



St Joseph's School
Kingswood

OSHC BOOKING & FEE POLICY

Updated 3rd April 2023

Booking and Fee Policy - OSHC

St Joseph's Kingswood is all about our children. We create and uphold a nurturing environment for our children, families, teachers, volunteers and the wider parish. We are a Catholic community of educators and learners who strive for excellence in education and we are innovative and collaborative in our approach. Our life long purpose is to maintain a sense of belonging for all our children encouraging them to reach their full potential.

Fees and Charges

OSHC Fees	Session Time	Amount
Before School Care	7:30am – 8:30am	\$10.00
After School Care	3:10pm – 6:00pm	\$28.00
Vacation Care - Incursion	7:30am – 6:00pm	\$60.00
Vacation Care - Excursion	7:30am – 6:00pm	\$65.00
Pupil Free Day	7:30am – 6:00pm	\$60.00
Additional Charges	Description	Amount
Late Collection Fee	Children collected after 6:00pm	\$1.00 per minute

These fees are reviewed annually and are subject to change. Families will be notified if there is a change to the fee structure.

Bookings

All Bookings are to be made through the Fully Booked Childcare system. You can find information on how to enrol and book on Szapp.

To ensure the safety and well-being of the children we must arrange staffing in advance so that the children to staff ratios are in accordance with National Standards. Therefore bookings are essential.

Permanent Bookings

A permanent booking will secure your child's booking.

If any changes are required to permanent bookings, it is the responsibility of the parents to update their bookings in Fully Booked.

Parents must make any changes to bookings within the booking and cancellations cut-off periods provided below to avoid being charged.

One weeks' notice must be provided for the withdrawal of a permanent booking.

Payment of Accounts

Invoices will be generated weekly and emailed to your nominated email address.

As a condition of enrolment, we require a direct debit to be set up in the Fully Booked system.

Direct Debits will be processed two days after invoices are generated. Any dishonored payments will be reprocessed in an additional two days until payment is successful.

Parents will need to contact Centrelink directly about their Child Care Subsidy. The CRN and Date of birth of the enrolling parent and the child must be provided to access any rebate.

Accounts that remain outstanding may result in withdrawal of your child's enrolment until payment has been received.

Debt Collection costs associated with the recovery of outstanding fees are the responsibility of the enrolling parent.

If you are experiencing financial difficulties, please make an appointment to see the Principal/Bursar. All matters will be handled in the strictest confidence.

Booking and Cancellation Cut-offs

Sessions will be charged at full price if a cancellation isn't made prior to the cut-offs stated below.

The same rules apply for sick/annual leave days for your child.

Booking and Cancellation Cut-offs	
Before School Care	6:00pm the day prior to attendance
After School Care	10:00am the day of attendance
Vacation Care and Pupil Free day	1 week prior to attendance

Emergency Care

Emergency Care bookings will only be accepted if there is a place available. If the service is full, emergency bookings can be denied and you will need to make alternative arrangements.

Emergency Care Bookings can only be made by contacting the Director on 0499 519 972 between the hours of 7:30am and 6:00pm.

Unattended Children

Prior to 8:30am and after 3:30pm there is no teacher on duty, therefore no child should be in the school yard unless under adult supervision. Children unattended in the yard prior to 8:30am and after 3:30pm will be directed to OSHC and charged for a full session of care.