

## 2026 FEE POLICY

<b>Purpose:</b>	This Policy will provide clear guidelines for: <ul style="list-style-type: none"> <li>• The setting, payment and collection of fees</li> <li>• Ensuring the viability of Peregian Kids Outside of School Hours Care, by setting appropriate fees and charges</li> <li>• The equitable and non-discriminatory application of fees across the programs provided by Peregian Kids Outside of School Hours Care.</li> </ul>	
<b>Scope:</b>	This Policy applies to Peregian Kids Outside of School Hours care, Nominated Supervisor, educators and parents/guardians with an enrolled child, or those who wish to enrol a child at Peregian Kids Outside of School Hours Care.	
<b>Status:</b>	Final	<b>Supersedes: Previous Fee Policy</b>
<b>Authorised by:</b>	Board of Management	<b>Date of Authorisation: June 2026</b>
<b>Review Date:</b>	Annually	<b>Next Review Date: June 2027</b>
<b>Policy Owner:</b>	Peregian Kids Outside of School Hours Care Board of Directors	

### 1. VALUES

Peregian Kids Outside of School Hours Care is committed to:

- providing responsible financial management of the service, including establishing fees that will result in a financially viable service, whilst keeping user fees at the lowest possible level
- providing a fair and manageable system for dealing with non-payment and/or inability to pay fees/outstanding debts
- ensuring there are no financial barriers for families wishing to access an Outside of School Hours Care program for their child/children
- maintaining confidentiality in relation to the financial circumstances of parents/guardians
- advising users of the service about program funding, including government support and fees to be paid by parents/guardians.

### 2. BACKGROUND

Outside School Hours Care (OSHC) provides education and care for school-aged children before school, after school, and during school holidays.

Peregian Kids OSHC operates under the **Education and Care Services National Law and Regulations** and is an approved Child Care Subsidy (CCS) provider.

Funding for OSHC services is primarily derived from parent fees and government subsidies such as CCS. These contributions support staffing, resources, program delivery, and operational costs.

### **3. PROCEDURES**

Peregian Kids OSHC is responsible for:

- reviewing budgets to determine appropriate fee structures
- balancing affordability for families with the delivery of a high-quality program
- ensuring compliance with CCS and relevant legislation
- identifying and reducing financial barriers for families
- offering flexible payment options where required
- communicating fee structures and policies clearly and respectfully
- providing families with fee statements on a regular basis
- issuing and maintaining fee payment agreements
- collecting fees in a timely manner where possible
- maintaining accurate CCS and enrolment records
- notifying families at least 14 days prior to any fee changes
- displaying current fees prominently within the service

### **4. PAYMENT METHOD**

All fees are to be paid one week in advance via direct debit from a nominated bank account or credit card.

Families will receive a statement/invoice weekly outlining fees payable. Families are responsible for paying the gap fee, which is the portion of fees not covered by CCS.

Peregian Kids OSHC utilises a childcare management system to process payments and CCS entitlements.

To ensure CCS is applied correctly, families must provide:

- Parent/guardian CRN and DOB
- Child/ren's CRN and DOB

Fees are payable for all booked sessions, including:

- Absences where the required notice period for cancellation has not been provided (refer to Section 6 – Bookings)
- public holidays (if booked)
- pupil-free days
- school holiday programs

Families must ensure sufficient funds are available. Continued non-payment may result in suspension or cancellation of enrolment.

## 5. FEE SCHEDULE

Fee	Amount (Not Including CCS)
Before School Care	\$25.50
After School Care	\$35.00
Vacation Care Day (Excluding Incursions or Excursions) *	\$70.00
Excursion or Incursion During Vacation Care	Priced per cost of Activity
Late Collection Fee	\$50.00 for the first 15 minutes after closing time + \$30.00 for every 15 minutes or part there of afterwards

\*Vacation Care days with planned scheduled activities may incur an additional \$5 fee per session to cover the cost of resources and materials required for the program.

## 6. BOOKINGS

Bookings can be made through the XAP Parent App. If you experience any difficulties accessing or using the app, please contact XAP directly on 1300 543 792.

Casual and urgent bookings are welcome, subject to staffing ratios and availability. For After School Care bookings requiring bus transport, bookings must be made before 1:00 pm to allow sufficient time to organise bus numbers. To avoid disappointment, we recommend making bookings in advance wherever possible to secure your child's place.

For ongoing recurring weekly bookings, a minimum of three (3) days' notice (72 hours) is required for cancellations. Where the required notice is not provided, the full gap fee will be charged.

## 7. GOVERNMENT SUBSIDIES

Peregian Kids OSHC is approved for the **Child Care Subsidy (CCS)**.

CCS reduces out-of-pocket costs for families based on:

- household income
- activity levels (work/study)
- type of care

The service submits CCS claims on behalf of families. Families are responsible for ensuring their Centrelink details remain current.

## 8. NON-PAYMENT OF FEES

If a debit is rejected for any reason, the parent/guardian will be contacted, and if no manual payment is received, the system will automatically include the missed payment on the next scheduled payment, **please note this includes a missed payment fee.**

If a direct debit is unsuccessful:



**P.O. Box 101  
Peregian Beach  
Queensland, 4573  
T: (07) 5448 1722  
E: [peregiankids@pbc.qld.edu.au](mailto:peregiankids@pbc.qld.edu.au)**

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- The outstanding amount will be added to the next scheduled payment
  - Families will be notified and requested to arrange payment promptly
- If debit continues to fail:
- A reminder notice will be issued with a specified payment date
  - Families may be invited to discuss available support options and/or enter into a payment plan
- If payment is still not received:
- A final notice will be issued
  - Failure to respond or make payment may result in suspension or cancellation of care
- If debits fail following all the previous steps:
- The service may withdraw the child's enrolment
  - The service reserves the right to engage the services of a debt collection agency
- The service will continue to work with families experiencing genuine financial hardship wherever possible.