

15. Payment of Fees and Provision of a Statement of Fees charged by the Education and Care Service

Purpose

As the school runs OSHC as a business, it is expected to be financially viable.

As a user-pay service, it is important that families are informed how fees are determined and the expectations regarding payment of fees including the costs, timelines and processes.

Systems are in place to manage risk and enable the effective management and operation of a quality service.

Scope

NQS Quality Area 7	Governance & Leadership
Standard 7.1 Governance	Element 7.1.2 Management Systems

Process/guidelines

Budget

The annual budget will be prepared by the school's Business Manager in conjunction with the OSHC committee. This budget will be ratified annually by the Nailsworth Primary School Governing Council prior to the start of the school year.

The budget is closely monitored and reports are presented to each Governing Council meeting.

The school's Business Manager is responsible for recording financial transactions, preparation of wages, record keeping and presenting financial information to the OSHC Management Committee at least once each term.

The service is audited by the school's auditors between February and April of each year.

Copies of all financial records will be kept for a minimum of seven years.

Determination of OSHC Fees

The only source of revenue for the service, is the OSHC fees charged to families and the associated Child Care Benefit Rebate (CCB).

In establishing the annual OSHC budget, fees are reviewed to ensure the service is financially viable. Each year it can be expected that fees will rise in line with CPI. This increase primarily covers the annual increase in staff wages.

Increases will be advertised at the beginning of every school year.

Bookings

Each family is required to make bookings, in advance, for the care sessions required.

This ensures that the service is prepared with resources, training and staffed to meet the children's needs.

If a booking is made and not cancelled before the start of a session, the fees for that session may be charged.

All bookings are made on-line. The portal can be accessed on the school's website www.nailps.sa.edu.au

Accounts will be emailed to parents fortnightly.

Attendance Records

Accurate attendance records are required to be maintained and checked each day. These records include session reports, submitted to Centrelink within 14 days at the end of the week that care was provided. Session reports include the opening and closing hours, the time children arrive and depart and any absences.

Overdue Accounts

Families/caregivers experiencing any financial difficulties are requested to contact the OSHC Director and/or the school's Business Manager to negotiate a mutually agreeable payment plan.

If there is no instalment plan in place, the Governing Council may pursue unpaid fees through the approved Governing Council debt collection policy.

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Roles and Responsibilities

The Director will

- Inform families of the bookings and cancellation fees on enrolment
- Keep families informed about OSHC related charges including increases in fees via OSHC bulletins and the school's newsletter.
- Advertise annual fees on the OSHC pamphlet available at the service and published on the school's website.
- Ensure accurate attendance records are maintained.

The school's Business Manager will:

- Prepare the OSHC budget in conjunction with the OSHC committee.
- Record financial transactions, preparation of wages, record keeping and presenting financial information to OSHC Management Committee at least once each term.
- Ensure financial records are kept for a minimum of seven years.

Monitor, report and review

Author	School Principal Sharron Ward	March 2020
Recommended	OSHC Management Committee	April 2020
Approved	Governing Council	June 2020
Review Date		

