



2025 OSHC Fee Schedule and Payment Procedure

Uniting Outside School Hours Care
MLC Burwood

Effective February 2025

Uniting

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2025 Fee Schedule

Description	Permanent Rate from February 2025	Casual Rate from February 2025
Before School Care	\$31.30	\$33.40
After School Care	\$43.85	\$50.10
Co-Curricular Activity Rate	\$27.10	
Vacation Care	\$80.35	
Vacation Care Casual	\$85.60	
Late Pick-up Fee	\$2 per minute after closing time	
Direct Debit Dishonour fee	\$2.50 per rejection	

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Fees

Fees are charged at a set daily rate. Families are charged for all days their child is booked into Uniting Early service irrespective of their attendance due to illness or family holidays.

Permanent Rate

A permanent booking is for a fixed pattern of attendance for each enrolment and charged the permanent fee. For additional bookings (one off) to your permanent booking, the casual fee will apply.

Casual Rate

A casual booking is subject to the availability and minimum 24 hours notification is required and charged the casual rate. If cancelled after 24 hours' notice period, fees will still be charged.

Co-curricular Activity Rate

This fee only applies to children who attend a school based extracurricular activity during the OSHC program. Families pay a lower rate due to reduced time attending the OSHC session. Any family attending co-curricular activities during OSHC sessions must be discussed with the coordinator to ensure continuity of care.

Vacation Care

Vacation care booking forms must be submitted prior to the commencement of Vacation Care. These bookings will be charged the permanent rate and any bookings after the commencement will be charged a casual rate.

Cancellations for vacation care can be made if more 5 days' notice is provided commencing (first week) and no fees will apply.

All cancellations within the 5-day notice period your booking will be marked absent, and **fees still apply**. Bookings will not be cancelled, transferred within the cancellation period and fees apply.

Late Pick-Up Fee

Late fees will be incurred if families are late collecting their child from the service.

All children are required to be collected by the service closing time. Two Educators are required to remain with children at the service and significant overtime rates apply.

A late fee of \$2 per minute will apply for each minute after closing time. If a family has more than one child, a single late pick-up fee will be charged.

After 30 minutes if parent(s) and/or emergency contacts cannot be reached, emergency services will be notified to collect your child.

Direct Debit Dishonour fee

A direct debit dishonour fee of \$2.50 will be charged to the account after each direct debit rejection.

Incursion / Excursion

If/When an incursion or excursion has taken place a fee is charged to families' accounts. Families will not be notified of the fee in advance, as part of the permission form.

Payment Procedures

Direct Debit (from a bank account or credit card) is Uniting's preferred payment method and will be set up as part of the enrolment process.

Direct debits are processed through our software iDebit Pro payment gateway. A **credit card surcharge** will apply, debits from bank accounts incur no additional charges. Additional one-off credit or debit card payments can also be made via your iParent Portal account.

When direct debits fall on a public holiday the debit will be initiated on the next working day.

Child Care Subsidy

Child Care Subsidy is available to help families with the cost of childcare. It is paid directly to the service and passed onto families as a fee reduction. Families are required to pay a gap fee and pay the service the difference between the fee charged and childcare subsidy.

The **service is not directly** involved in the calculation of a family's entitlements and this a matter between the family and Centrelink.

Families are responsible for ensuring that Centrelink has processed their information and they have logged on through MyGov to confirm their enrolment at the service.

Any disputes with childcare subsidy payments are the responsibility of the family. The family will be referred to contact Centrelink directly for any enquiries regarding ccs payments.

In the event of a dispute between Centrelink and the family or the failure of Centrelink to make the subsidy payment, **full fees** are payable until such time the subsidy is reinstated.

For further information, please access the following link:

www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy

Overdue Fees

Uniting Early Learning is a Not-for-Profit organisation; we rely on prompt payment of fees to remain financially viable.

If your direct debit is unsuccessful, a **SMS notification** is sent to your mobile phone and IDebit Pro will attempt to re-process unsuccessful payment to the next debit schedule.

If fees are in arrears, a reminder is sent to families via text message/email requesting immediate payment of outstanding balances.

If the debt continues more than 4 weeks, the account will be referred to an external Debt Collection Agency.

No additional days will be approved where fees are in arrears. Non-payment of fees and families do not meet agreed arrangements for repayments of the debt may result in suspending or terminate the child's place at the service and guardians will be notified in writing.

Families with overdue fees are encouraged to discuss any difficulties in meeting payments so that suitable arrangements may be negotiated, and fee assistance offered to eligible families. Information provided by families will be treated as strictly private and confidential.

Fee Increases

Uniting Early Learning provides quality early education and care. As a result, we are required to ensure that all services and their teams are supported to deliver their programs in line with this quality and support high quality Teachers and Educators, property costs and other operational expenses such as government regulations. Uniting Early Learning attempts to keep all fee increases to a minimum.

Fees are subject to review on a need's basis in line with operational requirements. Families will be given a minimum four weeks' notice of any fee increase.

Absences and Public Holidays

Service closure periods including public holidays are not charged.

Families should contact the service to advise their child's inability to attend as soon as this is known. Fees will still be charged as absent on days the child would normally attend.

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The logo for Uniting, featuring the word "Uniting" in a bold, purple, sans-serif font. The letter "i" in "Uniting" has a dot above it. Below the word "Uniting" is a thick, horizontal purple line.

If your child is absent from an OSHC session, please notify the service via SMS or contacting the service.

Booked days are not transferrable if a child is absent.

Change of booked days

The service requires 10 operational days' written notice prior to **reducing** a child's permanent booked days.

If parents wish to increase/decrease attendance on a permanent basis, Change of Booked Days Form must be submitted to Coordinator to approve.

Withdrawing from Service

Families must provide 10 operational days' written notice prior to withdrawing from the service.

During the 10-day notice period, the child must attend to be eligible for the CCS entitlement; otherwise, the full fee is payable if the child is marked as absent. For more information of CCS cessation of care is available at

<https://www.servicesaustralia.gov.au/child-care-subsidy-if-your-child-absent-from-child-care?context=41186>

Any absences occurring after child's final day of actual attendance during the notice period may not qualify for CCS; therefore, full fees could apply to those days.

Statements

Statements will be emailed to families weekly and up to date statements may also be requested from central support team at elsupport@uniting.org.

Uniting Outside School Hours Care MLC Burwood

Fee Agreement

I/We have read and agree to this Fees Schedule and Payment Procedure:

To accept online please click the below link.

[Accept Fee Schedule and Payment Procedure](#)

If you are unable to accept this agreement online for any reason, please print this page and return to your service.

Child's name

Guardian / Parent One Signature

Guardian / Parent Two Signature (if required)

Print Name

Print Name

Date

Date