



Fees Policy - 2018

NQF

QA7	7.1.2	Management systems - Systems are in place to manage risk and enable the effective management and operation of a quality service.
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Aim

Parents fully understand fee payment procedures and requirements, and pay their child care fees on time.

Related Policies

Enrolment and Withdrawl Policy
Orientation for Children Policy
Privacy and Confidentiality Policy

Who is affected by this policy?

Parents
Management

Implementation

Every effort will be made to keep the fees as low as possible with regard to managing the centre in a cost efficient manner but with no loss to the program provided for the children.



Waitlist Fee

- Waiting List Application Form can be obtained by phoning, visiting the Pre-school or downloading it from the Pre-school website.
- The waitlist form is to be returned to the Pre-school with a \$50.00 (includes GST) waiting list application fee (cash in person, by Direct Debit into the Pre-school account).
- The waitlist form will only be processed when the waitlist payment has been received. If the form is lodged before the payment has been received, the date of lodgement of the waitlist will be the date that the payment was made. The form will then be added to the waiting list in order of date and time.
- Waiting List Fees are non-refundable and do not guarantee an offer of a place. In the case of a family making multiple applications of enrolment for the same year, this fee is payable per application up to a maximum of \$100.00. A separate form is required for each child.

Enrolment Fee

A \$197 enrolment fee and a \$3 membership fee is payable with the submission of the enrolment form. The enrolment and membership fees are non-refundable and are payable per child, up to a maximum of two children (ie \$400). The payment of the Enrolment fee confirms the child's place at the Pre-school.

To secure the place, an upfront payment approximating 50% of the Term 1 fees (\$800 for 3 day group and \$500 for 2 day group) is payable by 1 November in the year prior to entry. This amount is non-refundable and is deducted from the Term 1 invoice. If this amount is not paid, the place is forfeited; however families may request to remain on the waitlist.

Tuition Fees

- The tuition fees required for the year are set in the budget, allocated on a sixty/forty split between the three day and two day groups. The year's fees for each group are divided by 45 to arrive at an annual fee per child, divided by four to give a fee per term. This figure may be rounded up marginally for billing purposes.
- Term fees are paid irrespective of public holidays. The Pre-school does not issue a daily rate as such. A rate may be calculated to establish a cost per day, however this is only used by the Board of Management for

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comparison, against other Pre-schools, and as an uplift against previous years' fees.



Absence

Make up days are not available. If a family wishes to keep their child's place after an extended absence, they are required to pay the fees during the absence, or the place will be offered to another child.

Maintenance Contribution

An annual Maintenance Contribution of \$100 is charged per child, at the commencement of the year to cover maintenance of the Pre-school grounds.

Payment of Fees

- Term fees are due during week 1 of each term, with invoices being distributed before the end of the previous term, or during the summer holidays for term 1.
- An annual membership fee of \$3.00 per family is payable with the enrolment fee of \$197 at the time of enrolment (ie a total of \$200).
- Fees are payable by direct deposit to the bank account or credit card (1.5% merchant fee is added for credit card payment). Cash or cheque payments will not be accepted.
- To secure a place at the Pre-school, an upfront payment approximating 50% of the Term 1 fees is payable by 1 November in the year prior. This payment is deducted from the Term 1 invoice, issued at the start of the Pre-school year. An invoice for the first instalment of the term 1 fees is distributed in October. The upfront payment of Term 1 fees is non-refundable.
- Receipt details from the bank for fees paid and payment slips containing credit card details are collected via the "fees box" and co-ordinated with the Fees Officer and Bookkeeper.
All fees received are then reported to the Treasurer.



Schedule of Fees @ 1st Jan 2018

- application fee (includes GST)
(non-refundable, non-transferrable)

Waiting list
\$50.00
- (payable for each year of attendance)

Enrolment fee
\$200.00

(Confirmation of place fee \$197 and Membership fee* of \$3 per year)
(Non-refundable, non-transferable)
- There are 2 fee levels at PTP-
[REDACTED] NSW Govt funded fee (for children who are
 4 or older by the 31st July in the year they attend)
 Low income fee (for those families who hold
 a Health Care Card or Pension Card- refer to the section on
 "Financial Assistance".)

In 2018 all children (except HCC, Pension card & ATSI) WILL pay the NSW Govt funded fee.

	Funded fee (NSW Govt funded)	HCC, Pension card, ATSI (Reduced fees)
3 day group	\$1,410	\$690
2 day group	\$940	\$460

An annual Maintenance Levy of \$100 is payable on commencement at the Pre-school

Instalments

Families may request to pay by instalments throughout the term. If they wish to do so they should put their request in writing, prior to the term fee due date, to the Fees Officer and agree to a payment plan. Late fees may be charged if the agreed payment dates are not met.

Late Fees

A late fee is charged if a fee payment is more than one week late, and no communication has been received. The late fee is \$50 for the two-day group and \$80 for the three-day group. A week after the fee due date, the Book-keeper will reissue the fees invoice with the late fee added. This late fee will be re-billed if it is not paid.



Non-payment of fees

Where fees are not paid and no arrangement has been agreed between the Fees Officer, and the family, the child may be restricted from attending Pre-school until payment is received.

If families are having difficulty making fee payments they should immediately speak with the Fees Officer or Nominated Supervisor to discuss fee payment arrangements. Information provided by families will be treated as strictly private and confidential.

The Board can permanently terminate a child's place at the Pre-school for repeated late payment or non-payment after a nominated time period. The Board may also withhold the offer of a place at the Pre-school to any child from the same family with poor payment history (see Enrolment policy).

Financial Assistance - Health Care & Pension Cards, ATSI

Fee-relief is available to families on low income to help with the cost of Pre-school fees. Applications for fee relief must be made to the Fees Officer and Board of Management. Applications for eligibility for fee relief are considered by the Board of Management and are assessed on a case by case basis. Families may also apply to pay via instalments throughout the term.

Low Income Term Fees & Health Care & Pension Cards

- Families must provide details of their Health Care Card (HCC) or Pension Card when they complete the enrolment forms for the Pre-school.
- HCC status is reviewed on an annual basis and each family must be able to verify their HCC status at the beginning of each term (if requested by the Pre-school).
- To qualify for low income fee status, the HCC cards **must be in the family's name**.

The fee for HCC card holders is determined annually by the budget and will be set in two amounts for the 2 day group and the 3 day group.

Families identifying s ATSI on the enrolment form will automatically be charged the Reduced Fee rate.

Withdrawal from Pre-school

One months notice in writing is required when withdrawing a child from the preschool. All fees must be up until the date of departure.

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If full notice has not been provided and the vacancy cannot be promptly filled, then one months fees must be paid in lieu.



Child Care Subsidy

Child Care Subsidy is available to all families who are Australian Residents if the child meets immunisation requirements and parents meet eligibility requirements. Entitlement is determined by an activity test which determines the number of hours of subsidised care to which families are entitled.

<i>Hours of activity per fortnight</i>	<i>Maximum number of hours of subsidy per fortnight</i>
8 hours to 16 hours	36 hours
More than 16 hours to 48 hours	72 hours
More than 48 hours	100 hours

A broad range of activities meet the activity test requirements, including paid work, self-employment, unpaid work in a family business, active job hunting, volunteering or studying. You can also include reasonable travel time to and from a place of activity to the centre. In two parent families, both parents must meet the activity test, and subsidy hours are calculated on the lower number where parents have different levels of activity. There are exemptions for parents who legitimately cannot meet the activity test requirements. Low income families who do not meet the activity test can access 24 hours of subsidised care per fortnight.

The percentage of subsidy a family receives is based on their estimated combined annual income.

All families wishing to access Child Care Subsidy need to complete an online Child Care Subsidy assessment through their myGov account. Assessment asks families to provide information about their expected combined family income, activity level of parents and types of child care service being used.

The Additional Child Care Subsidy may be available to help support:

- families needing help to support their children’s safety and wellbeing
- grandparents on income support who are primary child-carers
- families in temporary financial hardship
- families moving to work from income support

Families can claim Child Care Subsidy or Additional Child Care Subsidy online by signing into their myGov and completing a Child Care Subsidy claim. If eligible, the Subsidy will be paid directly to the service on families’ behalf and we will reduce the fees owed. This can occur after our service enters families’ enrolment information online, and families confirm their enrolment information through

their myGov account. Until Child Care Subsidy details are available, families will need to pay full fees.

Families are entitled to receive Child Care Subsidy for up to 42 days where their child is absent, for example due to illness, public holidays and parental leave. Evidence to support these absences is not required. Additional absence days may be available if they meet the situations outlines in the Family Assistance Law and there is evidence to support these

Tax Deductible Gifts

The Pre-school is able to accept tax-deductible gifts for its Building Fund. Where a donation over \$2.00 is made, a receipt will be issued and the gift will be used to improve the facilities at the Pre-school.

Sources

Pymble Turramurra Pre-school Fees Policy (2008)

Bryant, L. (2009). *Managing a Child Care Service : A Hands-On Guide for Service Providers*. Sydney: Community Child Care Co-Operative.

Education and Care Services National Regulations

Family Assistance Law

Review

The policy will be systematically reviewed as required.

Review will be conducted by:

- Management,
- Employees,
- Family Members
- Interested parties

Reviewed: March 2014, Nov 2014, March 2015, May 2015, Nov 2015, May 2016, Dec 2016,

Mar 2018, June 2018



M. Leever, K. McRae,

BOM

Date for next review: systematically as required