



GRANGE  
PRIMARY  
SCHOOL  
OSHC



# Grange PS OSHC

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## Fee Schedule 2024

### Before, After School & Vacation Care Bookings & Cancellations Policy

Please read the information provided, to familiarise yourself with our booking and cancellation policy.

#### Program Hours

Our session times are from:

- Before School Care - 7:00am - 9:00am
- After School Care – 3:05pm - 6:00pm
- Phones and emails **will not be answered** during these times as we will be ensuring the safety and supervision of children in our care. **Please leave a voicemail if you need to get a message to your child.**

Our Administration Hours for phone and email communication are between the hours of 8:30am-9:30 am and 12:00pm-2:00 pm Monday to Friday.

- Outside of these hours the phone and emails are unattended.
- Please email any questions/queries to our [email address](#).
- **Please leave a voicemail when calling to ensure that we can respond during Administration Hours or get a message to your child if necessary.**

## HOURS OF OPERATION

We are open Monday to Friday (excluding public holidays)

**BEFORE SCHOOL CARE  
SESSION TIME**

**7.00AM - 9.00AM**

**AFTER SCHOOL CARE  
SESSION TIME**

**3.05PM - 6.00PM**

**VACATION CARE  
PUPIL FREE DAYS**

**7.00AM - 6.00PM**

**BEFORE SCHOOL CARE  
ADMINISTRATION TIME**

**8.30AM - 9.30AM**

**AFTER SCHOOL CARE  
ADMINISTRATION TIME**

**12.00NOON - 2.00PM**

**Please email or leave us  
a voicemail.**

**"We will respond to you at  
our earliest opportunity"**

## Out of School Hours Care Fees

Before School Care	7.00 – 8.45am – long session	\$16.65 (includes breakfast)
	8.00 – 8.45am – short session	\$8.35
After School Care	3.05 – 6.00pm – long session	\$23.80
	3.05 – 4.00pm – short session	\$11.90
School Holiday Program	\$71.65 – full day (includes excursion/incursion costs)	
& Pupil Free Day Care	\$35.85 – half day - 5 hours (in house days ONLY)	

## Before School Care

### Before School Care Cancellations

Cancellations, with a refund of fees/no charge, will only be accepted if received during OSHC working days (Weekend Cancellations will incur full fees)

The Director must be informed of Before School Care Cancellations by 6.00pm the night before care is required.

### Before School Care Cancellations

The following fees apply to Before School Care cancellations.

Cancellation	Fee
Failure to cancel the Before School Care Booking.	<b>Full Fee plus an extra \$5 non-cancellation fee</b>
Cancellation before 6.00pm the night before care is required	<b>No Charge</b>
Cancellation after 6.00pm the night before care is required	<b>Full Fee</b>
Cancellation on the morning care is required, due to the child being absent from school on that day due to illness. (With Medical Certificate provided)	<b>No Charge</b>

## After School Care

We are extremely busy in the afternoons therefore all bookings must be made in advance.

### After School Care Cancellations

Cancellations, with a refund of fees/no charge, will only be accepted if received during OSHC working days (Weekend Cancellations will incur full fees)

The Director must be informed of After School Care cancellations by 9.00am on the day after school care is required.

The following fees apply to After School Care cancellations.

Cancellation	Fee
Failure to cancel an After-School Care Booking	<b>Full Fee plus an extra \$5 non-cancellation fee</b>
Cancellation before 9.00am on the day care is required.	<b>No Charge</b>
Cancellation after 9.00am on the day care is required.	<b>Full Fee</b>
Cancellation on the day, care is required, due to the child being sent home from school sick	<b>No Charge</b>

## Pupil Free Day Care

Cancellations, with a refund of fees, will only be accepted if received **2 OSHC working days in advance**. Families who fail to contact the Director late will be charged at the full Pupil Free Day Care rate.

## Vacation Care

To find out what's on for each school holiday view our Vacation Care Program available on our website in week 6 of each school term.

### Vacation Care Cancellations

Cancellations, with a refund of fees, will only be accepted if received **5 OSHC working days in advance**.

Any bookings after the closing date will be considered late and will incur a **\$5.00 late fee**.

Any changes made to bookings after it has been processed will incur a **\$5 admin fee**.

### Vacation Care Cancellations

The following fees apply to Vacation Care cancellations.

<b>Cancellation</b>	<b>Fee</b>
Failure to cancel Vacation Care Booking	<b>Full Fee plus an extra \$5 non-cancellation fee</b>
Cancellation 5 OSHC working days in advance	<b>Any changes made to bookings after it has been processed will incur a \$5 admin fee.</b>
Cancellation less than 5 OSHC working days	<b>Full Fee plus an extra \$5 admin fee.</b>
Cancellation due to the child being sick (with Medical Certificate provided)	<b>No Charge</b>

### **Foundation Children**

All foundation children attending the After-School Care program will be collected from their classroom and taken to the After-School Care Program. Alternately Foundation children attending Before School Care will be escorted to class in the morning.

### **Bookings for Families with Shared Access**

Parents with children attending alternative weeks due to shared access arrangements will be required to complete separate enrolments online. Please contact the OSHC Director for further information.

### **Casual Before & After School Care Bookings**

Families will be informed at the beginning of the year if the program has the availability to accept casual Before & After School Care booking.

### **No Booking Surcharge Fee**

An additional \$20 surcharge fee will apply if child attends any OSHC session without a prior booking.

If attendance without a booking occurs, initially parents will be provided with a “Yellow Card” with a reminder to ensure future bookings are made prior to the session beginning. Any subsequent attendances without a booking will incur a \$20 surcharge fee that will be applied in addition to the standard session fee.

### **Late Pick Up Fee**

Closing time of this Service is 6.00pm. Parents who collect their children after this time will incur a late pick up fee. Late fees apply according to the Grange PS OSHC Late Pick Up Policy.

\$100 for the first 10 minutes and \$1.00 per minute, per child, thereafter.

The late fee covers contribution costs to the service for overtime wages.

## **Payment options**

Grange PS OSHC is an Ezidebit only centre. This means Direct Debit is the only method of fee payment available. All new families enrolling with Grange PS OSHC will need to sign up to Ezidebit as part of their enrolment.