



# FEES POLICY

Central Shoalhaven Mobile 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 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 service will be maintained in accordance with the service Confidentiality and Privacy Policy. Families will be provided with accurate fees statements and clear information regarding fee payment processes.

In the year of 2022, Central Shoalhaven Mobile Preschool will be providing the fee schedule under the Start Strong Free Preschool 2022 Program to support our families in accessing early education.

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined, and understood and support effective decision making and operation of the service

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
168	Education and care services must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies and procedures

## RELATED POLICIES

Enrolment and Orientation Policy	Governance Policy
----------------------------------	-------------------



## PURPOSE

Under the *Education and Care Services National Regulations*, an approved provider must ensure that policies and procedures are in place for the payment of fees and the provision of a statement of fees charged by the service and take reasonable steps to ensure policies and procedures are followed. (ACECQA, 2021).

Quality early education and care provides the foundation for children's development and social engagement whilst supporting workforce participation of parents and carers. Our Service is committed to providing quality education and care to all children at an affordable fee for families.

In the year of 2022, Start Strong Free Preschool funding enables Central Shoalhaven Mobile Preschool to provide free preschool to the community.

## SCOPE

This policy applies to children, families, staff, management and visitors of the preschool.

## IMPLEMENTATION

### Fee Payable/Accounts

- The Approved Provider (Parent Committee) 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.
- Fees payable will be based on weekly amounts and can be paid by the term, monthly or weekly.
- Families will be given a minimum of 14 days' notice of any fee increase.
- A statement of fees will be sent to parents when a payment is made. Each payment will be receipted and will state the balance owing for that period.
- Families are required to pay fees in advance. A dated receipt, in accordance with Australian Government Guidelines, will be provided for each payment.
- Families are required to pay fees on public holidays if the holiday falls on their regular booked day. We do NOT offer make up days for Public Holidays.
- Families should contact the service to advise of their child's inability to attend as soon as this is known.
- Fees will still be required on days you would normally attend but are absent due to illness, or holiday.



- No fees are charged for non-term periods when the service is closed by management (School Holidays).

### **Payment of Fees**

- Fees are payable from the agreed commencement date and must be paid two weeks in advance at all times. These two weeks in advance will be kept as your “holding fee”. If your child leaves preschool and the required two weeks’ notice has NOT been given this holding fee will be kept “in lieu” of the two weeks’ notice.
- If two weeks’ notice has been given your holding fee will be refunded to you when your child ceases care.
- If you choose to pay your fees by the term, payment must be received in the first two weeks of each term.
- If your child commences in Term 4 all fees are payable in the first two weeks of term.
- Fees may be paid by electronic funds transfer or by direct deposit (internet banking) or cash at the venue.
- Enrolment Fee is an optional one-off payment of \$50.00 that is payable when securing a position for your child. This payment is non-refundable and due annually if choosing to pay this. The Enrolment Fee assists the preschool in the purchase of equipment and programs used within our educational programs.
- Equipment Levy Fee is an optional annual fee of \$50.00. This is non-refundable and due annually on enrolment if choosing to pay this. The Equipment Levy assists the preschool in the purchase of equipment and programs used within our educational programs.

### **Current Fee Schedule 2022**

In 2022 fees will not apply due to free the Start Strong Free Preschool Program. Central Shoalhaven Mobile Preschool reserves the right to opt-out of the program and reinstate fees at any point. Any proposed changes to the fee schedule will be communicated to families with 14 days written notice.

### **Overdue Fees**

- As fees are not payable at this point in 2022, the following will only apply should fees be reinstated.
- 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.

### **Late Collection Charge**

- Our service reserves the right to implement a late collection charge when parents/ guardians have not collected their child/ren from the service before closing time of 3:30pm. This charge will be set at a level determined by the Committee of Management and based on the service's need to recoup expenses incurred in employee overtime wages.
- Our current late payment fee is set at \$20.00 for every five minutes late. This payment must be made within 7 days.

### **APPROVED PROVIDER (COMMITTEE) WILL ENSURE:**

- Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011.
- Reviewing the current budget to determine fee income requirements.
- Developing a fee policy that balances the parent's/guardian's capacity to pay, with providing a high-quality program and maintaining service viability.
- Considering any issues regarding fees that may be a barrier to families enrolling at the service and removing those barriers wherever possible.
- Providing parents/guardians with a regular statement of fees and charges.
- Ensuring 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.
- Ensuring a notice outlining the fees charged by the service is displayed prominently in the main entrance to the service.
- Enter into a CWA with a parent or guardian, to provide childcare in exchange for fees. A CWA is an agreement between the Early Learning Childcare Centre service provider and a parent or guardian, to provide childcare in exchange for fees. It will include:
  - » The provider and parents contact names and details
  - » The date the arrangement is effective from
  - » The child or children's full name and date of birth
  - » Session days and start/end times



- » Details of the fees to be charged
- Update any changes to the CWA as required.

#### **NOMINATED SUPERVISOR WILL ENSURE:**

- Providing parents/guardians with a regular statement of fees and charges where applicable.
- Collecting all relevant information and maintaining relevant documents regarding those with entitlement to concessions, where applicable.
- Notifying parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected.
- Ensuring a notice outlining the fees charged by the service is displayed prominently in the main entrance to the service.

#### **EDUCATORS WILL ENSURE:**

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

#### **FAMILIES WILL ENSURE:**

- Reading this policy and referring any questions, queries or concerns to the Nominated Supervisor.
- Record the arrival and departure times of their child or children attending care.
- Where required, pay for any booked day of education and care which falls on a public holiday.
- Ensure all required fees are kept two weeks in advance at all times.
- Provide documentation for additional absence days as required.
- Provide 2 weeks' written notice of withdrawal from service. If child does not attend during this 2 week notice period full fees will be chargeable.
- Notifying the Approved Provider if experiencing difficulties with the payment of fees.



## SOURCE

Australian Children's Education and Care Quality Authority (ACECQA) – [www.acecqa.gov.au](http://www.acecqa.gov.au) < CCS Information  
[www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy](http://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy)  
<https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/grants-and-funded-programs/start-strong#Value0>

## REVIEW

POLICY REVIEWED	DECEMBER 2021	NEXT REVIEW DATE	DECEMBER 2022
-----------------	---------------	------------------	---------------