

**OSHC Accounts:**

- Accounts will be issued on Monday/Tuesday fortnightly and will be emailed to your nominated email address. You have the fortnight to pay these accounts.
- Failure to pay your account on time may result in the exclusion of your child/ren from the service. An email reminder will be issued if account is failed to have payment made by the end of the fortnight.
- **A 3% late fee** will be added to the outstanding balance each week until the account is paid in full or other payment arrangements have been made.

If you have any queries regarding your accounts or bookings, please call the OSHC Co-ordinator Georgia Walter on:

Ph: (07) 34309614

Email: [gwalter@samfordsteiner.qld.edu.au](mailto:gwalter@samfordsteiner.qld.edu.au)

**OSHC Fees:****Before School Care:**

- Before School Care Permanent booking Fee 6:30am – 8:30am: **\$21.00**
- Before School Care Casual booking Fee 6:30am – 8:30am

**Breakfast provided for Before School Care.**

**After School Care:**

- After School Care Permanent booking Fee 2:30pm - 6:00pm: **\$33.00**
- After School Care Casual booking Fee 2:30pm - 6:00pm: **\$38.00**
- After School Care Fee, Half Day Permanent booking Fee 12:30pm to 2:30pm **\$30.00**
- After School Care Fee, Half Day Casual booking Fee 12:30pm to 2:45pm **\$33.00**
- After School Care Long Day Permanent booking fee from 12:30pm up until 6:00pm: **\$41.00**
- After School Care Long Day Casual booking fee from 12:30pm up until 6:00pm: **\$44.00**

**Afternoon Tea provided for After School Care and Mid-day snack on Wednesdays.**

**Vacation Care:**

- Vacation Care Permanent booking (before the booking end date)- 6:30am-6:00pm: **\$100.00**
- Vacation Care Casual booking (after the booking end date) - 6:30am-6:00pm: **\$115.00**

Vacation Care includes breakfast, morning tea, afternoon tea, and selected lunches. Any lunches provided will be clearly marked on the program. Please note that additional charges **may apply for excursions and incursions.**

**A minimum of 7 business days' notice is required for any Vacation Care booking cancellations.**

If bookings are not cancelled within this timeframe, the full fee will still apply:

- Permanent bookings: charged at the full permanent daily fee of \$100.00 as an absent day
- Casual bookings: charged at the full casual daily fee of \$115.00 as an absent day

All booking cancellations must be made directly with the OSHC Coordinator within the required notice period to avoid being charged.

**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 **\$3** for every minute after that. 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.

**Late Fee:**

**A 3% late fee** will be added to the outstanding balance each week after the two-week billing cycle has ended, until the account is paid in full or other payment arrangements have been made.

**Non communication/searching fee:**

If your child won't be attending After School Care, please **give us a quick call or send an email** to let us know.

If we don't hear from you and need to reach out or look for your child to confirm their absence, a **\$7 fee** will be added to your account.

Thanks so much for helping us keep things running smoothly and making sure all our children are safe.

**Cancellation of Enrolment:**

Please inform the OSHC Co-ordinator in writing 2 weeks prior to cancellation if you no longer need places in the service. Your child must attend the two weeks for you to receive CCS. All fees must be paid in full before last day of attendance. If your account is not paid in full, this may result in referral to external debt collection.

**Public Holidays:**

Please note that normal account charges will still apply on public holidays if that is your child's permanent booking.

**Absence:**

- Normal fees apply for days absent.
- 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.

**Before and After School Care:**

- OSHC will require 2 business days' notice for any cancellations.
- If a child is absent for more than two days due to illness please provide a medical certificate and the fee will be waived.

**Vacation Care**

**A minimum of 7 business days' notice is required for any Vacation Care booking cancellations.**

If bookings are not cancelled within this timeframe, the full fee will still apply:

- Permanent bookings: charged at the full permanent daily fee of \$100.00 as an absent day
- Casual bookings: charged at the full casual daily fee of \$115.00 as an absent day

All booking cancellations must be made directly with the OSHC Coordinator within the required notice period to avoid being charged.

- If your child is absent from a booked session, the Co-ordinator must be notified immediately.

**Child Care Subsidy (CCS)**

• CCS allows 42 days absence per financial year. This is called "Initial 42 Days Absence". Absence days can be taken for any reason with medical certificates or supporting documentation. Once the first 42 absence days have been used, you will need supporting documentation for any Additional Absence Days. If you use up 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. Child Care Subsidy (CCS) is available to all families, funded by the Commonwealth Government. Centrelink, Family Assistance Office (FAO) assesses eligibility. We reduce the fees payable by the amount of your entitlement.

It is up to you to apply with Centrelink. Parents must provide OSHC with their Family CRN and Child CRN to receive CCS. Failure to provide the Reference Numbers will result in you paying full fees until you provide the numbers.

Families must reapply to Centrelink every 12 months, or if any of your circumstances change.



**OSHC Operating Hours:**  
**Before School Care (BSC)**  
**Monday to Friday**

*Start 6:30 am*

*Finish 8:30 am*

**After School Care (ASC)**

**Term 1**

**Mon, Tue, Thu, Fri**

*Start 2:30 pm*

*Finish 6:00 pm*

**Wed (Kindy-Class 1)**

*Start 12:30 pm*

*Finish 6:00 pm*

**Term 2 - 4**

**Mon, Tue, Thu, Fri**

*Start 2:30 pm*

*Finish 6:00 pm*

**Wed (Kindy)**

*Start 12:30 pm*

*Finish 6:00 pm*

**Vacation Care**

**Monday to Friday**

*Start 6:30am*

*Finish 6:00pm*

**Direct Deposit Account Details: National Australia Bank**

**ACCOUNT NAME: OSHC**

**BSB: 084-004**

**ACCOUNT NO: 44-090-7183**

(Please put OSHC as your Reference) We also have EFTPOS available to make payment in the OSHC Room. Please sign that you have read and understand the information provided regarding account information. Thank you.

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

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

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