



Fees Policy

Relevant Legislation

Education and Care Services National Regulations 2011: 168(n) 172

Children (Education and Care Services National Law Application) Act 2010.

A New Tax System (Family Assistance) (Administration) Act 1999

A New Tax System (Family Assistance) Act 1999

National Quality Standard for Early Childhood Education and Care and School Age Care: Standard 7.3

Introduction

A commitment to the long term viability of our preschool provides a framework for governance and financial management. 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. Prompt payment of fees allows us to plan with certainty. Our commitment to access, equity and inclusion is reflected in our financial planning to ensure our fees are as affordable as possible and that families have access to subsidies that are available to reduce their fees. Our preschool will advocate with governments for all children's right to access early education and care.

Policy Goals

The financial health of our service and access to our preschool program will be maximised by:

- ❖ Ensuring families are aware of all fees and fee payment requirements upon enrolment;
- ❖ Keeping fee increases to a minimum;
- ❖ Ensuring the cost of administering fee collection is minimised;
- ❖ Following the appropriate priority of access requirements;
- ❖ Following all legal requirements required by our access to government funding;
- ❖ Managing fee collection to avoid bad debts;
- ❖ Families are notified as far ahead as possible and no less than 14 days of any changes to fees or the ways fees will be collected; and
- ❖ Ensuring we issue statements of fees on a regular basis
- ❖ Financial planning and projections to protect the long term sustainability of the preschool.

Strategies: What will we do?

Fees

The Approved Provider will:

- Ensure the preschool complies with Family Assistance law (If CCB approved).
- Ensure vacant places are filled under the appropriate priority of access policy. See Enrolment Policy.
- Ensure adequate records of attendance are kept for each child as required;
- Comply with Australian Government or NSW Government funding agreements as required.
- Ensure the service remains financially viable and can meet its debts and other obligations as they fall due.
- Issue statements at least every 3 months to families who receive a fee reduction.
- Only collect and disclose personal information about children and families to DEEWR the Department of Education and Communities where the disclosure is legally required.

The Nominated Supervisor will:

- Ensure all families are made aware of service fees and available subsidies on enrolment.
- Ensure statements of fees are given to all families no less than every three months;
- Join in advocacy actions designed to reduce the cost of early education and care fees for families wherever possible.

Families will:

- Record the arrival and departure times of their child or children attending care.

Fee payment procedures

The Nominated Supervisor will:

- Ensure that new families pay a non refundable holding deposit to secure their place in the Preschool.
- Ensure families are aware of fee payment options: Direct Deposit, cash or cheque.
- Implement an overdue fee process with any families whose fees are not 2 weeks in advance.

Families will:

- Ensure all fees are kept two weeks in advance at all times

Late fees

The Approved Provider will:

- Levy a late fee for families who arrive after the service closing time. This fee is set at \$20 for the first 10 minutes and an additional \$1 per every additional late minute.

The Nominated Supervisor will:

- Ensure families are made aware of late fee on enrolment; and
- Organise for separate invoicing of late fees.

Withdrawal from Centre

Nominated Supervisor will:

- Provide all families with a statement of outstanding fees on receipt of notification of withdrawal of a child from the service.

Families will:

- Provide 2 weeks' notice of withdrawal from service. If child does not attend during this 2 week notice period current fees will be charged.

Evaluation

Families pay fees on time, and collect children on time. Fees are kept as low as possible whilst ensuring the service's financial health

Procedures and Forms

- Attendance record
- Enrolment Handbook
- Enrolment Form
- Application for Fee Assistance
- Grievance Procedures

Links to other Policies

- Confidentiality and Privacy policy
- Enrolment and Orientation
- Grievances and Complaints Policy

Sources and References

DEEWR child Care Services Handbook 2011-2012. (Department of Education, Employment and Workplace Relations). Website : www.deewr.gov.au

Tathra Preschool Enrolment Handbook.

Privacy Law. Access website www.privacy.gov.au/law

Early Childhood Australia (ECA). Code of Ethics. Access website: www.earlychildhoodaustralia.or.au/codeofethics

DEEWR (2009). Belonging Being and Becoming: The Early Years Learning Framework for Australia. www.deewr.gov.au.

ECA Code of Ethics (2006)

Community child Care Co-operative : NQF in a Box: www.cccnsw.org.au

CCSA www.ccsa.org.au

National PSC Alliance : www.pscalliance.org.au

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April 2015

Review Date

2017 Updated
2020 or when procedure,
practice or legislation changes.