

JUNEE PRESCHOOL POLICIES

Fees Policy

Quality Area 7: Governance and Leadership

Policy Statement

Our service has 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. The setting and payment of fees takes into account all requirements of the Education and Care Services National Regulations, Australian Tax Office, Privacy Act and the guidelines contained within the Australian Government Child Care Service Handbook. All records held at the service will be maintained in accordance with the service Confidentiality and Privacy Policy. Families will be provided with accurate fees statements and clear information regarding fee payment processes.

Goals / What are we going to do?

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. Our service's financial health and access to our service will be maximised by ensuring families pay fees in a timely manner.

Strategies / How will it be done?

Fee Payable/Accounts

- ◁ The Approved Provider will determine the required fee level to meet budget prediction for the year.
- ◁ The fee schedule and fees payment policy will be fully explained to families during the enrolment process.
- ◁ Fees payable will be based on weekly amounts.
- ◁ Families will be given a minimum of 14 days' notice of any fee increase.
- ◁ A statement of fees will be sent to parents/guardians at the beginning of each term, in advance.
- ◁ Families are required to pay fees in advance. A dated receipt, in accordance with Australian Government Guidelines, will be provided.

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- ◁ Families are required to pay fees on public holidays if the holiday falls on their regular booked day.
- ◁ Fee payment will be recorded according to Australian Government Guidelines.
- ◁ Families should contact the service to advise of their child's inability to attend as soon as this is known. Fees will still be required on days the child would normally attend.

Payment of Fees

- ◁ Fees are payable from the agreed commencement date and must be paid two weeks in advance.
- ◁ Fees may be paid by cash, cheque, electronic funds transfer by direct deposit (internet banking) or by EFTPOS.

Overdue Fees

- ◁ Parents/guardians with overdue fees will be encouraged by the Director to discuss any difficulties they may have in meeting payments and make suitable arrangements to pay, including the option of a payment plan. If this is not done, or the agreed arrangements are not kept, the matter may be referred to a debt collector and/or cancellation of the child's booking may occur.

Late Collection Charge

- ◁ Our service reserves the right to implement a late collection charge when parents/ guardians have not collected their child/ren from the service before closing time. This charge will be set at a level determined by the Committee of Management.

Roles and Responsibilities

Approved Provider

- ◁ Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011.
- ◁ Reviewing the current budget to determine fee income requirements.
- ◁ Developing a fee policy that balances the parent's/guardian's capacity to pay, with providing a high-quality program and maintaining service viability.
- ◁ Considering any issues regarding fees that may be a barrier to families enrolling at the service and removing those barriers wherever possible.
- ◁ Providing parents/guardians with a statement of fees and charges once a term.
- ◁ Ensuring that the Fees Policy is readily accessible at the service.
- ◁ Notifying parents/guardians within 14 days of any proposed changes to the

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fees charged or the way in which the fees are collected.

Nominated Supervisor

- ◁ Providing parents/guardians with a statement of fees and charges once a term.
- ◁ Collecting all relevant information and maintaining relevant documents regarding those with entitlement to concessions, where applicable.
- ◁ Notifying parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected.

Early Childhood Educators

- ◁ Referring parents'/guardians' questions in relation to this policy to the Approved Provider or Nominated Supervisors.

Families

- ◁ Reading this policy and referring any questions, queries or concerns to the nominated supervisor.
- ◁ Record the arrival and departure times of their child or children attending care.
- ◁ Pay for any booked day of education and care which falls on a public holiday.
- ◁ Ensure all fees are paid regularly or by the due date.

SOURCES

- ◁ Australian Children's Education and Care Quality Authority (ACECQA)–
www.cecqa.gov.au

Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every 18 months.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

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Related Legislation

- ◁ Education and Care Services National Law Act 2010
- ◁ Education and Care Services National Regulations 2011: Regulation 168(2)(n)
- ◁ Family Law Act 1975 (Cth), as amended