



# Springwood Preschool Kindergarten

## Fees Policy

**Legislation:**

*Education and Care Services National Law Act 2010*

*Education and Care Services National Regulation 2018*

*Associations Incorporation Act 2009 No 7*

*Rules of Incorporation*

*Fair Trading Act 2003*

*Family Law Act 1975 as amended in 2011*

**Quality Area 7 Governance & Leadership**

National Regulations 2018. 168 (2)(n), 172

**Policy Statement:**

Our preschool 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 and Privacy Act All records held at preschool 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.

**Rationale:**

Springwood Preschool is an incorporated association. It is a not for profit community based preschool that must ensure that it is financially viable and legally accountable at all times. It requires financial management and record keeping systems that are fair and equitable for all parties and that maintains legislation. The service is governed by the Constitution. The objects of the association are detailed in the Constitution. The Constitution is available in the foyer of the preschool.

**Aim:**

- To provide a clear fee structure and payment system and thorough and professional management of finances.

**Procedure:****a) The Budget**

- In term three each year the budget will be prepared for the following year. The Nominated Supervisor of Springwood Preschool, the Administration Officer and the President and Treasurer of the Management Committee shall prepare the budget.
- After preparation of the budget the Management Committee in association with the Nominated Supervisor of Springwood Preschool shall meet and discuss the level of fees for the forth-coming year. It is to be remembered that the preschool is a non-profit, community

organisation and the preschool exists to provide a service to the community, at a reasonable cost.

- Fees will be set at a level that covers basic operating costs for the preschool and all other required expenditure.
- Fees should not be set at such a low level that the financial viability of the preschool is threatened.
- Fees should be set that reflect the Department Of Education and Communities Funding Agreement and Universal Access Policies. Springwood Preschool will set fees lower for all children who will be eligible for school the following year. Springwood Preschool will set fees lower for equitable children who hold a health care card or are from an indigenous background.
- Parents will be informed of the fee schedule given a minimum 1 month notice.

#### b) Payment of Fees

- For all families fees are payable two weeks in advance once your child starts at preschool fees must then be kept 2 weeks in advance for the duration of the year. It is up to individual families to choose an appropriate way of paying e.g. each week, fortnight, and month or by term.
- Our Preschool is a non-profit organisation financed by fees and a small amount of government funding. Fees are required to be two (2) weeks in advance at all times.
- Authority for setting up your Direct Debit is online through your child's Hubworks enrolment. Please be aware that when using a credit card there is a small service fee charged by Hubdebit. All transaction fees are shown below. Direct Debits are not automatically paused over the school holidays, payments continue as per the nominated schedule. If you wish for the payments to be stopped over any holiday break please give sufficient notice prior to the scheduled date of the debit.
- Fees can be paid by **Direct Debit authority** from a bank account or credit card. The preschool is a **CASH FREE** service, **no cash or cheques will be accepted at the office.**
- We do not have facilities to accept credit card at the office, however you can use your credit card with a direct debit authority.
- A fee statement will be issued each month, and receipts are emailed.
- It is parents responsibility to collect these fee receipts and to be aware whether fees are paid up to date or not. Parents are asked to please contact the office if unsure.
- Fees can also be paid by electronic funds transfer (details of the Preschool Account can be found at the office). We do not have facilities for credit card payment.
- Fees are payable for all absences and holidays taken during the school term. Fees are not charged for gazetted NSW School holidays or Public holidays.

#### c) Overdue Fees

##### RECURRENT LATE PAYMENT OF FEES:

In an effort to eliminate recurrent late payments, the following point is noted from the Preschools procedures for payment of fees;

Should late payments become a recurring problem with a child's fees during a term, parents will be asked to complete a Direct Debit set up prior to the commencement of the next term. As a consequence of defaulting on the Preschools policy of remaining in advance with fee payments at all times, Direct Debit setup will give Preschool authority to debit fees from a nominated bank account or credit card on a regular schedule to eliminate future late payments. As the Preschool is a non-profit community based Preschool, we rely heavily on the payment of fees for the successful running of the service, hence the need to adhere strictly to payment procedures.

- If you fall into arrears with the payment of your fees (i.e. are not 2 weeks in advance) then you will receive a reminder letter with your outstanding fees , as well as a copy of the preschool's 'Financial Management' policy.
- If, one week after you have of receiving your fee reminder letter you have not paid fees, you will receive a letter advising that unless the fees are brought up to date within 7 days your child's place will be declared vacant. At this point any debt collection fees will be added.
- No family will be able to start a new year at Preschool where fees are outstanding for the previous year. No sibling will be able to commence preschool where fees are outstanding for a brother or sister who has already left the preschool.
- If you intend to withdraw your child from Preschool notice in writing must be given two weeks in advance, or two weeks fees will be charged in lieu of notice.
- If you are experiencing any difficulties paying your fees at any time throughout the year then it is essential that you discuss the problem with the Treasurer, the Administrative Assistant or the Nominated Supervisor .

<b>Links to Quality Areas and Standards:</b>	
<b>Quality Area 6</b>	<b><i>Collaborative partnerships with families and communities</i></b>
<b>6.1 Supportive relationships with families</b>	<b><i>Respectful relationships with families are developed and maintained and families are supported in their parenting role.</i></b>
<b>6.1.1 Engagement with the service</b>	Families are supported from enrolment to be involved in the service and contribute to service decisions.
<b>6.1.2 Parent views are respected</b>	The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing.
<b>6.1.3 Families are supported</b>	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
<b>Quality Area 7</b>	<b><i>Governance and Leadership</i></b>
<b>7.1 Governance</b>	<b><i>Governance supports the operation of a quality service.</i></b>
<b>7.1.2 Management systems</b>	<i>Systems are in place to manage risk and enable the effective management and operation of a quality service.</i>
<b>7.1.3 Roles and responsibilities</b>	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.
<b>7.2 Leadership</b>	<b><i>Effective leadership builds and promotes a positive organisational culture and professional learning community.</i></b>
<b>7.2.1 Continuous improvement</b>	There is an effective self-assessment and quality improvement process in place.

**Source:**

Because It Matters P/L

Department of Education, Employment and Workplace Relations (DEEWR) (2018) *Education and Care Services National Regulation*

Department of Education, Employment and Workplace Relations (DEEWR) (2009) *National Quality Standard for Early Education and Care and School Aged Children* Canberra:DEEWR

*Policy Reviewed by:* \_\_\_\_\_ *Approved by:* \_\_\_\_\_

*Signature:* \_\_\_\_\_

*Date:* \_\_\_\_/\_\_\_\_/\_\_\_\_

*Date:* \_\_\_\_/\_\_\_\_/\_\_\_\_

*Next Review Date:* \_\_\_\_/\_\_\_\_/\_\_\_\_