

Amberley Outside School Hours Care

FEES

An annual Membership Fee of \$30 will be charged per family at the start of each school year or added to the first fortnightly fees from the family's commencement date.

An annual Building Levy of \$25 will be charged per family on the 1st June of each school year or added to the first fortnightly fees from the family's commencement date.

AM	TIME	PER CHILD
	6.15 – 8.30	\$10.00 per child
PM	3.00 – 6.00	\$14.00 per child

Vacation Care/Pupil Free Days

Full day \$32.00 per child

Payment of Fees

Fees are payable fortnightly for permanent or part-time bookings and on a day to day basis for casual users.

Direct Debit, Cheques, Eftpos/Credit Card are preferable or the correct money as change is not always available.

The centre closes at 6.00pm. A late fee of \$10.00 will be charged for every 5 minutes past 6.00pm.

Unpaid Fees

A \$10 weekly late fee will be charged if the current fortnightly fees are not paid in full prior to the issuing of the next fortnightly statement.

After issuing the second statement and payment has not been received by the following week and no payment arrangement has been made with the Coordinator, a reminder notice letter will be sent.

A second letter will be sent, if by the third statement no payment has been received and no prior arrangements have been made with the Coordinator to repay the debt owing.

A final letter will be posted to each overdue account detailing that the account is to be paid in full or an Instalment Agreement Plan has been approved by the Coordinator. If no arrangements are made to pay this account, the account will be placed in the hands of our debt collection agency and please be reminded that unpaid fees will then result in the termination your child/ren's participation in the program until the outstanding debt is paid in full.

Absences

Parents should advise the centre either by phone, answering machine or by calling in, if their child will be absent from the centre on any particular day.

3 days notice must be given for Before & After School Care to cancel a booking otherwise full fees will apply.

3 days notice for Before School.

3 days notice for After School.

Vacation Care – Bookings are essential to secure a place for Vacation Care.

Bookings must be made one week before a Pupil Free Day and 1 week before the start of our Vacation Care Program.

After a booking for a Pupil Free Day or Vacation Care has been made full fees will apply for the days booked. Cancellations will still incur full fee charges.

Attendances

All children should only be booked in by parents/guardians prior to the session they are attending. This can be done by phone or by calling into the centre. (Please note due to licensing requirements the centre may not be able to provide care for your child/children on the day you require it, if you have not pre- booked a place for your child.)

Children should not just arrive at the centre without prior booking.