



Payment of Service Fees

Rationale:

College Council has a responsibility to manage the finances of the OSHC service, and in doing so, must ensure that a fair and reasonable process for managing outstanding debts is developed and implemented.

To provide a quality program and service to families using OSHC which is self-funded.

Aims:

To minimise outstanding debts, and to provide a process for managing outstanding debts should they occur.

To maintain the OSHC Program with ease of payments for parents and management at the school level.

Implementation:

- College Council will provide opportunities for all parents experiencing financial difficulties to enter into alternative and confidential payment arrangements with the service.
- College Council will allocate funds annually to be used at the discretion of the OSHC Committee to assist families experiencing financial hardship.
- The OSHC committee College Council will be responsible for managing all outstanding debts.
- Outstanding debts will result in a reminder communication.
- Outstanding debts in excess of 14 days will result in a telephone call from the OSHC approved provider.
- Parents with outstanding debts in excess of 30 days, (are unable to attend until payment is made, usually 4 weeks). Parents will be contacted to further discuss any financial hardship.
- Outstanding debts will carry over from one year to another.
- Students will not be denied access to the program, for which they have paid, simply because payment has not been received for other school charges or voluntary contributions.

Payment of Fees:

- Payment for After School Care accounts is via the Xplor website. Families are given log in details for Xplor and are required to add their banking details.
- Payments will be processed weekly on a Thursday up to and including care for the Friday before. Failure to be up to date with payments may result in exclusion from the program.
- Families are able to claim Child Care Subsidy (CCS) to assist with the cost of child care.
- The percentage of subsidy families are able to claim is means tested.

- A Child Care Subsidy calculator at the following link is provided to parents to assist in working out their child care entitlements. <https://www.childcaresubsidycalculator.com.au/>

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2023
Consultation	August 2023 College Council August 2023 College Newsletter
Approved by	College Council
Next scheduled review date	June 2026