

Fees Policy for Out of School Hours Care



St Columba
College

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| Policy Title | Fee Policy for Out of School Hours Care |
| Ratified by College Council | 16 May 2023 |
| Date Due For Review | Reviewed after 2 years or before if required |

1. Purpose

St Columba College provides an Out of School Hours Care (OSHC) and Vacation Care service for the College Community. The College strives to ensure that the service is affordable and accessible to families. The annual budget is ratified by the College Council (Approved Provider) annually, or as necessary, and monitored throughout the year.

The service sets fees in accordance with our annual budget to meet the income required to develop and maintain a quality service for children and families.

2. Scope

This policy relates to educators and staff, volunteers, students on placement, visitors and family members of children enrolled at St Columba College OSHC or who wish to enrol their children in the service.

3. Definitions

College refers to St Columba College Munno Para Inc.

Staff means staff employed by St Columba College.

Parent refers to the primary caregiver and, in accordance with such usage, may be—in singular or plural—the birth parent, adoptive parent, legal guardian, foster parent, or caregiver.

Others includes children and young people, contractors, volunteers, members of the school community or people outside of the school community.

Educator refers to an individual who provides education and care for children as part of the St Columba College OSHC Service.

Confidential information relates to privileged communication shared only between authorised people for legitimate, authorised purposes.

4. Roles and Responsibilities

Approved Provider and Nominated Supervisor

- Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Set fees in accordance with market prices, annual budget considerations and to make sure that the service meets the required income to run effectively.
- Annually review fee structure.
- Ensure when reviewing the current fee structure that reviews will take into account attendances and the ability of the service to meet its running costs.
- Take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the Fee Policy and Procedures.
- Ensure that copies of the policy and procedures are readily accessible to nominated supervisors, coordinators, educators, staff, volunteers and families, and available for inspection.
- Notify families at least 14 days before changing the policy or procedures.
- Ensure a period of four weeks' notice will be given to parents if there is a change in fees.

Director

- Ensure that fees are paid in accordance with Commonwealth Department of Health and Family Services Guidelines.
- Inform parents about childcare assistance.
- Advise new families to apply for assessment government guidelines and reminding families to reapply for reassessment when required.
- Ensure that all documentation relating to Child Care Subsidy be kept confidential and be made available to Commonwealth department officers if requested.

Late Fee

All children are required to be collected by 6:00pm. A late fee of \$1.00 per minute per child will be charged. Continued late collections of children may see the enrolment cancelled and access to the service being denied.

Budget

The service will set fees to meet the budget for each calendar year. The final budget will be ratified by the Approved Provider. The service will monitor the budget and, should it be necessary to amend fees, families will be given a minimum of fourteen days' notice of any fee increase (refer to Regulation 172).

6. National Quality Standards**Quality Area 7 Governance and Leadership**

7.1.2 Management Systems. Systems are in place to manage risk and enable the effective management and operation of the service.

7. Related Regulations and Legislation

- Regulation 111 Administrative space
- Regulation 168 Education and care service must have policies and procedures
- Regulation 170 Policies and procedures to be followed
- Regulation 171 Policies and procedures to be kept available
- Regulation 172 Notification of change to policies or procedure

8. Related Policies, Procedures and Resources

- Enrolment and Orientation Policy
- Complaints Policy
- Governance and Management Policy
- [Payment of Service Fees and Provision of a Statement of Fees Charged by the Service Policy Guidelines \(acecqa.gov.au\)](https://www.acecqa.gov.au)
- [Child Care Provider Handbook - Department of Education, Australian Government](#)