



## Fee Policy

### Policy Statement

A commitment to the high-quality early childhood education, long-term financial viability, affordability and principles of access and equity provide the framework for this policy. Our preschool values advocacy as a means to ensure the rights of children and families to access early childhood education. The setting and payment of fees will take into account all requirements of the Education and Care Services National Regulations, Australian Tax Office, Privacy Act and the guidelines contained within the Child Care Provider Handbook. All records held at the preschool will be maintained in accordance with the Tathra Preschool Confidentiality and Privacy Policy. Families will be provided with accurate fees statements and clear information regarding fee payment processes.

### Policy Goals

To provide high a high-quality early childhood education and care for children and ensure the preschool remains financially viable at all times. Financial health of our Preschool and access will be maximised by ensuring families are aware of all fees, fee subsidy and fee payment requirements upon enrolment.

## Strategies: How will it be done?

### Fee Payable/Accounts

The Approved Provider will determine the required fee level to meet budget prediction for the year.

- The fee schedule and fees payment policy will be fully explained to families during the enrolment process.
- Families are catergorised into Equity and Non-Equity groups based on Government funding guidelines and fee levels are set for each category.
- Fees payable will be quoted as either daily or weekly or per term amounts.
- Families will be given a minimum of 14 days' notice of any fee increase.
- The same fee will be charged to all families in a given fee category.
- A statement of fee invoices and payments will be sent to parents/guardians at the end of each term.
- Families are required to pay fees in advance. Receipts are available upon request but a listing of payments will appear on statements issued each term to Parents/Guardians
- Fee payment will be recorded according to NSW Government guidelines and funding agreements.
- Families should contact the Preschool to advise of their child's inability to attend as soon as this is known. Fees will still be required on days the child would normally attend.

### **Payment of Fees**

- Fees are payable from the agreed commencement date and must be paid two weeks in advance.
- Fees may be paid by electronic funds transfer or by direct deposit (internet banking).

#### Overdue Fees

- Parents/guardians with overdue fees will be encouraged by the Nominated Supervisor to discuss any difficulties they may have in meeting payments and make suitable arrangements to pay, including the option of a payment plan. If this is not done, or the agreed arrangements are not kept, the matter may be referred to a debt collector and/or cancellation of the child's booking may occur.

### Extended Session Fees

- Our preschool reserves the right to charge extended session fees where a child is at the preschool for an extended period of time before or after the core educational program hours. This charge will be set at a level determined by the Committee of Management and based on the preschool's need to recoup expenses incurred in employee additional wages.

### Late Collection Fees

- Our preschool reserves the right to implement a late collection charge when parents/guardians have not collected their child/ren from the service before closing time. This charge will be set at a level determined by the Committee of Management and based on the preschool's need to recoup expenses incurred in employee wages.

## **Roles and Responsibilities**

### **Approved Provider will:**

- Ensure the preschool operates in line with the Education and Care Services National Law and National Regulations 2011.
- 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 preschool and actively remove those barriers wherever possible.
- Provide parents/guardians with a regular statement of fees and charges.
- Ensure access to this policy via the website and at the preschool.

- Notify parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected.
- Ensure all families have access to current fee rates.

### **Nominated Supervisor will**

- Provide parents/guardians with a regular statement of fees and charges.
- 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.
- Ensure all families have access to current fee rates.

### **Early Childhood Educators will**

- Refer parents'/guardians' questions in relation to this policy to the Approved Provider or Nominated Supervisors.

### **Families will**

- Have access to this policy and the opportunity to engage with the content, refer any questions, queries or concerns during enrolment orientation. as part of enrolment orientation.
- Record the arrival and departure times of their child or children attending preschool
- Ensure all fees are kept two weeks in advance at all times.
- Provide documentation for additional absence days as required.
- 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 Approved Provider if experiencing difficulties with the payment of fees

## Monitor, Evaluation and 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 every two years.

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 Preschool; a family’s ability to utilise the service; the fees charged or the way in which fees are collected

### Relevant Legislation

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations: Regulation 168(2)(n)
- Family Law Act 1975

### Guidelines, Standards and Frameworks

- National Quality Standard, Quality Area 7: Governance and Leadership – Standard 7.1

### Sources and References

- Australian Children’s Education and Care Quality Authority (ACECQA) – [www.acecqa.gov.au](http://www.acecqa.gov.au)

### Updated

April 2022

### Review Date

2024 or when procedure, practice or legislation changes.