



School No: 2068 Established 1878

9.7 Fees



Help for non-English speakers

If you need help to understand the information in this policy please contact 03 5996 1744.

Cranbourne Primary School Council sets fees for the Cranbourne Primary School OSHC in accordance with its annual budget in order to meet the income required to develop and maintain a quality service for children and families. We strive to ensure that our service is affordable and accessible for families in our community.

Enrolment Fee

A \$20 registration fee applies when a family first enrolls with the program. An enrolment form is required for each child and must be submitted prior to a child commencing.

Child Care Benefit

To help with the cost of childcare, the Australian Government offers two types of financial assistance – the Child Care Rebate (CCR) and Child Care Benefit (CCB). To claim the childcare benefit, you must first be assessed for eligibility.

Child Care Benefit (CCB)

CCB is income tested and is paid directly to us to reduce your child's fees. To ensure you receive CCB you must provide on your Enrolment Form, the Customer Reference Number (CRN) and the date of birth of the caregiver who has applied for CCB and the CRN and date of birth for each child who will be receiving the child care benefit. This is a unique number given to each individual family member.

If your child is currently enrolled in childcare, it is important that you advise Centrelink once your child has commenced school.

Child Care Rebate (CCR)

CCR is not income tested. You may be eligible for CCR if you are registered for CCB with Centrelink and you and your partner meet the 'work, training, study test' or are exempt from it.

Your usage information is forwarded to us by Centrelink regularly so that your CCR claim for 50% of your out-of-pocket expenses can be made directly to your bank account at the end of each quarter.

Alternatively, you can have your 50% rebate paid to us and applied to your account. This way, you will only be left with the remaining 50% to pay each week.

The Family Assistance Office (Centrelink) contact number is 13 61 50.

Families are required to read and sign the Enrolment Form which includes the Fees schedule and acceptance of the Services terms and conditions.

Payment of Fees

Fees must be paid once invoiced, within the stated due date. Families will be provided with a statement of fees charged by the service (Regulation 168).

Failure to pay unpaid fees may result in debt recovery action being taken and discontinuation of care for the child unless the family has initiated a repayment schedule for the unpaid fees with the Nominated Supervisor (Co-ordinator).

Cancellation Fee

Where a child will not be attending a permanent session, the booking must be cancelled prior to 7am on the day of care for before school care and prior to 12.00pm for after school care, to avoid a late cancellation fee of 50% of the session charge.

Late collection fee

The service operates from 6.45 am- 8.45 am before school and 3.15 pm – 6.30 pm after school. Curriculum Day Care and Holiday Care open from 6.45 am until 6.30 pm. The Staff are unable to accept children in the service outside of these hours. Should children be present after the closing time, a late fee of \$1.00 per minute will apply with a minimum of \$10.

The hours and days of operation of the service will be displayed prominently within the service (Regulation 173).

In circumstances that are beyond the control of families, (e.g. extreme weather), which may result in them arriving late to collect their child, the Nominated Supervisor (coordinator) will have discretion to decide if families will be charged the late fee.

If late pick-up occurs three times in a calendar year, the Nominated Supervisor (Co-ordinator) will send a letter reminding the family of the Fees Policy. If a fourth late pick-up is recorded, the family will be asked to meet with the Nominated Supervisor and possible termination of their child's enrolment may occur.

Increase of fees

The fees are set by the School Council in order to meet the budget for each financial year. There will be ongoing monitoring of the budget and, should it be necessary to amend fees, families will be given a minimum of fourteen days' notice of any fee increase (Regulation 172).

Methods of Payment

Fees can be paid by:

- Cash
- Cheque
- Eftpos
- Credit Card
- Direct deposit into the School's account
- Bpay (Cranbourne Primary families only)

Families will be given a minimum of fourteen days' notice of any changes to the way in which fees are collected (Regulation 172).

Debt recovery

The Principal / Business Manager reserve the right to take action to recover debts owing to the service. This can include the engagement of debt collectors to recover the monies owed.

Where a family owes any overdue fees to the service, the child's place may be suspended, until all outstanding monies are paid, or both parties agree to a payment plan. Fees not paid by the due date will be generally followed up as below:

1. An initial letter stating fees are overdue will be sent 14 days after the fees due date, giving 10 working days for payment.
2. If payment is not received within 7 days, families will be contacted or requested to make contact with the service, to discuss a payment plan.
3. Failure to make a payment plan or continued non-payment for a period of 5 working days will result in a second and final letter. This letter will act as notification that, unless payment is made within 5 working days of the letter, or a payment plan entered into, the child will be unable to attend the service.
4. If a signed payment plan is not adhered to, a follow-up process will commence at point 2.
5. The Principal / Business Manager will reserve the right to employ the services of a debt collector and the family will be responsible for all fees associated with recovering the debt.

Confidentiality

- All information in relation to fees will be kept in strict confidence. Members of staff will not discuss individual names and details openly. Information will only be available to the nominated persons required to take action, for example, to initiate debt recovery.
- Families may access their own account records at any time, or particulars of fees will be available in writing to families, upon request.

Relevant Laws and Regulations

Children's Services Act 1996

Children's Services Regulations 2009

Education and Care Services National Regulations 158-162, 168-172 Quality Area 7.3

Relevant Policies

Access

Booking

Communication with Parents Enrolment

Review Information

Policy last reviewed	Sep 2022
Approved by	School Council
Next scheduled review date	Sep 2025