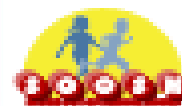


# BSC / ASC - COMPLYING WRITTEN ARRANGEMENT



ABN: 17-261-839-740

- Complying Written Arrangement** Parent is liable for the fees.  
Child Care Subsidy (CCS) is being claimed.
- Relevant Arrangement** Parent is liable for the fees.  
The family do not wish to claim CCS.  
CCS is NOT payable.
- Provider Eligible Arrangement** There is no eligible individual identified.  
(Additional CCS – child wellbeing) ELC becomes eligible for ACCS for the child.
- Arrangement with an Organisation** Another party is liable for the fees and completes the Agreement.  
(third party) CCS is NOT payable.

<b>Child Name</b>	<input type="text"/>	<b>DOB</b>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<b>CCS eligible hours per fortnight</b> <input type="checkbox"/> 24 <input type="checkbox"/> 36 <input type="checkbox"/> 72 <input type="checkbox"/> 100	<b>No. hours nominated with SOOSH</b> _____
<b>BEFORE SCHOOL CARE</b>	<input type="checkbox"/> <b>Routine Weekly</b> - Care that is booked for the same arrangement of days and times on an ongoing basis.	<b>AND / OR</b>	<input type="checkbox"/> <b>Casual / flexible</b> – care may be booked from week to week on a flexible basis, subject to availability.	<b>Start date</b>	<input type="text"/> / <input type="text"/> / <input type="text"/>
				<b>End date</b>	<input type="text"/> / <input type="text"/> / <input type="text"/>
<b>AFTER SCHOOL CARE</b>	<input type="checkbox"/> <b>Routine Weekly</b> - Care that is booked for the same arrangement of days and times on an ongoing basis.	<b>AND / OR</b>	<input type="checkbox"/> <b>Casual / flexible</b> – care may be booked from week to week on a flexible basis, subject to availability.	<b>Start date</b>	<input type="text"/> / <input type="text"/> / <input type="text"/>
				<b>End date</b>	<input type="text"/> / <input type="text"/> / <input type="text"/>
<b>VACATION CARE</b>	<input type="checkbox"/> <b>Routine Weekly</b> - Care that is booked for the same arrangement of days and times on an ongoing basis.	<b>AND / OR</b>	<input type="checkbox"/> <b>Casual / flexible</b> – care may be booked from week to week on a flexible basis, subject to availability.	<b>Start date</b>	<input type="text"/> / <input type="text"/> / <input type="text"/>
				<b>End date</b>	<input type="text"/> / <input type="text"/> / <input type="text"/>

DESCRIPTION OF FEES AND CHARGES		2018/2019 \$
<b>Out Of School Hours service (SOOSH) - No Enrolment, Annual Enrolment or charges on Public Holidays</b>		
Vacation Care (per day) - Per day session		55.00
Before School Care	Permanent per session - when care is booked for a regular attendance	21.50
	Casual per session - when care is booked from week to week as needed	23.50
After School Care	Permanent per session - when care is booked for a regular attendance	26.00
	Casual per session - when care is booked from week to week as needed	29.00
Late penalty (BSC, ASC and Vacation Care) - per child per 15 minutes or part thereof for collection after 6pm/ service closing penalty charges do NOT attract CCB/CCR		15.00

- **Fees do NOT apply on Public Holidays**
- **Fees are charged at the normal subsidised rate for an absence** from any type of care booking or contract, including a child being absent due to being on holidays, being away due to illness, attending court-ordered access visits, or the parents having a flexi-day or rostered day off.
- A penalty fee of **\$15.00 per 15 minutes or part thereof per child** may be applied if a child is collected after the service closing time - Penalty charges do not attract CCS
- **Payment owing is the Total Care Fee less any Child Care Subsidy entitlements.**
- **PAYMENT OF FEES IS STRICTLY DUE BY FRIDAY IN THE WEEK FOLLOWING CARE**
- **ANY OUTSTANDING ACCOUNTS MUST BE PAID IN FULL BEFORE A BOOKING WILL BE ACCEPTED.**
- **Bookings are only secured upon staff written confirmation.**
- **14 calendar days** notice in writing is required to make a regular/permanent alteration to routine bookings.
- **48 hours / 2 calendar days** notice in writing is required to cancel a casual booking, otherwise fees will be charged on each occasion for the booking.
- **14 calendar days** notice in writing is required by either party to terminate this contract
- Care may be terminated without notice if fees fall more than **7 calendar days** in arrears.
- Care may be terminated for failure to abide by the terms of this agreement
- **Full fees will apply if the child does not commence on the agreed date or does not attend during the termination notice period. Under Family Assistance Law, CCS can not be claimed for absences before a child commences care, or after a child has stopped care.**

## Contract / Booking Types

### Routine Booking / Permanent Contract

This is care that is booked for the same arrangement of days and times that are agreed upon an ongoing basis. This *may* include care that is booked for different days and/or different numbers of days each week, on a rotating or roster basis, on negotiation.

### Casual / Flexible Contract

This contract type is for where days and times vary from day to day and week to week on a flexible 'on-call' basis, subject to availability.

Notice is required to cancel a casual booking, or temporary additional hours, once care needs are confirmed in writing (including by email or SMS), otherwise fees will be charged on each occasion for the full booked hours.

### Business model

- Council applies levies and charges for care to families under its' Delivery Program and Operational Plan.
- Council is approved under Family Assistance Law to administer Child Care Subsidy (CCS), and other Family Assistance entitlements, to eligible families.
- Family Assistance Law requires SOOSH to enter in to a written care arrangement with each family.
- This contract of care includes the policy terms and conditions of the care and the total fees to be paid to the service.

### Priority of access

- Care is offered under Priority of Access requirements allocating placement to families with the greatest need for child care support under *Family Assistance legislation*. The service cannot guarantee a placement for any child/ren.
- Care placement may be revoked at any time with 14 days notice to place a child of higher priority, in accordance with *Family Assistance legislation*.

### Calculating and paying fees

- Fees are calculated on the agreed contracted / booked sessions of care, as well as any agreed temporary change of additional sessions to the booking.
- Placement may not be offered anywhere within Council services to any family with outstanding fees. There is no guarantee of further placement if care is refused due to non-payment of fees.

### Additional hours of care

- Any changes in routine-booked sessions of care are not necessarily transferrable to another time or day.

### Absences

- All parents are eligible to claim and receive CCS for up to 42 absences per financial year.
- Parents may wish to supply a letter to the Coordination Unit verifying court-ordered arrangements, or verifying employment roster, RDO or Flex arrangements that might be useful if a child's absences are exceeded.

### School-aged child

- A child is considered to be 'school-aged' from 1 January in the year they are enrolled to attend school.
- A child who has not yet commenced school *may* be asked to forego their position if a child who has already attended school requires placement.

**PLEASE contact SOOSH with any queries relating to this Complying Written Arrangement – 6540 1140**

Parent	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
Staff	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>

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#### All correspondence to:

Upper Hunter Shire Council | 135 Liverpool Street (PO Box 208) Scone NSW 2337

**Phone:** Scone Out of School Hours (SOOSH) 6540 1140 (office) / 6540 1177 (SOOSH)

**Email:** [soosh@upperhunter.nsw.gov.au](mailto:soosh@upperhunter.nsw.gov.au)

[WWW.FACEBOOK.COM/Scone Out Of School Hours - SOOSH](http://WWW.FACEBOOK.COM/Scone%20Out%20Of%20School%20Hours)