



Fee Policy (GL 3)

Policy Rationale

To enable our service 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. Our service will advocate with governments for all children's right to access early education and care regardless of their family's financial situation.

Strategies, Practices and Procedures

The Approved Provider and Nominated Supervisor will use best endeavours to:

- Determine the required fee level to meet budget predictions for the year, to ensure the service's financial viability.
- Explain the fee schedule and fee payment policy to families during the enrolment process, outlining the subsidies that may be available.
- Ensure a statement of fees is provided at the beginning of every term.
- Ensure adequate records of attendance are kept for each child as required;
- Comply with Australian Government or NSW Government funding agreements as required.
- Review fees bi-annually in line with CPI and market forces. The Management Committee may vote to increase fees at any time, however a minimum of two weeks' notice of the fee increase will be given to families.
- Only collect and disclose personal information about children and families to the Department of Education and Communities where the disclosure is legally required. This includes collecting and maintaining relevant documents regarding those with entitlements to concessions.
- Join in advocacy actions designed to reduce the cost of early education and care fees for families wherever possible.



- Ensure a notice outlining the fees charged by the service is displayed prominently.
- Note any absences on the daily roll by 10am.
- Ensure families are aware of fee payment options. Upon enrolment, families will choose to either pay the term's fees in full by the end of the first week of term, or elect to complete a bank transfer on a fortnightly basis.
- A reminder notice requiring the fees to be paid within 7 days, shall be given to families who have failed to pay fees within seven days of the due date. An overdue fee process will be implemented with any families whose fees are not 2 weeks in advance.
- The Executive Management Committee will be notified of the failure to pay, and families will be required to enter an arrangement to pay or their child's placement at the service may be forfeited.
- Provide all families with a statement of outstanding fees on receipt of notification of withdrawal of a child from the service.
- The service will provide one month's term time notice to families if the preschool position is no longer available.

Educators will use their best endeavours to;

- Refer parents and guardians questions in relation to this policy to the Nominated Supervisor or the Approved Provider.

Families will:

- Read this policy and refer any questions or concerns to the Nominated Supervisor.
- Record the arrival and departure times of their child or children attending care.
- Pay for any enrolled day of education and care, including public holidays and educator professional preparation days.
- Ensure their fee payments are kept two weeks in advance at all times.
- Provide one month's term time notice of withdrawal from the service. School holiday periods must not be included within the notification period.
- Notify the Approved Provider if experiencing difficulties with the payment of fees.
- Notify the service if their child will be absent from Preschool.

Cooks Hill Preschool Incorporated
24 Dawson St, Cooks Hill, NSW, 2300

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Fee structure

4 year old daily fee <i>(Children who turn 4 before 31st July)</i>	\$52.47*
3 year old daily fee <i>(Children who turn 4 after 31st July)</i>	\$58.71**
Equity daily fee <i>(Children who qualify for a Health Care Card, or identify as Aboriginal or Torres Strait Islander)</i>	\$38.11*
Annual Membership Fee	\$10
Resources levy to be paid each term	\$50
	\$10 (equity)

**Currently, children who turn 4 before the 31st of July are eligible for Start Strong Funding. The 4 year old fee is reduced to \$30, and the equity fee is reduced to \$15.*

***The 3 year old fee will be eligible for a Start Strong rebate throughout the year. Families will be advised of this rebate, when the funding is received from the Government. As a guideline, the 3 year old fee in 2019 was reduced to \$42.*

All government rebates are passed through by the service and will be reflected on your term invoice.

Non-Refundable Bond

- When a child is offered enrolment at Cooks Hill Preschool, they will be required to pay a one month bond of their preschool fees. This deposit will be held until completion of their time at preschool, at which time it will be deducted from the final term's fees, or retained in lieu of one month's term time written notice of cancellation of the child's enrolment. School holiday periods must not be included in the notification period.

Late fees

- A late fee will be applied for families who arrive after the service closing time. This fee is set at \$20 for first 10 minutes and an additional \$1 per every additional late minute.

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Links to Legislation & National Quality Standards

- National Quality Standards (2019)
- Education and Care Services National Regulations 2018 :168(2)[n]
- Family Law Act 1975 (Cth) as amended 2011.

References

- Policy adapted from CELA 2019

Policy Updated: ___October 2019___ **Policy Review:** ___ October 2020___