



South Coogee Childrens Services OOSH

2026 Parent Payment Information and Terms & Conditions

Enrolment Procedure

The enrolment procedure for South Coogee OOSH ("Centre") 2026 will be split into three rounds:

- 1. Round 1 Monday October 20th – Sunday October 26th:** Existing children renewing the exact same sessions that they held in 2025
- 2. Round 2 Monday October 27^h – Sunday November 2nd:** Existing children, adding or removing days to their permanent spots.
- 3. Round 3 Monday November 3rd – Sunday November 9th:** All new children of the centre, siblings of current children will have priority of access.

Any 2025 positions with no 2026 re-enrolment during the 2026 enrolment period listed above will be made available to other families. From Monday the 24th of November onwards, the Centre will commence releasing 2026 positions and waitlist positions to families via email. To confirm their offered positions at the Centre for 2026, families need to respond to that email no later than seven days after receiving it.

It is the expectation of the Centre that any positions released to families for 2026 will commence at the start of Term One. If families wish to cancel a 2026 position once it has been offered to them, then they will need to provide two weeks' notice in keeping with the Centres' Fees Policy. All families must ensure they are on the Centre's bookings, account and documentation application Xplor before the commencement of their offered booking. For families who are new to the Centre, instructions on signing up to Xplor will be provided separately.

Required Documents

The Centre requires a range of documentation to be provided by families before an enrolment can be accepted by the Centre for 2026. This information required is as follows:

1. Completed Enrolment Form
2. Copy of the Child's Birth Certificate
3. An up to date copy of the Child's Immunisation History, as per the Centre's Infectious Disease and Immunisation Policy
4. A completed and signed copy of these Terms and Conditions
5. Completion of one of the 2026 Booking Forms (Continuation of Care Form 'STAY', Booking Request Form 'SWAP' or New Child Booking Form 'NEW')
6. Any relevant medical documentation such as action plans or risk minimisation plans

Current families can use the Continuation of Care Form or Booking Request Form to confirm that the Centre's existing information from documents 1-2 on the list above remains correct. In this case, documents 1-2 on the list above can be rolled over from 2025 to 2026 and do not need to be



renewed. New families will have to provide complete copies of all the documents on the list above in their entirety.

Required Payments

A. Session Fees

All families are required to pay fees to use the Centre. Families are responsible for ensuring all fees are paid in advance in accordance with The Centre's Fees Policy.

Centre Fees during term time are outlined as follows:

Term Time Fees	Permanent Position	Casual Position
Before School Care	\$15.11	\$17.19
After School Care	\$21.62	\$23.71

Centre Fees during Vacation Care are outlined as follows:

Vacation Care Fees	In-House Day	Incursion	Excursion
Daily Cost	\$62.00	\$67.21	\$72.42

More information about the Centre's fees and Child Care Subsidy can be found in the Centre's Fees Policy and Parent Handbook which are available on Xplor, in hard-copy at the Centre, or upon request.

B. Other Fees

In addition to these ongoing fees, there are two non-regular payments that families must make before their enrolment can be completed.

I. Bond

Each child must have a \$150.00 bond paid for them in order to complete their enrolment at the Centre. No 2026 enrolment will be accepted without the bond fee having been paid during the correct week of the 2026 enrolment period. This bond can be rolled over from year-to-year and is a one-off payment.

The bond will be refunded to families following their departure from the Centre in the following circumstances:

- a) If a child leaves the Centre before the end of term four and the correct written notice of termination has been provided in accordance with the Parent Handbook (notice is not required if a child leaves the Centre at the end of the school year); and
- b) All attendance days have ceased; and
- c) All outstanding fee payments with respect to the child have been received

II. Building, Utilities and Repairs

Each family must also pay a yearly Building, Utilities and Repairs (**BUR**) fee for each of their children that attend the Centre. This fee is \$100.00 for the first child from each family and \$50.00 for each



subsequent child from each family. No 2026 enrolment will be accepted without the BUR fee having been paid during the correct week of the 2026 enrolment period. This payment is required to be made each year and is not returned to families upon their departure from the Centre.

C. Payment of Fees

All fees must be paid in accordance with the Centre's Fees Policy and any other relevant instructions provided by the Centre.

To enable us to correctly identify payment, if paying by bank transfer, please ensure your name or your child's name is included in the transaction description/reference. If a name is not included in the description we may not be able to match your payment to your child.

For BUR and Bond payments, please also include "BUR" or "Bond" in the transaction description/reference beside your or your child's name. This will allow us to distinguish these from other payments.

Payment can be made via EFTPOS in centre, or via bank transfer using these details:

South Coogee Childrens services
BSB: 032-152
ACC: 118741

Note – Debts

Families should be aware that if they accrue any debt to the Centre then they jeopardise their child's position at the Centre. Late payment of fees will entitle the Centre to terminate your child's enrolment at the Centre's discretion. Families must clear their 2025 debts to the Centre before they will be offered a position for 2026.

Acknowledgment

By signing this document I acknowledge that I have read and understand my obligations in regard to enrolment and fee Payments for South Coogee OOSH. This includes recognizing that all fees are to be paid in advance and that no debt to the Centre is to be accrued. I am aware of the range of required documents that need to be provided to the Centre before my enrolment can be confirmed. I am aware of the required payment of a Building, Utilities and Repair (BUR) Fee upon enrolment in the Centre each year. I am aware of the required payment of a Bond upon enrolment at the Centre. I understand that this Bond will be returned upon departure from Centre, providing all fee payments are up to date and I am not in debt to the Centre. I acknowledge that I have read and understood the Centre Fee Policy, Parent Handbook and Enrolment Procedure documents

Parent Name: _____

Child/Childrens' Name (s): _____

Signature: _____ Date: _____