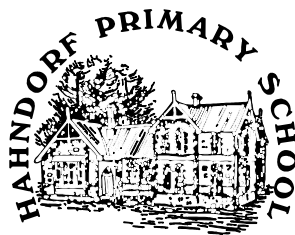


Hahndorf Primary School O.S.H.C.



FEES POLICY 2011 (abridged version)

The Hahndorf Primary School OSHC Service aims to provide a quality Out of School Hours Care Service at an affordable price to parents who have children eligible to attend, under the Commonwealth Government Priority of Access Guidelines. The fee level will be reviewed as required and will be presented to the OSHC Advisory Committee before being passed to Hahndorf School Governing Council for ratification.

Fees

Before School Care

7.00 am to 8.30am - Permanent Bookings	\$ 10.00
Casual Booking (Booked within 5 working days notice)	\$ 12.00

After School Care

3.15pm to 6.30pm - Permanent Bookings	\$ 18.00
Casual Bookings (Booked within 5 working days notice)	\$ 20.00
Pre-school collection	\$ 20.00

Vacation Care

7.30am to 6.30pm - Home Day	\$ 50.00
Extra charge on Incursion or Excursion days to cover costs	

Late Fee

Families arriving anytime after 6.30pm will be charged \$15.00 for the first 5 minutes and then \$2.00 per minute thereafter.

Special circumstances, such as traffic accident or vehicle breakdown, will be given special consideration in relation to the collection of late fees.

Payment of Fees

Accounts will be produced weekly. We operate a seven (7) day account and invoices will be sent out to families weekly. Families will receive accounts via email, Family Folder (near the sign in sheet in the OSHC room) or the child's classroom.

Fees must be paid regularly. Cash and cheque payments can be made via the payment box (located at OSHC), by credit card, cheque or cash to the finance office at Hahndorf Primary School or by Funds Transfer via internet. (Please see the Director or Finance Officer for funds transfer information).

Overdue Accounts

Families with overdue accounts are encouraged to discuss any difficulties with the Director and make suitable payment arrangements.

Bookings and Cancellation of Bookings

Bookings

Families are encouraged to book for Before and After School Care on a term-to-term, or annual basis.

Daily bookings will be accepted if the centre has vacancies. To make a request for a daily booking, families can contact the centre by email oshc@hahndorfps.sa.edu.au, phone on 8388 7420 or fill out a Notification of Change form.

Cancellation of Bookings

For the cancellation of a booking (term-to-term booking or permanent daily booking) for Before School Care, After School Care, Vacation Care or Pupil Free Days, **five (5) OSHC working days** notice is required.

OSHC Working day: 7.00 am – 6.30 pm Monday to Friday, School Terms
 7.30 am – 6.30 pm Monday to Friday, School Holiday Times

There is no cancellation period for a casual booking.

Full fees will be charged and recorded as an allowable absence.

Definition of a Permanent Booking:

- A booking placed for childcare with prior notice of more than five (5) OSHC working days, eg; a booking for Wednesday ASC should be made before 6.30pm of the Tuesday one week before.

Definition of a Casual Booking:

- A booking placed for childcare, less than five (5) OSHC working days notice of the booking date.

Families are responsible for payment of the fee if the centre does not receive the required amount of notice.