



Fees

Policy Statement

To enable Castle Hill Pre-School Kindergarten Inc. 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.

Goals - What are we going to do?

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;
- 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;
- Ensuring we issue statements of fees on a regular basis.

Strategies - How will it be done?

The Nominated Supervisor will:

- Ensure vacant places are filled under the appropriate priority of access. 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 annually in line with CPI and market forces;
- Issue statements for all children in respect of whom fee reductions are provided to provide families with a complete record of the CCB and/or CCR and or/other fee reductions that have been provided by the service once a term.
- Only collect and disclose personal information about children to the Department of Education and Communities where the disclosure is legally required.



Policy – Fees...continued...

The Office Administrator will:

- Ensure all families are made aware of service fees and available subsidies on enrolment;
- Upon enrolment, the required enrolment fee will be asked as security for your child's position in the Centre. This represents an advance payment of 2 weeks and will be held until Term 4 of the year.
- Ensure statements of fees are given to all families once a term.

Fee payment procedures

The Office Administrator will:

- Ensure families are aware of fee payment options:
 - Direct deposit;
 - Cash;
 - Cheque.
- Payment can be made as:
 - Full fees at the commencement of each term; or
 - Half term fees paid in two instalments as per the dates advised on the fee statement.
- If you wish to take the instalment option, the first instalment must be paid on or before the first date specified. The fee account must then be finalised on or before the 2nd instalment date;
- If you wish to pay your fees in full, the total fees are due on or before the first due date;
- Implement an overdue fee process with any families whose fees are not 2 weeks in advance;
- *Those families experiencing "genuine" financial difficulties can make negotiated arrangements by speaking with the Administration Officer or the Nominated Supervisor. These arrangements must be adhered to.*
- If any parent has not paid the fees by the due date, a reminder note will be placed in the information pocket. A verbal reminder will be given where possible.
- If the payment of fees has not been forthcoming within a fortnight of the due date and the parent has failed to speak to either the Office Administrator or the Nominated Supervisor to arrange a payment plan, the matter will be followed up by a formal letter of request stating that the child's place will be terminated at the end of the following week, if payment is not made.

Families will:

- Ensure all fees are kept two weeks in advance at all times.



Policy – Fees...continued...

Late Fees

Castle Hill Pre-School Kindergarten Inc. will:

- Levy a late fee for families who arrive after the service closing time. This fee is set at \$20.00 for every 5 minute period the families are late.

The Nominated Supervisor will:

- Ensure families are made aware of late fee on enrolment; and
- Organise for separate invoicing of late fees.

Withdrawal from Centre

Families will:

- Provide 2 weeks' notice of withdrawal during the term. This does not include giving notice during the school holidays. I.e. notice needs to be given by Week 8 if not returning in the following term. Otherwise, the 2 weeks advance fee payment, will not be returned as it will be used in lieu of notice.
- **Term 4 enrolment and withdrawal** – Once a child commences pre-school in term 4, fee are payable for the whole of the term regardless of cancellation. (this is due to the pre-school's inability to enrol children for the last part of the term and ensures that the income for term 4 covers the full terms expenses)

Evaluation

Families pay fees on time, and collect children on time. Fee are kept as low as possible whilst ensuring the service's financial health.

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

Link to National Quality Standard: 7.3

Link to New Tax System (Family Assistance Administration) Act 1999

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