



St Joseph's School
TRANMERE

OUT OF SCHOOL HOURS CARE

2024 Fee Schedule

Before School Care – Monday to Friday

Permanent Booking:

7.30am – 8.20am **\$12.00**

Casual Booking:

7.30am – 8.20am **\$16.00**

After School Care – Monday to Friday

Permanent Booking:

3.00pm – 6.00pm **\$24.00**

Casual Booking:

3.00pm – 6.00pm **\$28.00**



ACCOUNTS AND PAYMENT POLICY

Fees will be calculated and are payable on a weekly basis and are sent home through the School Office Box, via the oldest child. Please note that accounts sent home are for the preceding week. Reminder notices will be issued one week after the due date.

Direct debits from nominated bank accounts are available upon request and all outstanding accounts are followed up by the OSHC Director, Principal and/or Bursar via individual letters or phone calls.

Where the payment of OSHC fees is not made after reasonable attempts of collection, the recovery of fees will be placed in the hands of a debt collector and action pursued to its finality. Additional fees charged by our Debt Collection Agency will be invoiced to the family concerned.

Our process is as follows:

- Statement with a reminder sticker
- Statement with a Final Notice
- Letter advising that the matter will be forwarded to our Debt Collection Agency
- Details of outstanding debt forwarded to our Debt Collection Agency

OSHC FEES – PAYMENT OPTIONS

The following methods are available at our school:

- Cash / cheque – through the office boxes or at the OSHC desk (sealed in an envelope marked with your child's name, class and "OSHC Payment")
- Eftpos / credit card - at the school office
- Credit card via telephone – T (08) 8431 2834
- Direct debit from your bank account or credit card on a fortnightly or monthly basis. *Please note: this method only allows for regular payments of the same amount each time. This method is most suitable for families who use the OSHC service for regular bookings and whose weekly charges are usually for the same amount. We can assist you in calculating a suitable payment amount.*
- Direct deposit into the School's Bank Account - BSB: 085-005, Account: 45 478 5404
If using this method, **it is vital that you quote your surname and 'OSHC fees' in the description.** If this is not done, the school has no means to identify your payment and it cannot be receipted against your OSHC account.

Direct debit and credit card payment forms are available from the school office.

OSHC fees are due and payable within 7 days of the invoice date. Payments received from the Thursday after the date will be shown on the following week's account.

OSHC account queries should be referred to Melanie Heaney (OSHC Director). Please speak to Janet Price (Business Manager) with queries about payment methods.

Thank you for your support of OSHC.