



# URGENT INFORMATION

St Andrew's  
OSHC

Dear Parents,

2 June 2009

Re: Payment of fees 2 weeks in advance

All families at St Andrew's OSHC are required to pay their fees **two week in advance**. This has been the case for some time however there are still many families who are not meeting this requirement. Consequently the service is carrying a substantial level of outstanding debt.

- Invoice/ Statement of Fees for Permanent bookings is distributed every week. This statement is not an account and must be **paid upon receipt**.
- Payment for casual bookings is required **on the day**. If casual attendances are not paid for on the day, no further casual bookings will be taken.
- All outstanding fees must be paid by the end of the term. Enrolment for the next term cannot commence unless all outstanding fees are paid and commencing status is two weeks in advance.
- Vacation care bookings can only be accepted if all outstanding fees are paid by the end of the school term, **and, the vacation care booking is paid for in advance**.
- Should you be experiencing financial hardship, you must contact the service Coordinator, Jayne Browne, 38510043, or the financial administrator, Tris van Twest, 33541826, immediately to arrange a payment plan to finalise outstanding fees by the end of the school term.
- Payment plans must cover the cost of fees two weeks in advance, as well as ensure that outstanding monies are fully paid.

Direct Deposit, internet banking and **EFTPOS** are the preferred methods of payment.

St Andrew's Outside School Hours Care is a non-profit service – any surplus money raised goes straight back into buying resources for your children. Our only regular operating funds come from the Child Care Benefit and Parent Fees. We appreciate that times can be difficult for families but trust that you will understand that as a service we ensure that we maintain financial viability.

Thank you for your continued cooperation and support.

**Julie Miles**  
**Regional Coordinator**  
**North west Coast Region**  
**32442500**