



Fees Policy

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 Forms 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.
- Before accepting the application form, the child's date of birth will be checked via their Birth Certificate to ensure that it is correct for the requested year of attendance. The form is then signed with the date and time noted and added to the waiting list in order of date/time. A waiting list confirmation letter will be forwarded to the applicant to confirm the details within 2 weeks of receiving the application.
- 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.
- ***Parents are requested to inform the Pre-school of any change of address or phone number. If parents are uncontactable at the time enrolments start, the place will offered to the next child on the list. Parents should also contact the Pre-school if the place is no longer be required.***

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.



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 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 at Pre-school to cover maintenance of the Pre-school grounds.

Payment of Fees

- Fees will be paid in 3 equal instalments, less the deposit paid in November, plus the Maintenance Contribution (\$100) which is payable with the first instalment.
- Fees are due during week 1 of Terms 1, 2 and 3, 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 deposit payment, approximately 50% of the first instalment is required. This invoice is distributed in October and is payable by 1st November in the year prior to attendance. This payment is deducted from the first instalment invoice. This deposit 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 2019

- Waiting list application fee (includes GST) \$50.00
(non-refundable, non-transferrable)
- Enrolment fee (payable for each year of attendance -- \$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–
 - ↓ 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 2019 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)
	Paid in 3 instalments at the beginning of Terms 1, 2 and 3	Paid in 3 instalments at the beginning of Terms 1, 2 and 3
3 day group	\$1,980	\$990
2 day group	\$1,320	\$660

An annual Maintenance Contribution 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

The Pre-school requires 1 Term written notice to the Director for anyone wishing to withdraw their child from Pre-school.

If on the date that notice is given, fees in respect of Term 4 have been paid or are overdue, then no refund will be applicable.

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, Jan 2019, April 2019

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Date for next review: systematically as required