

PAYMENT AGREEMENT FORM

It is a condition of annual enrolment to any of the OSHC services that a parent / caregiver initial each box in the table below to indicate acceptance of each of the commitments to the service.

I _____ acknowledge and understand that:

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| | the Enfield Primary School OSHC service is a user pays service, funded through fees. |
| | OSHC fees are charged one week in arrears and are then due payable. |
| | Fees are charged based on my child's booked sessions. Each financial year my child is entitled to 42 days of absence whilst still being able to claim Child Care Benefit. |
| | Normal fees are charged when my child is sick or absent from a booked session if no notification is given. Notification must be given by 6pm the previous day for Before School care and by 10.00am, on the booking day, for After School care. |
| | <p>Payments can be made in the following ways:</p> <ul style="list-style-type: none"> • EFTPOS • Direct deposit (bank transfer) into the OSHC Bank account • Setting up a Direct Debit agreement <p>Payments made directly to OSHC during service hours (7.00 – 8.30am & 3.05 – 6pm)</p> |
| | <p>When making bookings for Vacation Care:</p> <ul style="list-style-type: none"> • Total fees must be paid in full prior to the start, or • Pay a deposit of \$10 per session, plus set up a Direct Debit agreement <p>All non-payments will be monitored as per this payment agreement and service suspended if accounts go into arrears over 28 days.</p> |
| | <p>Before School Care begins at 7 am After School Care ends at 6 pm</p> <p>Each day my child attends the service, their arrival or departure time must be entered on the sign in sheet, along with a signature. This provides an accurate record of session attendance and it is an important safety precaution as in case of emergency this list is used by staff to provide an instant guide to the children present.</p> |
| | <p>There is a late pick up fee of \$15 for the first 15minutes, per family and thereafter \$1 per minute applies.</p> <p>A parent is regarded as being late when they arrive to collect their child 5 minutes after closing time. Notification of special circumstances will be considered in relation to collection of late fees. Without prior notification that the authorised carer is unavoidably delayed, any child not collected by 6:30pm will require the OSHC staff to contact Crisis Care for arrangements.</p> |



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| | <p><u>ACCOUNTS IN ARREARS:</u> Invoices are sent out weekly detailing sessions I am being charged for, Child Care Benefit payments that have been processed and the outstanding balance to be paid.</p> <p>If an account is overdue by 28 days or more there will be a letter sent to the parent/ caregiver noting a suspension from the OSHC service from the date of the letter. It will also detail a summary of monies owing on the account and instructions for how to organise payment. and the involvement of a debt collection agency.</p> <p>It is the parent/ caregiver's responsibility to contact the OSHC Director within 7 days from the date stated in the letter.</p> <p>If no arrangement is made to pay the outstanding fees, the following will occur:</p> <ul style="list-style-type: none"> • A late fee will be applied to the account - \$5 a week • An exclusion from the OSHC service will commence • A debt collection agency will be involved. For any accounts that are referred to our debt collector for recovery, the parent/caregiver responsible for the account will be responsible for the Debt Collector's charges which will be added to the total amount to be recovered. |
| | <p>Parent/ caregivers with unpaid arrears will not be able to resume use of the OSHC service until they have paid their debt in full. This involves setting up a Direct Debit agreement to make regular payments till the debt is cleared.</p> <p>Parents/ caregivers can also set up a direct payment of the Child Care Rebate to OSHC. This needs to be organised and approved through Centrelink.</p> |
| | <p>If any of the following changes are made, the service must be notified immediately:</p> <ul style="list-style-type: none"> • Address, telephone numbers and emergency contacts • Person/s authorised to collect your child, including changes as the result of a custody arrangement or court order • Changes in access authorisation • Your child contracts an infectious disease or illness • When your child is absent |
| | <p>Bookings are made and kept up to date by:</p> <ul style="list-style-type: none"> • Contacting OSHC directly to speak with a member of staff or to complete a <i>Booking Confirmation/ Update</i> form • Contacting the school front office between hours of 9.00am and 3.00pm |
| | <p>Inappropriate behaviour by children may result in them being excluded from the service for short or long term periods. Warnings are used wherever possible, as per the Behaviour Policy, but an immediate exclusion would be applied when the safety of other children has been jeopardised.</p> <p>The OSHC Director may also involve family/caregivers in strategies to improve behaviour, when concerns arise, or as part of a re-entry after an exclusion. This process may include the use of support agencies when necessary.</p> |

I agree to the listed conditions of enrolment and understand that I am responsible for payment of fees each week.

Full name of Parent/Caregiver responsible for accounts _____

Signature of Parent/Caregiver responsible for accounts _____

Date: _____

