



St Paul Lutheran School

SPLASH Fees Policy

1. Background

SPLASH is a not-for-profit service funded primarily by fees collected from families. The service manages a limited number of government-subsidized Child Care Subsidy (CCS) places, adhering to Australian Government regulations.

2. Policy Statement

The SPLASH service sets fees based on a balanced annual budget to meet the income required to provide quality care 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.

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.

Living and Learning Together in Christ

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3. Procedure

3.1 SPLASH Fees as of 01/01/2025

Before School SPLASH

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

Any bookings made with less than 7 days' notice will be charged at a casual rate

Permanent Session 7:00am – 8:30am	\$12.50 per child	Government subsidies apply
Casual Session 7:00am – 8:30am	\$14.50 per child	
Breakfast Available 7:00am – 7:45am	\$5.00 per child	No government subsidies apply
Hat borrowing charge	\$2.00 per child	

After School SPLASH

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

Any bookings made with less than 7 days' notice will be charged at a casual rate

Permanent Session 3:15pm – 6:15pm	\$20.90 per child	Afternoon snack included Government subsidies apply
Casual Session 3:15pm – 6:15pm	\$23.00 per child	
Late Collection Fee after 6:15pm	\$2.30 per minute/per family	No government subsidies apply
Hat borrowing charge	\$2.00 per child	

Vacation Care and Pupil Free Days

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

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

Note: Additional fees may apply for special events or excursions at times.

This information will be provided to families on the program and permission forms.

SPLASH Fee Policy

Version 6.0 (November 2024)

3.2 Accounts

SPLASH invoices are issued in arrears weekly in the week following care. Bookings are charged via a software program and then sent to the Department of Education and Training for processing, where CCS or Additional Child Care Subsidy entitlements are applied if applicable 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.

Invoices contains details of your child's weekly bookings and charges incurred, including breakfast, late collection charges, hat borrowing fee and any others applicable to the week. 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

Bookings

Bookings can be made through the Spike ChildCare App or by contacting the SPLASH office at (08) 7078 8541 or 0408 838 637. If no answer, please call the school office at (08) 8260 2655.

Except for ongoing term or yearly bookings all bookings should be made using the Spike ChildCare App. Vacation Care bookings 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. Account holders can make changes and manage their bookings using the Spike ChildCare App. Booking changes can also be made by contacting the Splash email directly any bookings made with less than 7 days' notice will be charged at a casual rate

Cancellations

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.

SPLASH Fee Policy

Version 6.0 (November 2024)

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 and an approved payment plan is arranged and approved by the business manager. Any accounts with an outstanding balance of \$500 or more will be flagged and discussed with the business manager. 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 to wear a hat whilst outside due to high UV levels. All children attending Splash must have a hat with them. They may bring their hat from class, a separate hat brought from home or purchased one 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. 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

[National Quality Standards](#)

All 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 will review the Fees policy annually, or as needed, to ensure its effectiveness and alignment with regulations.