

FEES & BILLING SYSTEM



Norwood OSHC **fee schedule** is reviewed on a regular basis and adjusted according to CPI increases annually.

Norwood Out of School Hours Care is a not-for-profit organization and is listed on the ACNC website. NOSHC is a registered childcare provided which allows families to claim the Child Care Subsidy to reduce their fees, making childcare more affordable.

Billing System

Fees will be charged every week and parents/caregivers will receive their account via email. Parents/caregivers will have 14 days to pay their account, which is required in full.

Payment can be made by credit card, or Direct Transfer. Where an account holder has nominated for the service to directly debit their credit card, this will be processed weekly or fortnightly as specified on the 'New Account Holders Payment Details' form.

Debt Management



Casual Bookings/New Account Holders

A \$50 Bond is required upon booking a child into OSHC. The Bond is not payable if an account holder chooses to have fee payments debited directly from their credit card. If another payment option is chosen the Bond will be required and will subsequently be refunded to your account after twelve months of regular payments or when care ceases.

Late Fee & Collection

A late fee will be charged per family after 6pm. In situations where more than one late arrival is noted the Director or Assistant Director will bring this to the attention of the parent involved. A late fee of \$10 is charged if a family has been given notice and continues to arrive after 6pm. This will increase by \$5 per quarter of an hour thereafter. If an authorised person collecting a child is likely to be delayed the Service should be contacted with an estimated arrival time.

In the event that no one arrives to pick up a child from OSHC, educators will attempt to contact other adults listed on the Collection Authority for that family.

Vacation Care Fees

All **Vacation Care** fees are to be paid in advance, upon enrolment in the program. Fee reduction entitlements will be calculated to offset the fees of families with pre-existing enrolments. Those families who have not booked into the Service previously will be required to pay full fees and be refunded any Child Care Subsidy subsequently paid.

National Law & Regulations:

Section: [21](#), [51\(2\)](#), [56](#), [56A](#), [161](#), [161A](#), [162](#), [162A](#), [165-74](#), [175](#), [188](#)
Regulations: [158](#), [161-2](#), [167-74](#), [174A](#) [175-6](#), [176A](#), [177](#), [180-1](#), [183-5](#)

Resources/References:

- [Australian Charities & not-for-profit Commission](#)

National Quality Standard:

7.1 [Governance supports the operation of a quality service.](#)