

FEE POLICY

AIMS

- To follow all legal requirements, to ensure continued access to government funding.
- To ensure families are aware of all fees and fee payment requirements upon enrolment.
- To keep fee increases to a minimum.

EXPLANATION

To enable our service to provide high quality 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.

PROCEDURES

1. Payment upon Enrolment

Families will be made aware of service fees, available subsidies and the fee policy on enrolment. Families will be directed to the Fee Policy in the Policy Folder located in entry area.

At the time of enrolment families are required to pay \$225.00 consisting of;

- seventy five dollar once off administration fee, and;
- one hundred and fifty dollar refundable bond.

2. Fees Payable

- Fees will not be accepted by staff.
- Fees are the responsibility of enrolling parent or guardian.
- Fees can be paid by cash, cheque made payable to Birubi Point Community Pre-School Inc. or by direct deposit to our account

Birubi Point Community Pre-School Inc.

Commonwealth Bank of Australia

BSB Number : 062 826

Account Number : 2800 7329

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2. Fees Payable (continued)

- Fees are to be paid for all day/days the child is enrolled, regardless of attendance.
- All outstanding fees for the current year must be paid in full by the 30th November.
- Fees must be paid in advance at all times on the first day of child's attendance each week.
- If fees fall two (2) weeks in arrears the child's position and bond may be forfeited.
- Fees are not payable when the pre-school is closed on public or school holidays.
- Fee receipts will be issued and as soon as possible after payment is made.
- Parents will be notified in writing fourteen (14) days in advance of any changes in fees or the Fee Policy.
- Fee relief is available for eligible families. Please make enquires for eligibility to the clerical assistant on Wednesday or Friday.

3. Maintenance Levy Payable

- Families will be made aware upon enrolment of the Maintenance Levy.
- Levy is set at \$10 per term per child.
- Levy will be charged at the commencement of each term.
- Levy is non-refundable and is payable irrespective of whether the child attends for the whole term.

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4. Cancellation of Position

If you wish to withdraw your child from preschool for any reason, two weeks notice needs to be given, or two week fees are to be paid in lieu of notice.

Two weeks notice of termination of enrolment does not apply to Term 4. If your child commences Term 4 his/her enrolment is for the whole of Term 4 and fees must be paid accordingly.

Fee income is vital for the survival of the preschool and it can not be reasonably expected that a position can be filled part way through Term 4 to recoup lost fees.

The Management Committee, may at their discretion, and taking into account any recommendations from the Director, waive the notice period in exceptional circumstances only.

5. Late Payment of Fees

The following procedure shall be implemented should fees fall in arrears.

If fees fall in arrears, the clerical assistant shall issue a letter to the parent/s requesting payment.

If payment is not received within seven (7) days a meeting with the Director shall be arranged to discuss options to fulfil payment obligations.

If payment obligations are not met resulting in fees falling further into arrears, the management committee shall be informed of the circumstances and the amount owing. A decision will then be made on the action to be taken. At no time shall the management committee unless at the request of parent/s be informed of child/family involved. Families confidentiality will be respected in all communications with the management committee.

Parent/guardian shall be notified in writing of the management committee's decision.

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6. Non Payment of Fees

Non payment of any fee/fees including Late Fee and Maintenance Levy may result in the suspension or loss of position.

7. Schedule of Fees

- Full Fees Four Year Old;
- Full Fees Three Year Old;
- Reduced Fees;
- Administration Fee; Non-refundable fee payable upon enrolment,
- Performance Fee; and
- Late Fee.

8. Eligibility Criteria

- Full Fees Four Year Old:
Children who have turned four on or before July 31, in the year before they are eligible to attend school.
- Full Fees Three Year Old:
Children who have not turned four on or before July 31 and are ineligible to attend school the following year.
- Reduced Fees:
Children of Aboriginal or Torres Strait Islander origin, a child whose parent or guardian holds a current Health Care Concession Card issued by Centrelink, and the child is listed on the card.

Parent or guardian must provide copy of current Health Care Concession Card for eligibility. This low income Health Care Card determines eligibility from the families combined income and must be issued to parent/parents and child.

A Health Care Card issued in the child's name only is not eligible to receive reduced fees as it is not determined from gross income.

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8. Eligibility Criteria (continued)

- Administration Fee;
A non-refundable fee payable by all families regardless of income or origin upon enrolment.
- Performance Fee;
A performance fee is payable for each incursion attended by your child. Performance fee will be deducted from the next payment received after the incursion occurs, if payment has not already been received. If your child is not in attendance on the day of the incursion no fee will be payable.
- Late Fee:
A fee applied automatically for the collection of a child/children picked up after 3:15pm. Fee will be charged in five minute increments for the duration of the time in which a child/children remain on the premises after 3:15pm.

Full fees are payable for the first two days of enrolment with the third day offered at a discount to encourage a minimum 15 hours participation per week.

9. Late Collection of Children

It is the responsibility of parents to arrive and leave the premises of Birubi Point Pre School prior to 3:15pm so that staff may close the centre promptly at 3:15pm.

If parents are going to be unavoidably delayed beyond 3:15pm, it is their responsibility to contact Birubi Point Pre School and notify the staff of their expected arrival time or of alternative arrangements; eg. emergency contact to collect their child.

Late fee can be waived in exceptional circumstances by written request at the discretion of The Management Committee.

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10. Child Care Benefit

Child care benefit is a payment made by Human Services to help families with the cost of child care until July 2017.

Birubi Point Community Pre-School is classified by the Family Assistance Office as a provider of **REGISTERED** care.

Our child care benefit carer reference number is 555 016 421C and printed on our receipts. Child care benefit may be claimed at Medicare or Centrelink offices within twelve months of the care being provided and paid for.

For further information please refer to www.humanservices.gov.au or your local Medicare or Centrelink office.

SOURCES

Education & Care Services National Regulations 2011.
Children (Education and Care Services National Law Application) Act 2010.

REVIEW DATE

Review will be as required, when procedure, practice or legislation changes.