



PATTERSON LAKES PRIMARY SCHOOL

No. 5190

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Outside School Hours Care – Debt Collection Policy

RATIONALE

To ensure the financial viability of the Outside School Hours Care program and the ongoing provision of service

AIM

To ensure OSHC fees are paid regularly and the child's place remains available to the family.

IMPLEMENTATION

These procedures apply to program staff and parents.

- If the fees are not paid one week after issue of original invoice, the OSHC Supervisor is to issue a First Reminder.
- If the fees are not paid, or a payment plan hasn't been negotiated one week after the first reminder is issued, the supervisor is to explain the OSHC Exclusion Policy.
- If the fees are still not paid, the supervisor is to provide family details and dates of attendance to the school Principal.
- The Principal then must write to parents informing them that their care at the program will be cancelled from a specific date unless contact is made with the coordinator and a payment plan set.

Payment Procedure

- The parent/guardian must pay directly to the program using EFTPOS, Cash, Cheque or payment envelope.
- Payments must be given directly to a program staff member.
- Receipts for payment envelopes will be attached to the following statement.
- Statements and receipts must be collected on a fortnightly basis.

EVALUATION

Guidelines are updated annually and/or as per DET recommendations.

CERTIFICATION

This policy was ratified at the School Council meeting held at Patterson Lakes Primary School, November 2018.

Signed.....


School Council President

Signed.....


Principal