *The Business of Childcare* (4th Ed.).

Revised National Quality Standard. (2018)

REVIEW

POLICY REVIEWED	October 2023	NEXT REVIEW DATE	October 2024
MODIFICATIONS	<ul style="list-style-type: none"> Addition of new fees/charges as of 16th October 2023 		
MODIFICATIONS	<ul style="list-style-type: none"> Addition of new fees/charges as of 11th July 2022 Addition of some clarifying details. 		
MODIFICATIONS	<ul style="list-style-type: none"> Update of Related Legislation Policy revised to align with recommendations with ACECQA's policy guide (August 2021) 		