



St Paul Lutheran School

SPLASH Fees Policy

1. Background

SPLASH operates as a not-for profit business. SPLASH funding comes from fees generated. Approved services receive an allocation of Child Care Benefit places and these must be managed in accordance with Australian Government legislation.

2. Policy Statement

The SPLASH service sets fees in accordance with our annual budget to meet the income required to develop and maintain a quality service for children and families. We strive to ensure that our service is affordable and accessible to families in our community.

The service uses a software package specifically designed to process bookings, attendances and produce a statement to show family fees. This package is approved for the Australian Government by the Department of Education, Employment and Workplace Relations.

SPLASH management will support families by providing relevant information as it becomes available but families are responsible for liaising with the Family Assistance Office as needed.

3. Procedure

3.1 SPLASH Fees as of 01/01/2024

Before School SPLASH

Permanent Before School Session 7:00am – 8:30am	\$12.00 per child	Government subsidies apply
Casual Before School Session 7:00am – 8:30am	\$14.00 per child	Government subsidies apply
Breakfast (served before 7:45am)	\$5.00 per child	No government subsidies apply

Full rates are charged if the child attends for any part of the session.

Living and Learning Together in Christ

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SCHOOLS**
A Christ-Centred Community of K-12 Lutheran Schools

3.1 SPLASH Fees as of 01/01/2024 (continued)

After School SPLASH

Permanent After School Session 3:15pm – 6:15pm	\$20.00 per child	Afternoon snack included Government subsidies apply
Casual After School Session 3:15pm – 6:15pm	\$22.00 per child	Afternoon snack included Government subsidies apply
Late Collection Fee after 6:15pm	\$2.30 per minute/per family	No government subsidies apply
Hat borrowing charge	\$2.00 per child	No government subsidies apply

Full rates are charged if the child attends for any part of the session.

Vacation Care and Pupil Free Days

Full Day Session: In House Day 7:00am – 6:15pm	\$65.00 per child	Afternoon snack included Government subsidies apply
Full Day Session: Incurion Day 7:00am – 6:15pm	\$75.00 per child	Afternoon snack included Government subsidies apply
Full Day Session: Excursion Day 7:00am – 6:15pm	\$85.00 per child	Afternoon snack included Government subsidies apply
Late Collection Fee after 6:15pm	\$2.30 per minute/per family	No government subsidies apply
Hat borrowing charge	\$2.00 per child	No government subsidies apply

Full rates are charged if the child attends for any part of the session.

Please note that special events or excursions may attract additional fees at times. This information will be provided to families on the booking forms prior to any bookings being made.

3.2 Accounts

SPLASH invoices are issued in arrears weekly in the week following care. Bookings are charged to your account via a software program and then sent to the Department of Education and Training for processing. DET apply benefit and rebate entitlements: CCS or Additional Child Care Subsidy before we email your invoice to you.

Invoices will be emailed to your chosen email address; however, a printed copy can be sent to account holders upon request.

Your invoice contains details of your child's weekly bookings and charges incurred, including breakfast and late collection charges. If you have registered your Centrelink Reference Numbers with SPLASH, additional information will be provided on your invoice, such as absences for the year, CCS percentages, and the number of children you have in care.

Account information is confidential and is accessed only by the Business Leader and SPLASH management.

SPLASH is a self-funded program and, as such, all fees must be paid weekly unless a prior arrangement has been made with the Business Leader. Payment may be made at the St Paul Lutheran School front office or via bank transfer.

A Child Care Subsidy is available to families approved by the Family Assistance Office. Information relating to the rebates can be sourced from the Family Assistance Office or the SPLASH Director.

3.3 Bookings and Cancellations

Except for ongoing term or yearly bookings all bookings should be made using the Spike Child Care App. Vacation Care books can only be made via the App. Details of the app are available upon enrolment and on your weekly invoice.

Bookings for SPLASH should in the first instance be made on the SPLASH Booking Form at the beginning of each year, or upon enrolment to the service. Parents can make changes and manage their bookings using the Spike Child Care App. Booking changes can also be made by contacting the Splash email directly.

A minimum of 48 hours' notice is required for cancellation of before and after school care bookings. Cancellations made after this time will be charged as an absence.

Notice required for cancellations of Vacation Care and Pupil Free Days will be up to 7 days prior to the booking and will be outlined on the booking forms for each individual program.

Casual bookings can be made by using the Spike ChildCare App or by calling the school office on 82602655 or Splash office on 0408 838 637. It is recommended that you call the school to make a last-minute booking on the day.

3.4 Debt Management

Account holders are liable for the payment of all fees charged by SPLASH. SPLASH reserves the right to suspend access to the service until unpaid debt is recovered. Additionally, unpaid fees may be referred to a debt collection agency.

3.5 Hat Fees

During the months of September through to May it is compulsory due to high UV levels to wear a hat whilst outside. All children attending Splash must have a hat with them. They may bring their hat from class or a separate one brought from home or purchased from Splash at a cost of \$15.00. Children will not be able to return to class once Splash has started to collect their school hat. Without a hat, children will not be allowed outdoor play. During Vacation Care there will always be times when children are expected to be outside during the day so hats must be brought to Splash.

If a child needs to borrow a hat from the spare Splash supplies a charge of \$2.00 a day will be charged to cover laundry costs.

4.0 Legislation and Standards

This policy relates to the following National Law and Regulations

[Education and Care Services National Regulations 2011](#)

Reg 168 (2)(n)	Policies and procedures: Payment of fees and statement of fees charged
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National Quality Standards

All of the procedures in this policy link to:

Quality area 2: Health and Safety

Quality area 6: Collaborative partnerships with families and communities

Quality area 7: Governance and leadership

5.0 Policy review

Splash Management and School Leadership monitor and review the effectiveness of the Fees policy and revise the policy when required at least once every year.

SPLASH Fee Policy

Version 5.0 (reviewed October 2023)