



Christian Early Learning Day Care and Kindergarten

FEE SCHEDULE 2019

ACCOUNT SETUP & PRE-ENTRY FEES

- A non-refundable once-only Account Setup Fee of \$100.00 per family is payable on enrolment to Oxley Kids (first child only).

OUT OF SCHOOL HOURS CARE (OSHC)

OSHC Fees and Charges

For permanent bookings:

- OSHC is charged at a flat fee of \$14.55 per child for Before School Care, and \$23.90 per child for After School Care
- 2 weeks' notice is required for a change to a regular booking. You will be charged for an absence if your child does not attend (CCS is still paid, if applicable).
- After School Care for Preps from their early finish time during February incurs a charge of \$23.90 per child for this service. If the child remains in our care after 3:30pm, you will also be charged the After School Care fee of \$23.90 per child.

For casual bookings:

- A booking must be made by close of business the day prior (for Before School Care) or by 2pm (for After School Care).
- Casual OSHC bookings are charged at a flat fee of \$19.25 per child for Before School Care, and \$30.15 per child for After School Care.
- Casual bookings may be cancelled if Oxley Kids is contacted by the cut off times listed above.
- Casual After School Care for Preps from their early finish time during February incurs a charge of \$30.15 per child for this service. If the child remains in our care after 3:30pm, you will also be charged the Casual After School Care fee of \$30.15 per child.

For emergency bookings:

- For BSC, if not booked prior to close of business the day prior, you will be charged \$23.90 per child.
- For ASC, if not booked prior to 2:00pm on that day, you will be charged a fee of \$36.40 per child, subject to availability of places. This includes if your child is left at the Yellow Square and the College staff send your child to us.
- Statements will be sent weekly for all OSHC attendances and bookings, with all accounts with ongoing bookings expected to be maintained in credit by 2 weeks' fees at all times.



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OSHC Registration and Bookings

OSHC Permanent Bookings

Please note, **bookings are essential**. The Enrolment Form must be completed and returned before the first use of the OSHC program. **Once you have booked a regular place you will be billed for the booking whether your child attends or not. Changes to regular bookings require 2 weeks' notice in writing.**

OSHC Casual Bookings

Casual Bookings may be possible, subject to place availability. Please phone 9727 9200 or email office@oxleykids.vic.edu.au prior to 2.00pm on the day that the service is required to ensure that a place is available and adequate staffing can be arranged. **Once you have booked a casual attendance, you will be billed for the booking, even if your child does not attend, unless you notify us of a cancellation to the casual booking, prior to 2.00pm.** Bookings received after 2.00pm will be billed as an emergency booking.

OSHC Emergency Bookings

If emergency placement is required, due to parent inability to collect an Oxley Christian College Junior School student before 4.00pm, please call Oxley Kids as soon as possible on 9727 9200. If your child is brought from the yellow square because no contact has been made with the school for late pick up, your child will be brought to the OSHC program at 4.00pm. You will be billed the emergency fee for the session attended in the OSHC. Oxley Kids will seek contact and medical information from Oxley Christian College to ensure it can properly care for the student.

OSHC Cancellations

Please advise us if your child is going to be absent. If you do not notify Oxley Kids of your child's absence you will be billed for the time booked, even if it is a casual booking. All regular booked places are billed regardless of attendance.

CHILD CARE SUBSIDY

Oxley Kids is approved for Child Care Subsidy (CCS). You will need to provide your child's CRN on the Enrolment Form, as well as your CRN and Date of Birth, as this is used as a confirmation by the Department of Human Services (Centrelink).

If you believe you are eligible for CCS and do not have a CRN, please contact the Department of Human Services on 13 61 50.

If you are eligible for CCS, you will be able to claim up to 42 absences during the year.



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PAYMENT OF ACCOUNTS

Payment Terms

- We operate with a 'no cash' policy.
- Payment of accounts by direct debit is our preferred method of payment and forms are available from reception and in your enrolment package.
- The service also offers a range of other payment options including credit card, BPay, and direct deposit. These payment methods must be discussed with the Director or the Administrator before they will be approved.
- Payments attract the following charges:
 - Direct Debit set up fee (once only per customer) \$2.20 (via Debit Success)
 - Direct Debit from bank account - \$0.88 per transaction (via Debit Success)
 - Direct Debit from card – 1.78% per transaction (via Debit Success)
 - Card payment at reception – 2% per transaction
 - BPay – no charge to you (we are charged for these transactions)
 - Direct deposit to our bank account (BSB 063 167 A/c 10741197)– no fee, however you must notify us of your payment amount and date paid
- Where fees remain outstanding for 60 days or longer, without appropriate approval, you are advised that your name may be passed to our Debt Collection Agency, with all costs incurred passed on to your account.
- Oxley Kids charges an administration fee of \$25.00 for each failed payment or missed installment. Overdue accounts will incur an administration fee of \$25 per week. We will also pass on any bank charges associated with failed payments.
- Oxley Kids also reserves the right to suspend the enrolment of the child(ren) where outstanding fees become delinquent (60 days or more) and the Oxley Kids Director has not been contacted and/or an approved payment arrangement has not been entered into.
- If at any time you experience financial difficulty affecting your ability to pay your account, please contact the Director or Administrator to discuss your circumstances.
- **Split Billing** When requested, fees may be split between two separated parents where both parents accept responsibility for the payment of fees. An administration fee of \$10.00 per quarter will be charged for this service. Where one party defaults on the payment of account, copies of all correspondence relating to the account will be sent to both parties and both parties will remain responsible for any outstanding amount.
- You must notify us if either parent or guardian is an undischarged bankrupt or has been a bankrupt person in the last 5 years.



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LATE COLLECTION

A late fee of \$20 for the first 10 minutes and \$1 per minute thereafter will apply, per child, if your child is not collected by 6.30pm. This late fee also applies to children attending Short Day Programs that are not collected within 10 minutes of the class finishing. This fee will be added to your next account. CCS is not applicable to late fees.

BILLING CYCLES

- All OSHC fees will be billed weekly, with families with ongoing bookings expected to maintain their account in credit by **2 weeks' fees** at all times.

Billing for Oxley Kids is separate from that of Oxley Christian College. Where families have students in both Oxley Kids and Oxley Christian College they will receive separate statements.

It is important that this Fee Schedule is read in conjunction with the Oxley Kids Parent Information Booklets and Enrolment Form as amended from time to time.

Please note:

- **We reserve the right to increase fees, should a wage increase occur.**