

## PAYMENT OF FEES POLICY

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 Preschool is committed to providing quality education and care to all children at an affordable fee for families.

### NATIONAL QUALITY STANDARD (NQS)

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

Dealing with Complaints Policy Delivery of Children to, and Collection from and Education and Care Service Premises	Enrolment Policy Fraud Prevention Policy Governance Policy Orientation of Families Policy Privacy and Confidentiality Policy Termination of Enrolment Policy
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## PURPOSE

For parents to gain a clear understanding of the Preschool fee structure and payment requirements. This policy explains process of fee payment and the necessity of ensuring children's fees are paid on time and consequences for failure to pay fees on time.

## SCOPE

This policy applies to children, families, staff, management, approved provider, nominated supervisor and visitors of the Preschool.

## IMPLEMENTATION

Our Preschool aims to ensure families understand the fee schedule and payment process required for education and care to be provided for their child. We are committed to meet our obligations to maintain financial integrity and comply with Start Strong Preschool funding requirements. We have effective compliance systems in place to ensure childcare funding is administered appropriately. Our Preschool ensures the confidentiality and privacy of all personal information provided to the Preschool about the enrolled child and family.

Our fee structure includes:

### ENROLMENT AND ADMINISTRATION FEE

This is a annual fee paid to preschool to cover enrolment & re-enrolment. Amount may change please discuss with the office on application for your child to attend preschool.

### START STRONG FUNDING

Start Strong for Community Preschools program provides funding to deliver affordable quality preschool education for 3 – 5-year-old children enrolled in eligible community preschools in NSW.

From 2023, fee relief for families will be integrated into Start Strong and provide the preschool with sustainable long-term funding to deliver at least 600 hours of low, or no cost preschool to eligible children.

Child eligibility criteria

To be eligible for start strong funding, a child will need to be:

- At least 3 years old on or before 31 July in that preschool year and not in compulsory schooling;
- and
- Attending an eligible early childhood education program

Although all children aged 3 years and above are eligible for funding, services need to consider priority of access guidelines when making enrolment decisions.

- Children enrolled for 2 days of preschool will receive 2 days at no cost (once family have completed the Declaration form) a child cannot access a Fee Relief Payment from more than one community preschool or long day care service.
- Children who attend a third day will be charged the current daily fees – please discuss the current fee charged with the office.

## PAYMENT OF FEES

Families who have a child attending a third day are asked to make a fortnightly payment to cover the cost of the third day. Invoices can be found in your child's folder near the sign in & out daily sheets.

## FINANCIAL DIFFICULTIES

- If a family is experiencing financial difficulties, a suitable payment plan may be arranged with authorisation of the Approved Provider. Please discuss with the Preschool Director or Office Administrator.

## DEBT RECOVERY PROCEDURE

- If a family fails to pay the required fees by the end of each term and before Week 6 in Term 4
- Preschool will be open to a discussion and a fee payment plan if this is not complied with.
- Families can drop the third day
- The family will receive a final letter terminating the child's position. At this time the Preschool may initiate its debt collection process, following privacy and conditional requirements.

## CHANGE OF FEES

- Fees are subject to change in the event that our current funding arrangement changes. Families will be notified as soon as possible.

## RESPONSIBILITY OF MANAGEMENT

The Approved Provider and Nominated Supervisor are responsible for:

- ensuring all families are aware of our *Payment of Fees Policy*
- ensuring enrolments are submitted correctly with the appropriate enrolment information
- providing families with regular statement of fees payable
- notifying families of any overdue fees

- providing families with reminder letters as required
- terminating enrolment of children should fees not be paid
- discussing fee payment with families if required

## CONTINUOUS IMPROVEMENT/REFLECTION

Our *Payment of Fees Policy* will be updated and reviewed annually in consultation with families, staff, educators and management.

## SOURCE

Australian Children's Education & Care Quality Authority. (2014).

Australian Children's Education & Care Quality Authority. (2021). Policy and procedure guidelines. *Payment of Service Fees and Provision of a Statement of Fees Charged by the Service*.

Australian Government Department of Education *Early Childhood and Care* <https://www.education.gov.au/early-childhood>

Australian Government Department of Education *Information for child care providers when a period of local emergency occurs*

Education and Care Services National Law Act 2010. (Amended 2023).

[Education and Care Services National Regulations](#). (Amended 2023).

Guide to the National Quality Framework. (2017). (Amended 2023).

Revised National Quality Standard. (2018)

Childcare Centre Desktop - [www.childcarecentredesktop.com.au](http://www.childcarecentredesktop.com.au)

## REVIEW

POLICY REVIEWED BY	Maxine Smith	Preschool Director	May 2023
POLICY REVIEWED	MAY 2023	NEXT REVIEW DATE	MAY 2024
MODIFICATIONS	<ul style="list-style-type: none"> <li>• policy maintenance</li> <li>• minor formatting edits within text</li> </ul>		