

Outside School Hours Care Fee Schedule 2017

Session Times

Before school	7:15 - 8:15am
After school	3:15 - 5:00pm

Fee Schedule

Fee Amount

Permanent Bookings	\$
Before school	10
After school	17

Casual Rate

Before school	12
After school	22
Short session - to 4.15pm.....	10

(Children collected after 4:15pm will be charged full session fee)

Late Collection after School

Children who remain at the pick-up area after 3.15pm, and who have not been booked into OSHC will be automatically booked into the OSHC Centre and will be treated as a casual booking.

Late Collection Fee – after OSHC

Late collection fees will be charged when children are not collected from the OSHC Centre by 5.00pm. Fees will be charged at the rate of \$15.00 per family for every fifteen minutes or part thereof after 5.00pm.

Payment of Fees

Upon enrolment, fees for permanent bookings are to be kept two weeks in advance with accounts issued fortnightly. Fees for casual bookings must be paid on receipt of invoice following attendance.

Full fees are payable until enrolments meet CCMS requirements, after which any necessary adjustments will be made.

Fees may be paid by cheque, direct deposit or EFTPOS. All fees and charges incurred on dishonoured payments will be added to accounts.

Overdue accounts

Bookings will not be accepted if accounts are overdue by two weeks. All accounts overdue by four weeks or more will be forwarded to a collection agency.

Booking Procedure

Bookings for both permanent and casual places are made by email to oshc@cms.qld.edu.au. Casual bookings must be made at least 24 hours prior to the date of care to ensure that the Centre has sufficient staff on hand each day. Space is limited and we cannot guarantee places will be available at short notice.

Cancellations

Permanent Bookings – notice by email to oshc@cms.qld.edu.au must be given not less than two weeks prior to the date being cancelled.

Casual bookings – notice by email to oshc@cms.qld.edu.au must be given not less than 24 hours prior to the date being cancelled.

No refunds will be given for cancellation without the above notice. Make up sessions are not available.