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.

Bookings

Booking forms for the year will be given to families at the time of enrolment. To ensure the safety and well-being of the children we must arrange staffing so that child: staff ratios are in accordance with National Standards. Bookings therefore, whether permanent or casual, are essential.

Bookings and cancelations can be made by contacting the Director on 0418 443 956 between the hours of 7:30am-6pm.

Parents may also choose to make a booking via the OSHC diary located in the school front office.

Permanent Bookings

It is the responsibility of the parents to update the Director as to their permanent booking requirements for OSHC. Parents must give the required notice of any change or cancelation to avoid being charged the minimum session.

A permanent booking will ensure your child’s booking, whereas casual bookings will only be accepted if there is a place available. If the service is full, casual bookings can be denied and you will need to make alternative arrangements.

All sessions booked are reserved for your child and consequently will be charged for unless the required notice is given.

All fees will be charged according to policy unless negotiated with the Principal.

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

Prior to 8.30am there is no teacher on yard duty therefore no child should be in the school yard unless under adult supervision. Children in the yard prior to 8.30am will be directed to OSHC and charged accordingly.

Casual Bookings –After School Care

The Director must be informed by 10am on the day of the required OSHC if a casual booking is required.

Casual Bookings made before 10am will be charged as normal -no surcharge applies.

Late Casual Bookings (made after 10 am the day of required care) will incur a $5 surcharge plus the cost of the session. This includes all children who are present for the ASC roll call even if they are only present a short time.

Emergency Casual Booking
After 3:35pm, when the duty teacher completes their duty, any child remaining will be directed to OSHC. The family will be charged the full first half session as a minimum plus a $10 surcharge per child.

**Casual Bookings - Before School Care**

All BSC bookings made prior to 6pm the day before will incur normal session charges.

If a child attends BSC without a prior permanent or casual booking then a surcharge of $5 will apply.

**Cancellations**

**After School Care**

Notice for after school care must be given before 10am the day of the booking for the fee to be waived.

**Before School Care**

Notice for before school care must be given by 6pm the day before. The minimum session will be charged if your child is away.

**Late Collection of Children Fee**

All children must be collected from OSHC no later than 6pm. If collected after 6pm a late fee of $1 for every 10 minutes (or part thereof) will be charged.

**Payment of Accounts**

Accounts will be processed weekly and emailed to you fortnightly.

There are a number of payment options available including BPAY, EFT and automatic credit card deduction. **All OSHC accounts are payable within 14 days from date of invoice.**

Parents are responsible for contacting Centre link about their Child Care Benefit Assessment. The CRN of the enrolling parent and the child must be provided to access any rebate.

Failure to settle accounts promptly will result in a friendly reminder. 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.

Please communicate with the Director, School Principal or School Bursar if you have any questions regarding bookings and fees.

Policy created: 2012

Policy reviewed date: 2015

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