



BULAHDELAH PRE-SCHOOL INC

76 CRAWFORD ST
PO BOX 35
BULAHDELAH NSW 2423
PHONE: (02) 4997 4645



Fee Policy

Leadership and Service Management

Policy Statement

Our Preschool 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 Early Childhood Education Directorate, Education and Care Services National Regulations, Australian Tax Office, Privacy Act and ACEQUA. All records held at the service will be maintained in accordance with the preschool's 'Confidentiality and Privacy Policy'. Families will be provided with accurate fee statements and clear information regarding fee payment processes.

Goals

To enable our preschool 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 and as changes occur.

Procedure

- The fee schedule and fees payment policy will be fully explained to families during the enrolment process.
- Fees will be charged for each day your child is enrolled at Preschool on a term basis.
- Fees will be calculated to cover service expenditure, taking into account funding provided by the NSW Department of Education (DoE) excluding fundraising money.
- A statement of fees will be sent to enrolled families at the beginning of each term.
- Fees are not charged for school holidays.
- Fees are payable even when your child is unable to attend.



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Implementation

1. A bond of \$100 is payable on enrolment
2. Families paying fees have the choice of paying in either one lump sum by week 6 or by weekly/fortnightly instalments with an agreement being signed upon orientation to indicate your preferred payment method
3. For those families who indicate they are paying their fees weekly or fortnightly - if no fees have been received for 2 consecutive weeks your child's position will be declared vacant and your child will not be able to attend until fees are paid
4. We prefer payments to be made via internet banking
5. Fees will be reviewed at the AGM or as the annual audit is completed, or as deemed necessary by the management committee
6. All cash received via the fees box will be checked by the Clerical Assistant and one other staff member, recorded in the fees book and signed by both parties
7. All fees received will be receipted and the receipt placed in your child's pocket
8. Families experiencing financial difficulties are encouraged to see the Director or Clerical Assistant to make other arrangements

Accounts

Accounts will be issued at the beginning of each term or after a new enrolment.

Arrears

In the case of failure to pay fees the following action will be taken:

1. If full fees are not received by week 6 a reminder letter will be issued to the family
2. If fees are not brought up to date the week after the reminder letter was issued the parents will receive a second letter reminding parents the child will not be able to return to Preschool the following term until all outstanding fees have been paid
3. If fees remain unpaid as of the last day of term, the child's enrolment will be declared vacant
4. If fees remain unpaid the matter will be referred to the Approved provider, and the matter may then be referred to a debt collection agency to recover the fees



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Child's Position Being Declared Vacant

A child's position will be declared vacant under the following circumstances: -

1. Each of the reminder notices have not been responded to
2. Outstanding fees from the previous term are not paid by the last day of term
3. The Clerical Assistant gains the assent of the Director that the child's place is to be declared vacant
4. The Director recommends to the Approved Provider that the child's place be declared vacant
5. If a child has not attended the Preschool more than two consecutive weeks with no communication with the service or payment of fees

Late Fees

The preschool closes for children at 3.45pm to allow staff 15 minutes to complete necessary tasks by their departure time. After 3.45pm parents will be charged a late fee of \$10 per minute.

Roles and Responsibilities

Approved Provider will

- Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011
- Determine the required fee level to meet budget predictions for the year.
- Review the current budget to determine fee income requirements
- Develop a fee policy that balances the parent's/guardian's capacity to pay, with providing a high-quality program and maintaining service viability
- Consider any issues regarding fees that may be a barrier to families enrolling at the service and removing those barriers wherever possible
- Provide parents/guardians with a regular statement of fees and charges
- Ensure that the Fees Policy is readily accessible at the service notifying parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected
- Ensure the fees charged by the preschool are provided on enrolment



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Clerical Assistant will

- Provide families with a regular statement of fees and charges

Director/Nominated Supervisor will

- Collect all relevant information and maintaining relevant documents regarding those with entitlement to concessions, where applicable
- Notify parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected

Early Childhood Educators will

- Referring parents'/guardians' questions in relation to this policy to the Approved Providers or Director/Nominated Supervisor

Families will

- Read this policy and refer any questions, queries or concerns to the Director/Nominated Supervisor
- Provide a copy of their Health Care Card
- Record the arrival and departure times of their child or children attending care
- Pay for all days of education and care their children are enrolled
- Ensure all fees are paid in full by the end of the term
- Provide 2 weeks' notice of withdrawal from service. If child does not attend during this 2-week notice period full fees will be chargeable
- Notify the Director/Nominated Supervisor or Clerical Assistant if experiencing difficulties with the payment of fees as soon as possible



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Related Legislation, Guidelines and Frameworks

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011:
 - Regulation 168 (2) (k)
 - Regulation 168 (2) (l)
 - Regulation 168 (2) (n)
- National Quality Framework, Quality Area 7: Governance and Leadership – Standard 7.1: Policies and Procedures

Sources

- Australian Children's Education and Care Quality Authority (ACECQA) – www.cecqa.gov.au
- Early Childhood Education Directorate
- Guide to the National Quality Framework
- Education and Care Services National Regulations 2011:
- Education and Care Services National Law Act 2010

Related Policies

Confidentiality Policy, Arrival and Departure Policy, Enrolment and Orientation Policy



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Review

This policy will be reviewed annually by the
Approved Provider, Staff and Families of Bulahdelah Preschool.

Policy adopted: 12th September 2018

Review period: 29/5/19 – 12/6/19

Policy changed and implemented as of 14/6/2019

Name: _____

Position: _____

Signed: _____

Date: ____/____/____

Name: _____

Position: _____

Signed: _____

Date: ____/____/____

Name: _____

Position: _____

Signed: _____

Date: ____/____/____