

# 2026 OSHC Fee Schedule and Payment Procedure

Uniting Outside School Hours Care

MLC Burwood

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Effective February 2026

**Uniting**

## 2026 Fee Schedule

Description	Permanent Fee 1 January 2026	Casual Fee 1 January 2026
Before School Care	\$32.60	\$34.80
After School Care	\$45.60	\$52.20
Co-Curricular Activity Rate	\$28.20	N/A
Vacation Care	\$83.70	\$89.10
Late Pick-up Fee	\$2 per minute after closing time	
Direct Debit	\$2.50 per rejection	
Dishonour fee		

Effective February 2026

**Uniting**

## **Fees**

Fees are charged at a set daily rate. Families are charged for every day their child is booked into Uniting Early service irrespective of their attendance due to illness or family holidays.

## **Permanent Rate**

A permanent booking is for a fixed pattern of attendance for each enrolment and charged the permanent fee. For additional bookings (one off) to your permanent booking, the **casual fee** will apply.

## **Casual Rate**

A casual booking is subject to availability and minimum 24 hours notification is required and charged the casual rate. If cancelled after 24 hours' notice period, fees will still be charged.

## **Co-curricular Activity Rate**

This fee only applies to children who attend a school based extra-curricular activity during the OSHC program. Families pay a lower rate due to reduced time attending the OSHC session. Any family attending co-curricular activities during OSHC sessions must be discussed with the coordinator to ensure continuity of care.

## **Vacation Care**

Vacation care bookings must be submitted before the start of the vacation care period. Bookings made prior to commencement will be charged at the permanent rate. Bookings made after commencement will be charged at the casual rate.

Cancellations made at least five days before the start of the first week of vacation care will not incur a fee.

Cancellations within the five-day notice period will be recorded as an absence and fees will apply. Bookings cannot be cancelled or transferred within this period.

## **Late Pick-Up Fee**

Late fees will be incurred if families are late collecting their child from the service.

All children are required to be collected by the service closing time. Two Educators are required to remain with children at the service and significant overtime rates apply. A late fee of \$2 per minute will apply for each minute after closing time. If a family has more than one child, a single late pick-up fee will be charged.

After 30 minutes if parents and/or emergency contacts cannot be reached, emergency services will be notified to collect your child.

## **Direct Debit Dishonour fee**

A direct debit dishonour fee of \$2.50 will be charged to the account after each direct debit rejection.

## **Incursion / Excursion**

If/When an incursion or excursion has taken place a fee is charged to families' accounts. Families will be notified of the fee in advance, as part of the permission form.

## **Payment Procedures**

Direct Debit (from a bank account or credit card) is Uniting's preferred payment method and will be set up as part of the enrolment process.

Direct debits are processed through our software iDebit Pro payment gateway. A **credit card surcharge** will apply, debits from bank accounts incur no additional charges.

Additional one-off credit or debit card payments can also be made via your iParent Portal account.

When direct debits fall on a public holiday the debit will be initiated on the next working day.

## **Child Care Subsidy**

Child Care Subsidy is available to help families with the cost of childcare. It is paid directly to the service and passed onto families as a fee reduction. Families are required to pay a **gap** fee and pay the service the difference between the fee charged and childcare subsidy.

The **service is not directly** involved in the calculation of a family's entitlements and this is a matter between the family and Centrelink.

Families are responsible for ensuring that Centrelink has processed their information and they have logged on through MyGov to confirm their enrolment at the service.

Any disputes with childcare subsidy payments are the responsibility of the family. The family will be referred to contacting Centrelink directly for any enquiries regarding ccs payments.

In the event of a dispute between Centrelink and the family or the failure of Centrelink to make the subsidy payment, **full fees** are payable until such time the subsidy is reinstated.

For further information, please access the following link:

[www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy](http://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy)

## **Overdue Fees**

If your direct debit is unsuccessful, an SMS notification is sent to your mobile phone and idebit Pro will attempt to re-process unsuccessful payment on the next debit schedule.

### **First Failed Payment attempt:**

Families will receive an SMS notification advising that the scheduled payment has failed. The parent can make a manual payment via the parent portal to settle the outstanding balance before the next scheduled direct debit date. If no payment is received, the system will attempt to debit both the outstanding arrears and the current weeks fees on the next scheduled direct debit date.

### **Second Failed Payment attempt**

Uniting's Central Support Team will contact the family via phone advising of the outstanding fees and request immediate payment. This is considered the second official notice of arrears and prompt action to settle the debt is expected.

If the parent is experiencing financial hardship, they must contact the Central Support Team via email or phone without delay to discuss a payment arrangement

### **Third failed payment attempt**

Uniting's Central Support Team will issue a third and final notice via email outlining the outstanding arrears. If payment is not received within seven working days, the child's enrolment will be suspended. Reinstatement of enrolment will be subject to full payment of the outstanding balance or an approved payment arrangement.

Continued non – payment may result in the cancellation of the enrolment and the position being offered to another family on the waitlist.

If the debt remains unpaid the matter will be referred to an external debt collection agency.

No additional bookings will be approved while fees remain in arrears.

## **Fee Increases**

Uniting Early Learning provides quality early education and care. As a result, we are required to ensure that all services and their teams are supported to deliver their programs in line with this quality and support high quality Teachers and Educators, property costs and other operational expenses such as government regulations. Uniting Early Learning attempts to keep all fee increases to a minimum.

Fees are subject to be reviewed on a need's basis in line with operational requirements.

Families will be given a minimum of four weeks' notice of any fee increase.

## Absences and Public Holidays

Fees will be charged for public holidays, unless they fall during the planned end of year closure period over Christmas. No fees will be charged on staff development days or during non-term time for preschools.

When fees are charged for public holidays, the absence is counted towards the 42 allowable absence days per financial year under Child Care Subsidy (CCS).

If your child is absent from an OSHC session, please notify the service via SMS or contacting the service.

Booked days are not transferrable if a child is absent.

## Change of booked days

The service requires 10 operational days' written notice prior to **reducing** a child's permanent booked days.

If parents wish to increase/decrease attendance on a permanent basis, Change of Booked Days Form must be submitted to Coordinator to approve.

## Withdraw from Service

Families must provide 10 operational days' written notice prior to withdrawing from the service.

During the 10-day notice period, the child must attend to be eligible for the CCS entitlement; otherwise, the full fee is payable if the child is marked as absent. For more information of CCS cessation of care is available at

<https://www.servicesaustralia.gov.au/child-care-subsidy-if-your-child-absent-from-child-care?context=41186>

Any absences occurring after child's final day of actual attendance during the notice period may not qualify for CCS; therefore, **full fees could apply to those days**.

## Statements

Statements will be emailed to families weekly and up to date statements may also be requested from central support team at [elsupport@uniting.org](mailto:elsupport@uniting.org).

# **Uniting Outside School Hours Care MLC Burwood**

## **Fee Agreement**

I/We have read and agree to this Fees Schedule and Payment Procedure:

To accept online please click the below link.

[Accept Fee and Payment Procedure](#)

If you are unable to accept this agreement online for any reason, please print this page and return it to your service.

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Child's name

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Guardian / Parent One Signature

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Guardian / Parent Two Signature (if required)

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Print Name

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Print Name

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Date

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Date