



St Michael's Collegiate

Set for life

Subject: ELC AND OSHC PAYMENT OF FEES POLICY	Policy No: ELC 09 – Version 4
	Effective: 12 September 2018
	Revised: N/A
Covers: COLLEGIATE ELC AND OSHC	Review Date: November 2019

Payment of Fees

Policy

A fortnightly statement of fees will be issued to each parent in relation to the education and care of their child at Collegiate Early Learning Centre (ELC) and Outside School Hours Care (OSHC). Fees will be in line the advertised Fee Schedule (below). Fees must be paid in line with the fee statement/invoice. Interest may be charged on any outstanding or overdue fees. Any associated costs incurred in relation to outstanding or overdue fees will be forwarded to the person responsible for the account.

The St Michael's Collegiate School Board reserves the right to reassess and alter any fees as necessary, with Collegiate ELC and OSHC fees reviewed annually each November.

Session	Current Fee
ELC	\$95.00
BSC	\$11.00
ASC (Half Session) 3:00pm to 4:30pm	\$12.50
ASC (Full Session) 4:30pm to 6:00pm	\$25.00
Vacation Care	\$62.00

Procedure

The fortnightly fee statement will be emailed to parents. Fees must be paid in full by direct debit, in line with the statement/invoice (i.e. by the due date).

Failure to pay fees in line with this policy and procedure may result in cancellation of a child's enrolment. Collegiate ELC and OSHC maintains the right to charge an administration fee on overdue, late or outstanding fees.

Any parents experiencing difficulty in meeting their fee requirements should contact the School's Accountant as soon as possible on (03) 6211 4981 so that appropriate arrangements may be made for debt clearance.

Application/Booking Fee

Upon enrolment and prior to commencement at Collegiate ELC and OSHC, a one-off application/booking fee of \$110.00 must be paid to secure each child's booking. (This one-off fee will not be charged again where a child continues onto St Michael's Collegiate School).

An enrolment is not taken to be confirmed until this payment has been made and verified (i.e. via the Application for Admission form). Parents must confirm in writing the person(s) responsible for the fees and the method by which fees will be paid.

Enrolment Holding Fees

Where a child is enrolled at Collegiate ELC and cannot commence by the prescribed date (as outlined in the Letter of Offer), due to either age or preference, a non-refundable enrolment holding fee of 35% of the daily fee will be charged for each day of non-attendance. This fee will be charged to the first fortnightly statement/invoice. Child Care Subsidy (CCS) may not apply to the enrolment holding fee.

Late Fee

Where a child has not been signed out and collected by the advertised/displayed closing time at Collegiate ELC and OSHC, a late fee will be charged.

A late fee of \$15.00 for the first 5 minutes (or part thereof) and \$25.00 per 15 minutes (or part thereof) thereafter will be charged for any child who has not been signed out and collected by the advertised/displayed closing time at Collegiate ELC and OSHC.

Where a cycle of late collection occurs, an additional late fee of \$50.00 may be charged.

Where a cycle of late collection continues the child(ren)s placement at Collegiate ELC and OSHC will be reviewed.

Late fees will be applied to all session types. CCS does not apply to late fees.

Where no contact has been made by the parent (or other authorised person) regarding the collection of the child(ren) 30 minutes after the advertised closing time, in line with the service's Child Protection and Mandatory Reporting Policy, the nominated supervisor, Child Safety Services or Gateway Services must be notified.

Non-Attendance (sick leave or holidays)

ELC

Where a child is absent from Collegiate ELC due to illness or holidays, the full booking fee will apply unless two weeks written notice has been provided to the Manager of Collegiate ELC.

Where the Manager of Collegiate ELC receives two weeks' written notice regarding a child's non-attendance, a holding fee of 60% of the daily fee will be charged.

After School Care and Vacation Care

Where a child is absent from After School Care due to illness or holidays, the full booking fee will be applied unless notice is provided to the coordinator of OSHC or the Manager of ELC by 3:00pm prior to the day of non-attendance.

Where a child is absent from Vacation Care the following notice and relevant fees will apply:

- Less than a week – Full fees will be charge
- 7 to 14 days' notice – 60% of the scheduled fee
- More than 2 weeks' notice – No charge

Ceasing Education and Care

Where a child ceases education and care at Collegiate ELC and OSHC, all outstanding fees must be paid in **full** prior to their final day at the service.

A minimum of two full weeks written notice (addressed to the Manager of Collegiate ELC and OSHC) must be given where a child is no longer to attend Collegiate ELC and OSHC. Where written notice is not received within this timeframe, accounts will continue to accrue until written confirmation is provided. (Full fees will be charged and CCS may not apply in this situation).

Public Holidays

Where Collegiate ELC and OSHC elects to close on a non-public holiday (www.worksafe.tas.gov.au/laws/public_holidays), no fees will be charged for children who would normally attend these days. No fees are charged for public holidays or the advertised Easter break, the advertised Christmas holidays or the Friday following the Thursday Show Day Public Holiday.

Overdue Fees

Any parents experiencing difficulties in meeting their fee requirements should contact the School's Accountant as soon as possible on (03) 6211 4981 so that appropriate arrangements may be made for debt clearance. Where fees remain outstanding, Collegiate ELC and OSHC will:

- Endeavour to contact the person responsible for the account by telephone to discuss the account and prompt payment (any conversations will be verified via a follow up email; including agreed timeframes for payment of the account).
- Where payment is not made in line with the previous agreement, an email will be forwarded to the person responsible for the account to verify payment.
- Where a reasonable response is not received, a formal letter will be forwarded to the person responsible for the account to request payment.
- Where payment is not made on an account in line with the agreed terms, the account may be forwarded to a third party for collection. Any additional fees associated with the collection of an account will be forwarded to the person responsible for the account.

Child Care Subsidy (CCS)

Families wishing to claim CCS must verify their eligibility to claim with the Australian Government, Department of Human Services (Centrelink) prior to the commencement of education and care.

In line with the Enrolment Form, families wishing to claim CCS are required to provide Collegiate ELC and OSHC with:

- Their child's customer reference number (CRN);
- The parent's customer reference number (CRN);
- The date of birth of the parent claiming the CCS (DOB and CRN must be for the same parent).

This information must be provided prior to the child's commencement at Collegiate ELC and OSHC. The service does not have to accept the enrolment of a child until this information has been provided.

Note: *Where this information has not been provided or is incorrect or incomplete, applicable CCS may be affected.*

Collegiate ELC and OSHC does not have the authority to liaise on a families behalf with Centrelink in this or any other matter.

Relevant Policies and Procedures

- Enrolment and Orientation Policy and Procedure
- Complaints Policy and Procedure

Sources

- *Education and Care Services National Law*
- *Education and Care Services National Regulations*
- Department of Human Services, Australian Government
- Department of Education and Training, Australian Government