



## **Fees Policy**

Links to National Quality Standard: 7.3

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

### **Introduction**

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. Prompt payment of fees allows us to plan with certainty. 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. Our preschool will advocate with governments for all children's right to access early education and care regardless of their family's financial situation.

### **Goals**

**Our preschool'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;
- 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.

### **Strategies**

**The Approved Provider will:**

- as a NSW state funded community based preschool we will follow the Priority of Access Guidelines as defined by NSW State Government funding agreements. In no particular order, these are: Children who are at risk of harm, Aboriginal and Torres Strait Islander children, Children from low income families, children from culturally and linguistically diverse backgrounds, children with disabilities, children in their year before school (with highest priority given to children closest to school entry);
- Ensure adequate records of attendance are kept for each child as required;

- Comply with NSW Government funding agreements as required;
- Ensure the service remains financially viable and can meet its debts and other obligations as they fall due;
- Review fees twice annually in line with CPI and market forces;
- Only collect and disclose personal information about children and families to DEEWR/ the Family Assistance Office,(FAO)/ 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 families are aware of fee payment options: Direct Deposit Online or Cash.

**Families will:**

- Ensure all fees are kept two weeks in advance at all times and/or arrange through the Office Manager an agreed payment plan.

## **Late fees**

**The Approved Provider will:**

- Levy a late fee for families who arrive after the service closing time. This fee is set at \$10 for 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.

## **Public holidays**

**Families will:**

- Not pay for any booked day of education and care which falls on a public holiday.

## **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.

## **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.

## **Statutory Legislation & Considerations**

- A New Tax System (Family Assistance) (Administration) Act 1999
- A New Tax System (Family Assistance) Act 1999
- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011

## **Links to other Policies**

- Enrolment and Orientation Policy
- Confidentiality Policy