



# PATTERSON LAKES PRIMARY SCHOOL

No. 5190

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## Outside School Hours Care – Permanent Booked Care and 100% Holding Fee Policy

### RATIONALE

To ensure both staff and parents of the program are aware of the 100% holding fee policy.

### AIM

A 100% holding fee is required to be paid by families when children are absent to ensure their places in the program are maintained.

### IMPLEMENTATION

These procedures apply to program staff and parents.

- A family's intention to use before and after school care program on a permanent basis is indicated by the ticked box(es) on the enrolment form that corresponds with the day(s) care is required.
- Parents are to advise the program supervisor if the children are going to be absent on a day where they have permanently booked care in advance by calling or leaving a message on the mobile phone or in person at the program.
- Where a child/ren is absent on a day when they have permanent booked care the full fee is required to be paid by the family.
- Where the family is eligible for childcare benefit, and the child is absent from care, the absences will be counted as an allowable or approved absence and the eligible percentage will be deducted from the full fee. For further information regarding allowable absences please see section 7 of the Department of Family and Community Services 'Community-based Outside School Hours Care Handbook'.
  - The program supervisor is then able to advise families on the waiting list of the availability of childcare places for that afternoon.
  - In the instance that a child is booked for care that falls on Public Holidays or other days where the service isn't operating.
- In the instance that a child is booked into the program and doesn't arrive at the program, please refer to POLICY 6 – MISSING CHILD.
- Families requiring changes to permanent booked care must notify the program supervisor in writing.
- Families requiring to discontinue permanent booked care must give the program supervisor a minimum of 7 days notice in writing.

### REFERENCES

Before and or after school care enrolment form

### 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