



South Coogee Childrens Services OOSH

2024 Parent Payment Information and Terms & Conditions

Enrolment Procedure

The enrolment procedure for South Coogee OOSH ("Centre") 2024 will be split into three rounds:

1. **Round 1 Monday October 16th – Sunday October 22nd:** Existing children renewing the exact same sessions that they held in 2023 or reducing their sessions of care.
2. **Round 2 Monday October 23rd – Sunday October 29th:** Existing children adding new days to their schedule and any new siblings of current Centre children.
3. **Round 3 Monday October 30th – Sunday November 5th:** All new children who are not siblings of current Centre children.

Any 2023 positions with no 2024 re-enrolment during the 2024 enrolment period listed above will be made available to other families. From Monday the 27th of November onwards the Centre will commence releasing 2024 positions and waitlist positions to families via email. To confirm their offered positions at the Centre for 2024, families need to respond to that email no later than seven days after receiving it.

It is the expectation of the Centre that any positions released to families for 2024 will commence at the start of term one. If families wish to cancel a 2024 position once it has been offered to them, then they will need to provide two weeks' notice in keeping with the Centres' Fees Policy. All families must ensure they are on the Centre's bookings, account and documentation application Xplor before the commencement of their offered booking. For families who are new to the Centre, instructions on signing up to Xplor will be provided separately.

Required Documents

The Centre requires a range of documentation to be provided by families before an enrolment can be accepted by the Centre for 2024. This information required is as follows:

1. Completed Enrolment Form
2. Copy of the Child's Birth Certificate
3. An up to date copy of the Child's Immunisation History, as per the Centre's Infectious Disease and Immunisation Policy
4. A completed and signed copy of these Terms and Conditions
5. Completion of one of the 2024 Booking Forms (Continuation of Care Form, Booking Request Form or Addition of Days Form)
6. Any relevant medical documentation such as action plans or risk minimisation plans

Current families can use the Continuation of Care Form or Booking Request Form to confirm that the Centre's existing information from documents 1-2 on the list above remains correct. In this case, documents 1-2 on the list above can be rolled over from 2023 to 2024 and do not need to be



renewed. New families will have to provide complete copies of all the documents on the list above in their entirety.

Required Payments

A. Session Fees

All families are required to pay fees to use the Centre. Families are responsible for ensuring all fees are paid in advance in accordance with The Centre's Fees Policy.

Centre Fees during term time are outlined as follows:

Term Time Fees	Permanent Position	Casual Position
Before School Care	\$14.00	\$16.00
After School Care	\$20.00	\$22.00

Centre Fees during Vacation Care are outlined as follows:

Vacation Care Fees	In-House Day	Incursion	Excursion
Daily Cost	\$57.00	\$62.00	\$67.00

More information about the Centre's fees and Child Care Subsidy can be found in the Centre's Fees Policy and Parent Handbook which are available on Xplor, in hard-copy at the Centre, or upon request.

B. Other Fees

In addition to these ongoing fees, there are two non-regular payments that families must make before their enrolment can be completed.

I. Bond

Each child must have a \$150.00 bond paid for them in order to complete their enrolment at the Centre. No 2024 enrolment will be accepted without the bond fee having been paid during the correct week of the 2024 enrolment period. This bond can be rolled over from year-to-year and is a one-off payment.

The bond will be refunded to families following their departure from the Centre in the following circumstances:

- a) If a child leaves the Centre before the end of term four and the correct written notice of termination has been provided in accordance with the Parent Handbook (notice is not required if a child leaves the Centre at the end of the school year); and
- b) All attendance days have ceased; and
- c) All outstanding fee payments with respect to the child have been received

II. Building, Utilities and Repairs



Each family must also pay a yearly Building, Utilities and Repairs (**BUR**) fee for each of their children that attend the Centre. This fee is \$100.00 for the first child from each family and \$50.00 for each subsequent child from each family. No 2024 enrolment will be accepted without the BUR fee having been paid during the correct week of the 2024 enrolment period. This payment is required to be made each year and is not returned to families upon their departure from the Centre.

C. Payment of Fees

All fees must be paid in accordance with the Centre's Fees Policy and any other relevant instructions provided by the Centre.

To enable us to correctly identify payment, if paying by bank transfer, please ensure your name or your child's name is included in the transaction description/reference. If a name is not included in the description we may not be able to match your payment to your child.

For BUR and Bond payments, please also include "BUR" or "Bond" in the transaction description/reference beside your or you child's name. This will allow us to distinguish these from other payments.

Note – Debts

Families should be aware that if they accrue any debt to the Centre then they jeopardise their child's position at the Centre. Late payment of fees will entitle the Centre to terminate your child's enrolment at the Centre's discretion. Families must clear their 2023 debts to the Centre before they will be offered a position for 2024.

Acknowledgment

By signing this document I acknowledge that I have read and understand my obligations in regard to enrolment and fee Payments for South Coogee OOSH. This includes recognizing that all fees are to be paid in advance and that no debt to the Centre is to be accrued. I am aware of the range of required documents that need to be provided to the Centre before my enrolment can be confirmed. I am aware of the required payment of a Building, Utilities and Repair (BUR) Fee upon enrolment in the Centre each year. I am aware of the required payment of a Bond upon enrolment at the Centre. I understand that this Bond will be returned upon departure from Centre, providing all fee payments are up to date and I am not in debt to the Centre. I acknowledge that I have read and understood the Centre Fee Policy, Parent Handbook and Enrolment Procedure documents

Parent Name: _____

Child/Childrens' Name (s): _____

Signature: _____ Date: _____