



7.8 Fees Policy

QUALITY AREA 7: Leadership and Service Management

Aim

To provide high quality early education and care for children by ensuring we are financially viable at all times. We have 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.

Relevant Legislation

- Children (Education and Care Services National Law Application) Act 2012
- Education and Care Services National Regulations 2011

Links to National Quality Standard:

- 7.1.2 Systems are in place to manage risk and enable the effective management and operation of a quality service

Background:

Start Strong in is the new funding model.

“The NSW Government is committed to ensuring that all children in New South Wales can participate in 600 hours of quality preschool education in the year before school, no matter where they live or what their circumstances are”. For more information go to www.dec.nsw.gov.au/what-we-offer/regulation-and.../early.../funding/start-strong

To gain the maximum in the new funding 4 year old children eligible to start school the following year (ie turn four before the 31st July) should be enrolled 600 hours per year (15 hours per week). This also applies for three year olds from Aboriginal or Torres Strait islander heritage or low income families whose parents hold a low income health care card.

Three year olds with no subsidy will be transitioned into 50% funding by 2022, commencing with 25% in 2019.

We offer 2 day enrolments as a package and are open 8.30am to 4.00pm Monday – Friday therefore fulfilling the 600 hour criteria for highest levels of funding. Please note that children don't necessarily have to start and finish at those times. Our core hours will remain 9am – 3pm and families are encouraged to bring their children before 9.30am or telephone to advise of their child's attendance or not from Bellingen Preschool. Children who do not arrive before 9.30am and have not advised our service of a late arrival, will be marked absent.

Child Care Benefit

The child care benefit for Preschool ceases to exist from July 1 2018

Practices:

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;
- Keeping fee increases to a minimum;
- 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;
- Ensuring we issue fees in the first week of each term, and
- Ensure families are aware that fees are not payable on Public Holidays

Nominated Supervisor & Management Committee will:

- Review fees twice annually, keeping in mind level of funding and budgetary constraints.
- Ensure the service remains financially viable and can meet its debts and other obligations as they fall due;
- Ensure all families are made aware of service fees and available subsidies on enrolment;
- Ensure fees are issued in the first week of each term.
- Ensure families are aware of fee payment options:
 - ~ Direct Deposit – details given on invoice
- Ensure families are made aware of Flood Policy in regards to fees
- Ensure receipts are issued on final term payments and placed in child's locker
- Implement an overdue fee process with any families whose fees are not paid within 4 weeks of invoice and do not have an installment plan in place.

Families will:

- Ensure fees are paid within the first 4 weeks of each term
- Provide copy of Centrelink Healthcare card if claiming a subsidy
- Talk to Director and/or bookkeeper **before** the 4th week of term if fees cannot be paid within this time
- Discuss setting up a direct debit with Director or Administrator

Non Payment of Fees

- The Office Administrator will issue a written reminder to late payers of Fees on the **Monday** following the payment due date. Families will be advised that non-payment of fees will mean that the child to whose fees are not paid will not be able to attend preschool until fees are paid in full or installment plan put in place.
- If fees remain unpaid families will be contacted to withdraw their child/ren out of preschool until fees are paid or installment plan in place, children may then be re-enrolled with a \$15.00 enrolment fee.
- A new account will be issued for the weeks of attendance. If families do not pay this new account within one week, a debt collector will be employed by the committee to recoup lost fees.

Minder Collections Pty Ltd
51 Grafton St Coffs Harbour
Ph: 66526667

Withdrawal from preschool

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 the child does not attend during this 2 week notice period full fees will be chargeable.

Please see below for attached Appendices:

Schedule of Fees – Non-Term Fees

Schedule of Fees – Term Fees

Policy Reviewed August 2018

Date approved: ___August 2018

Date to be reviewed: ____August 2021 ____



Bellinghen Preschool Schedule of Fees 2018 – from Term 1

Non- Term Fees

<u>Due Date</u>	<u>Service</u>	<u>Full Fee</u>	<u>Subsidy Fee</u>	<u>ASTI Fee</u>
On Enrolment	Enrolment Fee	\$15.00	\$15.00	\$15.00
4 th Week Term 1	Preschool Hat	\$10.00	\$10.00	\$10.00
4 th Week Term 1	Christmas Party	\$20.00	\$20.00	\$20.00

Term Fees

<u>Due Date</u>	<u>Service</u>	<u>Full Fee</u>	<u>Subsidy Fee</u>	<u>ASTI Fee</u>
4 th Week Term 1	Term fees	\$12.00	\$5.00	\$5.00