



# OUTSIDE SCHOOL HOURS CARE (OSHC)

## FEES AND CANCELLATION POLICY

### FEES

|                                        |                                                  |
|----------------------------------------|--------------------------------------------------|
| <b>Before School Care session</b>      | <b>\$18</b>                                      |
| <b>After School Care sessions</b>      |                                                  |
| Normal day                             | \$25                                             |
| Last Day of Term session               | \$30                                             |
| Last Day of the Year                   | \$35                                             |
| Failure to pick up child by 6pm fee    | \$1 per minute (charged in 15 minute increments) |
| Failure to cancel After School Session | \$10                                             |

### CANCELLATIONS

**All families who have a permanent or casual booking must cancel:**

- Before School Care bookings by 6pm the day prior
- After School Care bookings by 8.30am on the day if they are not going to use the service.

If bookings are not cancelled, families will be charged for the service.

- If you fail to cancel your afternoon session 3 times you lose your spot and go to the bottom of the waiting list.
- If you cancel the same day more than 3 times in a term you will lose the permanent booking.

Cancellations need to be made by either **text message or email**.

Families will be provided with a cancellation number. If you wish to query or dispute the account, you must be able to quote the cancellation number.

**Mobile:** 0407 351 708

**Email:** [oshc.preston@education.vic.gov.au](mailto:oshc.preston@education.vic.gov.au)

Effective from the start of Term 3, 2026, a \$10 fee will apply to families who have an after school booking and **do not cancel before 3pm**.

This change addresses a growing issue where staff must spend critical afternoon hours searching for missing students. When staff are tracking down uncanceled children, they are pulled away from their primary duty of supervising the students currently attending the program.

### POLICY REVIEW AND APPROVAL

|                            |                |
|----------------------------|----------------|
| Policy last reviewed       | December 2025  |
| Approved by                | School Council |
| Next scheduled review date | December 2028  |



#### Help for non-English speakers

If you need help to understand the information in this policy, please contact Preston Primary School on 03 9470 1167 or [preston.ps@education.vic.gov.au](mailto:preston.ps@education.vic.gov.au)