

## OSHC Account Information

### **Accounts:**

All accounts are to be paid one week in advance and are due by the Friday of each week. Accounts will be issued on Tuesdays, and will be emailed to your nominated email address.

Payments can be made by Eftpos or Direct Deposit.

Failure to pay your account on time may result in the exclusion of your child/ren from the service.

### **Operating Hours:**

#### ***Before School Care (BSC)***

<i>Monday to Friday</i>	<i>Start</i>	<i>6:30 am</i>
	<i>Finish</i>	<i>8:30 am</i>

#### ***After School Care (ASC)***

##### ***Term 1***

<i>Mon, Tue, Thu</i>	<i>Start</i>	<i>2:30 pm</i>
	<i>Finish</i>	<i>6:00 pm</i>

<i>Wed &amp; Fri</i>	<i>Start</i>	<i>12:30 pm</i>
	<i>Finish</i>	<i>6:00 pm</i>

##### ***Term 2 - 4***

<i>Mon, Tue, Thu, Fri</i>	<i>Start</i>	<i>2:30 pm</i>
	<i>Finish</i>	<i>6:00 pm</i>

<i>Wed</i>	<i>Start</i>	<i>12:30 pm</i>
	<i>Finish</i>	<i>6:00 pm</i>

#### ***Vacation Care***

<i>Monday to Friday</i>	<i>Start</i>	<i>6:30am</i>
	<i>Finish</i>	<i>6:00pm</i>

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### **Late Pick up Fee:**

Children picked up after 6:00pm when our Centre is Closed, will be charged an on the spot late fee. This fee will be \$10 for the first minute per child and \$2 for every minute after that. The staff do not get paid to stay back and are looking after your child on their time. It is also in Breach of our Licensing, as we are not covered for the safety of your child when they are in the Service before or after our Operating Hours

**Holidays:**

Family holidays taken during school term, the following applies;

- Parents are to fill out the Holiday Register Folder located in the parent information at least 2 weeks prior to commencement of holidays.
- A holiday fee of 75% of normal weekly fee (session gap) will be charged to hold your place in the service.
- Money owing to the service must be paid in full before holidays commence.

**Absent:**

Normal fees apply for days absent.

If your child is absent from the booked session, the Co-ordinator must be notified as soon as possible.

CCB allows 42 days absenteeism per financial year. This is called "Initial 42 Days Absence". Absence days can be taken for any reason. You can provide medical certificates or supporting documentation for absences. Once all of the first 42 absence days have been used, you will need supporting documentation for any Additional Absence Days. If you use up all of your 42 days absences in any financial year and do not provide supporting documentation, you will have to pay full fees for any absence taken in the rest of that financial year.

If your child is absent for 2 weeks without notice the Co-ordinator may assume the child is no longer enrolled and may fill the vacancy.

**Bookings:**

All bookings will be charged to your account.

Once you have booked into a session, if you do not attend you will still be charged and asked to sign the non-attendance as an absence.

24hrs notice is required for casual bookings. 24hrs notice is also required for Casual booking cancellations.

**Meals:**

We supply breakfast from 6:30am to 7:30am for Before School Care.

Morning tea will be supplied at approximately 9:00am to 9:30am during Vacation Care.

Afternoon tea will be supplied at approximately 3:00pm – 3:30pm during Vacation Care and After School Care.

**Before School Care**

**Before School Care Permanent booking Fee 6:30am – 8:30am: \$12**

**Before School Care Casual booking Fee 6:30am – 8:30am: \$15**

**After School Care**

**After School Care Permanent booking Fee 2:30pm - 6:00pm: \$20.**

**After School Care Casual booking Fee 2:30pm - 6:00pm: \$25**

**After School Care Fee, Half Day Permanent booking Fee 12:30pm to 2:45pm \$16**

**After School Care Fee, Half Day Casual booking Fee 12:30pm to 2:45pm \$20**

**After School Care Long Day Permanent booking fee from 12:30pm up until 6:00pm: \$28**

**After School Care Long Day Casual booking fee from 12:30pm up until 6:00pm: \$35**

**Before and After School Care Combo**

**Before School Care and After School Care Combo Permanent: \$29**

**Before School Care and After School Care Combo Casual: \$36**

**Before School Care and After School Care Combo Half day Permanent: \$26**

**Before School Care and After School Care Combo Half day Casual: \$32**

**Before School Care and After School Care Combo Long day Permanent: \$36**

**Before School Care and After School Care Combo Long day Casual: \$45**

**Vacation Care Fee:** The fee for Vacation Care for the school holidays will be \$60 for permanent bookings (before the booking end date), and \$75 for casual bookings (after the booking end date.) If you have made a permanent booking and wish to cancel, you will need to do so before the Wednesday in the last week of term. If you do not cancel your bookings by this day, you will still be charged as an absent day and will be charged the full permanent fee of \$60. All casual booking cancellations must be notified to the OSHC Coordinator, 24hrs before the booked in date. If the cancellation is an Excursion day, you will need to give at least 2 working days notice. If you don't give the appropriate time to cancel your casual booking, you will still be charged the full casual fee of \$75. Vacation Care includes breakfast until 7:30am, morning tea, afternoon tea and some lunches. Lunches will be noted on the Program. Additional costs may be added for Excursions.

**Pupil Free Days and Public Holidays:**

This service is closed on all Pupil Free Days and Public Holidays. You will still be charged for the Public Holiday and Pupil Free day if you have a Permanent booking and will need to sign for this day as an Absent day.

**Cancellation of Enrolment:**

Should parents no longer need their places in the service they should advise the Co-ordinator in writing 2 weeks prior to cancellation. Your child must attend the two weeks for you to receive CCB.

All fees must be paid in full before last day of attendance. If your account is not paid in full, this will result in outside Debt services to recover this from you.

**Direct Deposit Account Details:**

**National Australia Bank**

**BSB: 084-209**

**Account No: 53862-0260**

**(Please put OSHC as your Reference or it will go towards your school fees)**

**We also have Eftpos available to make payment in the OSHC Room.**

If you have any queries regarding your accounts or bookings please call the Co-ordinator Kylie Turner on Ph: 34309614 Email: [oshc@samfordsteiner.qld.edu.au](mailto:oshc@samfordsteiner.qld.edu.au)

**Please sign that you have read and understand the information provided regarding account information. Thank you.**

**DATE:** \_\_\_/\_\_\_/\_\_\_\_\_

**NAME:** \_\_\_\_\_

**SIGN:** \_\_\_\_\_