FEES POLICY

Our service has a commitment to ensuring our fees are as affordable as possible and that all families have access to any subsidies that are available to reduce these fees. The setting and payment of fees takes into account all requirements of the Start Strong funding guidelines, the Education and Care Services National Regulations, Australian Tax Office, Privacy Act and the guidelines. All records held at the service will be maintained in accordance with the service Confidentiality and Privacy Policy. Families will be provided with accurate fees statements and clear information regarding fee payment processes.

Fees are set by the Management Committee each year to ensure the financial viability of the preschool and a balanced budget.

GOALS

To enable our service to provide high quality early education and care for children we need to ensure we are financially viable at all times. Our service's financial health and access to our service will be maximised by ensuring families are aware of all fees and fee payment requirements upon enrolment.

FEES

A fee schedule for each year will be released with copies available from the office. The fees for the new year will be confirmed by the Parent Management Committee during the November/December meeting the year prior depending on when funding information is received.

PROCEDURE FOR PAYMENT OF FEES

1. Fees will be calculated on a term basis. No fees will be charged for school holidays, public holidays or when sessions are not open for children.
2. Fees are paid during periods of non-attendance, such as illness or holidays outside gazetted school holidays.
3. Children enrolled in a three (3) year old session must turn three (3) years of age on or before the first day of the school year (if accepting the position from the first round of offers the year before).
4. If a child is withdrawn in the final five (5) weeks of Term 4, the full term fees must be paid, as the position is unlikely to be filled.
5. All Fees must be finalised two (2) weeks prior to the end of each term.
6. Fees can be paid by cash, eftpos, or online banking.

   NAB Account Dubbo West Preschool BSB: 082564 ACC: 13 740 3791.
7. If paying cash please pay through reception and a receipt will be issued on the spot.
8. Receipts will be issued for payments and will be able to be viewed in KinderM8.
9. On enrolment, families are to sign a Fee Policy Agreement acknowledging that they will keep their fees up to date. This agreement is included in the enrolment form

10. If fees are not up to date (ie. two weeks in advance) the Administration Manager will provide a report to the Parent Management Committee regarding outstanding fees. The Parent Management Committee can request that an agreement for weekly payments be made for the rest of the preschool year or if no agreement can be made due to financial restraints of the family the committee may decide to wave the fees and allow the child to continue attending fee free. If the family cannot be contacted and the child no longer attends the Parent Management Committee will terminate the child/children's place.

ADDITIONAL FEES

Membership Fee

Upon initial enrolment, a one off membership fee will apply. The amount to be paid will be determined by Parent Management Committee and will be reviewed annually.

Late Pick-up Fee

An amount of $10.00 per half hour (increments) will be charged after 4.00pm for late pick-ups where prior arrangements have not been made, or there are no extenuating circumstances.

Preschool Fee Disputes

If any parent has a concern about their account details, it is the responsibility of the parent to provide receipts of all payments made so queries can be clarified. Any issue arising will be decided by the Parent Management Committee.

Withdrawal of a Child

If you are withdrawing your child from preschool, you must give two (2) weeks **written** notice to the Director. Withdrawal forms are available in the office. Fees are to be paid for the two (2) weeks of notice, even if your child does not attend.

Non-Attendance

If your child is absent from preschool due to sickness or holidays, fees are still to be paid for that time. It is also requested that you let the preschool know if your child will not be attending.

If your child has not attended for two (2) weeks without notification to the preschool and no contact can be made you child can be withdrawn from the centre and replaced with another child from the waiting list. The Parent Management Committee will decide if fees in arrears will be pursued.

SUBSIDIES

Health Care Card to be entitled to equity subsidies is to be lodged at the office with your enrolment form.

OUTSTANDING FEES

If fees are not paid by the due date and contact with the Director or Administration Manager has not been made, the Director will contact the family by phone to discuss any barriers for them in completing the payment. The Director may refer the family for fee reduction or waving fees if financial hardship has been identified to the Parent Management Committee for a decision otherwise an agreement will be made for the payment of the outstanding fees or a weekly payment plan for the remainder of the year. If no agreement can be made or there

is no contact and the child does not attend any longer the Parent Management Committee will be consulted for a decision for the ongoing enrolment or termination. If termination of the position is decided the position will be declared vacant and filled with another child from the waiting list.

PROCEDURE FOR RECOVERING OUTSTANDING FEES:

a) Fees are issued at the beginning of each term.

b) All Fees for the term must be paid by the due date on the invoice (usually two weeks prior to the end of term).

c) After this date reminder notices will be printed and issued.

d) If fees are not paid by the last week of term then contact with parent will be made via telephone and arrangements for payment made.

e) Failure to adhere to the arrangements made with the preschool in relation to outstanding fees will result in the referral to the Parent Management Committee for a decision on the enrolment continuing, fee assistance or waiver or withdrawal of the child.

f) If fees are still outstanding beyond these steps, then recovery of these fees could be pursued through legal action (ie. via a Debt Collector) as determined by the Parent Management Committee. Please note that costs acquired through the use of a Debt Collector will be added to the total cost of fees owing.

g) Subsequent children of parents who have been sent for Debt Collection will also be excluded from attending the preschool.

h) Any parent with extenuating circumstances may apply, in writing, to the Parent Management Committee for an exemption to all or part of this policy.

The Fee's Policy information will be made available to parents in the following manner:

- Parent Handbook
- Each family will be given a copy of the policy upon enrolment
- By way of summary upon enrolment
- Summary given at Parent Information Evening

ACCOUNTS PROCEDURE

Term 1

Fees will be posted and available to be viewed on the KinderM8 app at the commencement of Term 1. **Proof of Income or a current Health Care Card needs to be lodged at the office with your enrolment** to be eligible to claim low income.

Term 2 and Subsequent Terms

Fees will be posted at the commencement of each term on the KinderM8 app.

RECEIPTS

Receipts will be issued when payment is processed and available to be viewed on the KinderM8 app.

For Direct Deposit payments otherwise all receipts will be issued at the time of receiving any monies.

MONITORING, EVALUATION & REVIEW

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy annually.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.
In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

RELATED LEGISLATION, GUIDELINES, STANDARDS & FRAMEWORKS

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations: Regulation 168(2)(n)
- Family Law Act 1975
- National Quality Standard, Quality Area 7: Governance and Leadership – Standard 7.1

SOURCES

- Australian Children's Education and Care Quality Authority (ACECQA) – www.acecqa.gov.au
- CCS Information – www.humanservices.gov.au/individuals/services/ centrelink/child-care-subsidy

REVIEWED:21/8/2024