

CLOVELLY OUT OF SCHOOL CARE FEE INFORMATION



CURRENT FEES

<i>Type of Care</i>	<i>Permanent booking</i>	<i>Casual booking</i>
Before School Care	\$14	\$16
After School Care	\$22	\$25
Vacation Care	\$75	\$80
Annual Registration Fee	\$80 per family	

FEE REVIEW

Fees are set on an annual basis by the Management Committee and Centre Director, based on the annual budget and ensuring that the required income will be received to run the service efficiently. Fees will be reviewed each term based on attendance and the centre's ability to meet the running costs. Parents will be given at least 2 weeks' notice of any changes in the fees. Fees are based on the provision of quality care. The fee level is kept as low as possible to allow access to all working parents, while providing acceptable working conditions for staff.

FEE PAYMENT

All parents are expected to sign a Direct Debit Authority upon registration. This debit can be taken from a Bank Account or Credit Card. No CASH or CHEQUES will be accepted by staff for fees or registration payment. Fee Payment Statements will be sent fortnightly via email one week prior to the debit occurring. Please ensure that your email address is current and that funds are available for the debit. Any bank charges incurred due to default of this debit will be the responsibility of the account holder.

We encourage all parents to cross check their statements each fortnight to ensure the correct days and sessions are being charged and that the CCS is being applied.

Arrears over 28 days may result in cancellation of the child's out of school care booking. If payment is a problem please see the Director as soon as possible to work out an arrangement.

In the case of permanent bookings, fees are paid for the days your child is booked into the Centre, including times when your child is absent due to illness or holidays. Fees will still be applied during extended periods of absence, unless care has been cancelled, with two weeks' notice in writing.

No fees will be charged for public holidays or while the service is closed over the Christmas/New year period.

All fees must be finalised at the end of the year before families can re-register for the following year. The Centre will not accept holiday care bookings from families with outstanding term accounts.

OVERDUE FEES

Parents are encouraged to discuss any difficulties that they may have in paying fees with the Director, who will discuss and make suitable arrangements for payment of fees as well as informing them of other avenues for financial support when required.

LATE FEES

Any parent who collects their children after 6pm will be charged a late fee as set by Management. Wherever possible parents should advise the centre when they will be late to collect their child.

Currently this fee is \$20 plus an additional \$1.00 per minute.

Parents are granted a maximum of four late collections per term before a warning is issued.

If a parent continues to collect their child after 6pm, the Director will need to discuss other options with them, and suitable arrangements made or the child's place in the centre may be cancelled.

ADDITIONAL FEES

Late collection of children:

- Parents must ring the Centre if you know that you will be late to pick up your child.
- Late collection of your child (after 6.00pm) will incur a fee of \$20.00 plus an additional \$1 per minute.
- In the event of your child not being collected by 6.30pm and all emergency contacts being exhausted, the local police will be contacted.
- Parents are granted a maximum of four late collections per term before a warning is issued.

No notification of absences for Permanent Bookings:

- Parents must notify of a child's absence before the start of an after school care session by phone, email or writing in the centres diary in the COOSC foyer.
- Parents who fail to notify the Centre before 3pm, will incur a 'failed to notify fee' of \$15.00. Please refer to 'Absent or Missing Children' procedures in our policy manual.

Please note we are independent of the school and do not get notified if your children are sick or absent. It is your responsibility to notify COOSC via phone or email if your child is not going to be in attendance for a routine booking.

Fail to sign in / out using the Qik Kids Kiosk:

- Parents must take the time to correctly sign their children in and out using the iPads in the foyer. This roll attendance information must be accurate as it is sent directly to the government to calculate the Child Care Subsidy. Failure to complete this process successfully will incur a \$10 fee at the end of the session.

Children using Qik Kids Kiosk:

- Children are not allowed to sign themselves in/out using the Qik Kids kiosk on the iPads in the foyer. There will be a \$10 fine if this occurs due to safety and legal issues. The roles must be accurate and reflect the children in attendance if an emergency evacuation is to occur.

Late payment of Fees:

- Fees must be paid two weeks in advance.
- Fees that are more than 4 weeks overdue will incur a late fee of \$10.00 and a further \$10.00 for every week in arrears.

Failure to comply with these policies repeatedly may result in cancellation of registration.