



PATTERSON LAKES PRIMARY SCHOOL

No. 5190

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OSHC – Invoicing Family Fees and Collection of Fees Policy

RATIONALE

A variety of payment options are available to families who use the programs and this is clearly stated in the OSHC Information Booklet.

AIM

To ensure the school receives income in a timely manner for fee payments.

IMPLEMENTATION

The following procedures must be adhered to by program staff and parents.

- The staff charges fees to the parents/guardians for care in accordance with the school's current fee schedule.
- The staff will issue parents/guardians with an invoice fortnightly via the email provided on the child's enrolment form. A receipt will be issued upon payment.
- All staff at the program must fulfil any other administrative tasks needed to comply with the Commonwealth and Scheme Accountability requirements.
- The parent/guardian will pay the program staff the fee set out in the fee schedule, less any Childcare Benefit (CCB) that is paid by the Federal Government to Council.
- Payment of fees will not be accepted at the school office. Parents must pay directly to the program.
- Parents/guardians must pay directly to the program using EFTPOS, Cash, Cheque or QKR.
- QKR by Mastercard is an app available for parents to download on their phones or computer.
- The QKR app information is included in the parent handbook.
- 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.
- Fees must be paid in full every fortnight.

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, March 21, 2018.

Signed.....


School Council President

Signed.....


Principal