

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. If you have any queries regarding your accounts or bookings, please call the OSHC Co-ordinator Georgia Walter on:
Ph: (07) 34309614
Email: oshc@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: **\$25.00**
- Before School Care Staff Discount Fee: **\$19.00**

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**
- After School Care Staff Discount Fee: **\$30.00**
- After School Care Half Day Staff Discount Fee 12:30pm to 2:45pm: **\$28.00**
- After School Care Long Day Staff Discount Fee 12:30pm: **\$39.00**

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 Staff Discount booking- 6:30am-6:00pm: **\$95.00**

Vacation Care includes breakfast, morning tea, afternoon tea and some lunches. Lunches will be noted on the Program. Additional costs may be added for Excursions and Incursions. 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 \$100.00.

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 \$115.00.

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.

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 OSCH 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 CCB. 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.

Absence:

- Normal fees apply for days absent.
- If your child is absent from a booked session, the Co-ordinator must be notified immediately.
- CCB 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.
- 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.
- Family holidays taken during school term; the following applies.
 - o Parents are to fill out a Holiday Form to inform
 - o A holiday fee of 75% of normal weekly fee (session gap) will be charged to hold your place in the service.
 - o Money owing to the service must be paid in full before Vacation Care commences.

Child Care Subsidy (CCS)

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 OSCH 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.

For further information or inquiries phone Centrelink on 13 61 50 (Mon to Fri, 8am to 8pm). 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 OSCHC Room. Please sign that you have read and understand the information provided regarding account information. Thank you.

DATE: _____ / _____ / _____

NAME: _____
_____SIGN: _____
