



Fees Policy

Quality Area 7
Governance and
Leadership

POLICY STATEMENT

East Lismore Community Preschool is committed to providing quality Early Childhood Education and ensuring that our fees are as affordable as possible. The Preschool's financial sustainability will be considered when discussing fee arrangements and the long term Preschool viability ensured through sound financial management.

NATIONAL QUALITY STANDARDS

Element 7.1.2

Management Systems - Systems are in place to manage risk and enable the effective management and operation of a quality service

AIMS

To provide high quality early education and care for all children.

Ensuring parents are aware of the fee structure on commencement of enrolment and providing families with accurate fee statements and clear information regarding fee payment processes throughout their enrolment.

To ensure adequate short term cash flow for the Preschool and long term financial sustainability.

IMPLEMENTATION – FEES

East Lismore Community Preschool Fees:

- Will be set and reviewed by the approved Provider
- Will comply with the Start Strong funding guidelines for set fee levels and priority of access
- Will be communicated with families through the preschool handbook and updated as and when required.
- Will be communicated with families with at least 14 days notice if there are any fee changes required
- Will continued to be charged while a child is absent from Preschool but their enrolled place at Preschool is held for them (this might be due to short term illness or long term holidays etc)
- Casual Days (above the 15hrs funded by Start Strong) will be charged at the highest fee level
- Will not be charged if the Preschool is shut for any reason and families are unable to attend on their enrolled days
- Statements will be provided to families monthly with fees to be paid in advance of enrolled days. Receipts to be provided upon payment of account.

Payment options offered to families to include Direct Deposit, Centrepay, Cash and EFTPOS.

In the event that a families' account balance becomes overdue, a payment plan will be required to be put in place to ensure that the account does not fall further behind and that there is progress made towards the account being paid in full.

The Preschool will be considerate of personal circumstances families might have and support them in strategies to help them pay their fees. However, a child may lose their place if their fees become two or more months overdue and no payment agreement has been reached.

IMPLEMENTATION – ROLES AND RESPONSIBILITIES

The Approved Provider is responsible for

- Reviewing the preschool budget and fee levels annually
- Ensuring accurate attendance and fee records are kept for each child
- Ensuring compliance with Start Strong funding guidelines
- Ensuring the Preschool remains financially sustainable in the short and long term
- Ensuring parents are provided with accurate and timely statements

The Nominated Supervisor is responsible for

- Ensuring accurate attendance and fee records are kept
- Ensuring compliance with start strong funding guidelines
- Monitoring the financial sustainability and budgets of the preschool and reporting to the approved provider
- Ensuring statements for fees are provided to families on a regular, timely basis
- Ensuring payments received from families are processed as soon as possible after receipt
- Ensure families are aware of the fee structure and payments options available
- Working together with individual families as required to ensure that accounts can be paid and that every opportunity is provided for a child to continue to be enrolled at Preschool
- Managing the fee collection process
- Communicating any bad debts with the approved provider
- Ensuring extended hours fees are charged on a regular basis for children who access the extended hours
- Ensuring accurate and timely management of enrolment bonds including collection and refunds

Teachers and Educators are responsible for

- Referring parents to the Nominated Supervisor or Business Operations Manager if they have questions pertaining to fees and/or this policy

Families are responsible for

- Indicating the person responsible for fees on the enrolment form
- Acknowledging (through a tick) on the enrolment form that they understand that fees are required to be paid on a regular basis and any failure to do so may result in forfeiture of their child's preschool place
- Keeping fees paid regularly, preferably in advance, at all times
- Notifying the Preschool if experiencing difficulties with the payment of fees
- Giving 2 weeks notice of withdrawal from the Preschool and payment of fees for this notice period
- Paying for all enrolled days that the Preschool is open and the child has the opportunity to attend even if the child is absent in the short or long term.
- Record the arrival and departure times of their child on the sign-in sheets.

LEGISLATION

Education and Care Services National Regulations: Regulation 168(2)(n)

AUTHORISATION

This policy was adopted by the Approved Provider of East Lismore Community Preschool on 12th June 2020

REVIEW DATE

This policy will be monitored to ensure compliance with legislative requirements

This policy is set to be reviewed every 2 years unless required earlier due to changes in the workplace or legislative requirements.

Next review date June 2022