



# Emmerick Street Community Preschool

15 Emmerick Street,  
Lilyfield NSW

# Policy

Policy Name:	<b>FEES AND LEVIES</b>
Policy Number:	<b>QA7 003</b>
Quality Area:	<b>7: LEADERSHIP AND SERVICE MANAGEMENT</b>
Date Developed:	<b>JULY 2012</b>
Version:	<b>FINAL (7.6)</b>
Reviewed:	<b>AUGUST 2019</b>
Review date:	<b>JUNE 2020</b>

### 1. Background

Emmerick Street Community Preschool aims to provide high quality Early Education and Care for young children. To achieve this we need to ensure we are financially viable at all times. Prompt payment of fees allows the Preschool to plan with certainty.

The Preschool has a commitment to ensuring our fees are as affordable and equitable as possible and that all families have access to any subsidies that are available to reduce these fees.

The Preschool will advocate with governments for all children's right to access Early Education and Care regardless of their family's financial situation.

### 2. Links to other policies and procedures

Enrolment and Orientation Policy

### 3. Aim

To maximise the Preschool's financial viability whilst providing affordable access to the service by families in the community.

### 4. Schedule of Fees

*The Approved Provider will:*

Set the following fees and levies for the Preschool;

1. Term Fees – Invoiced and paid in advance of each term
2. Waiting List Application fee (not refundable)
3. Administration Fee – One off upon initial enrolment (not refundable)
4. Enrolment Bond – One off upon initial enrolment (Refunded at cessation of enrolment)
5. Building Maintenance Levy - Invoiced and paid each term (not refundable)
6. BCA Membership Fee – One off upon initial enrolment
7. Story Park – Invoiced and paid each term
8. Incursions/Excursions – Invoiced and paid each term
9. Hat /T.Shirt / Wet bag pack – Invoiced upon enrolment
10. Late Term Fee Levy
11. Late Pick up Levy (After 3pm)
12. Working Bee Levy (Non-attendance)
13. Fee Relief Subsidy – available to current Low Income Health Care Card holders.

Ensure information regarding government assistance for families is easily accessible to families;

Comply with NSW Government funding agreements as required;

Ensure the Preschool remains financially viable and can meet its debts and other obligations;

Review fees annually in line with CPI, Government funding and market forces.

Ensure families are advised of any fee changes with 14 days' notice.

*The Nominated Supervisor will:*

Issue all families with a schedule of fees and levies payable, with their enrolment information.

Ensure fee invoices are issued to all families in advance of each term.

Provide an option for families who cannot attend the working bees, to complete other jobs to make up their working bee hours;

Provide an option for families to complete their working bee hours as part of the holiday maintenance; and

Join in advocacy actions designed to reduce the cost of early education and care fees for families wherever possible.

### *Families will:*

Pay their fees by due date on the invoice, or organise a payment plan for payment of fees in consultation with the Nominated Supervisor.

## **5. Term Fees & Payment Procedures**

Invoices are issued prior to the end of each term, for the following term;

Invoices are issued by email with an individual family reference number for BPAY payments by the administrators, CCSA: [accountright@apps.myob.com](mailto:accountright@apps.myob.com)

One reminder invoice will be issued inclusive of the late fee, if fees are not paid by the due date or a payment plan has not been pre-arranged.

### **Fees Payments can ONLY be made via BPAY**

#### **5.1. Term Fees**

Term fees are payable in full by the due date on the invoice or a late fee will be incurred.

Term fees are non-refundable, except in exceptional circumstances, as determined by the Nominated Supervisor.

Term fees will be calculated based on attendance, if a position becomes available during the term.

#### *The Nominated Supervisor will:*

Ensure parents are aware of the term fee payment procedure;

Implement a payment plan with any families whose term fees are not paid in full by the due date on the invoice or who may be experiencing difficulties with payments.

#### *Families will:*

Follow the term fee payment procedure;

Ensure all fees are paid by the date due on the invoice or incur a late fee penalty;

Notify the Nominated Supervisor of their inability to pay fees in advance of the due date and organise a payment plan in advance of the term.

#### **5.1.1. Public Holidays & Pupil Free Days**

##### *The Nominated Supervisor will:*

Notify families at the commencement of each year of all scheduled Term Dates, Pupil Free Days and public holidays planned for each term.

##### *Families will:*

Pay for any enrolled days that fall on a public holiday or pupil free days determined by the Preschool.

#### **5.1.2. Absences**

##### *The Nominated Supervisor will:*

Ensure families are aware that fees must still be paid, if a child is absent from Preschool for any reason. Eg: Illness or personal holidays during term time.

### *Families will:*

Pay for any enrolled day, if their child is absent for any reason. Eg: Illness or personal holidays during term time.

## **6. Fees and Levies**

### **6.1 Waiting List Application Fee**

#### *The Nominated Supervisor will:*

Notify families that this non-refundable fee is required to be paid, before their child can be placed on the waiting list.

#### *Families will:*

Pay the Waiting List fee upon application to be placed on the waiting list.

### **6.2 Administration Fee**

#### *The Nominated Supervisor will:*

Advise all families of the “one off” Administration fee to be paid upon acceptance of enrolment;

Collect “one off” Administration fee prior to the child’s enrolment;

Advise families the Administration fee is **not refundable** should they choose to withdraw their child’s enrolment before or after their child has commenced at the Preschool.

#### *Families will:*

Pay the Administration fee upon acceptance of enrolment;

Not be refunded the Administration fee should they choose to withdraw their child’s enrolment before or after their child has commenced at the Preschool.

### **6.3 Enrolment Bond**

#### *The Nominated Supervisor will:*

Notify families of the requirement of the Enrolment Bond to secure their child’s enrolment;

Collect Enrolment Bond upon acceptance of enrolment;

ONLY refund the bond to the families at the cessation of enrolment for that child, provided all notice periods and fee obligations have been met.

#### *Families will:*

Pay the Enrolment Bond upon acceptance of enrolment;

Agree to the “notice to withdraw” policy, prior to commencement. (See Section 7).

### **6.4 Building Maintenance Levy**

#### *The Approved Provider will:*

Set the building maintenance levy annually.

#### *The Nominated Supervisor will:*

Review the building maintenance levy annually with the Approved Provider;

Notify families of the requirement of the building maintenance levy prior to their child’s enrolment;

Notify families that the building maintenance levy is non-refundable and charged each term with term fees.

#### *Families will:*

Pay the building maintenance levy with term fees as per the invoice.

### 6.5 Birchgrove Community Association (BCA) Membership Fee

One parent per family is required to be a BCA member, as per the BCA constitution and pay the one off membership fee upon acceptance of enrolment;

The BCA Membership Fee must be paid before the child commences at the Preschool.

### 6.6 Storypark Membership Fee

*The Nominated Supervisor will:*

Notify families that there is a term based membership fee to access Storypark. (The online communication platform and reporting programme for educational purposes);

Issue the Storypark membership fee with each term's fees invoice.

*Families will:*

Pay the Storypark membership fee each term to gain access to the programme.

### 6.7 Incursion/Excursion Fee

*The Nominated Supervisor will:*

Notify families of the incursion fee invoiced per term to cover any incursions or excursions;

Invoice the incursion fee with each terms' fees invoice.

*Families will:*

Pay the incursion fee invoiced for each term in order for their child to participate in planned incursions and excursions.

### 6.8 Late Fees & Levies

*The Nominated Supervisor will:*

Apply a late pick up levy for families who regularly arrive after the Preschool closing time;

Apply a late term fee levy for families who do not pay their fees on time or do not organise a payment plan in advance of the term;

#### 6.8.1 Late 'Pick Up' Levy

Families who pick up their children after 3pm will receive 2 verbal warnings about the late fee.

If, after 2 verbal warnings, they continue to pick up their child after 3pm, families will be advised in writing about the late fee charge, according to this policy.

#### 6.8.2 Late 'Term Fee' Levy

Families will be issued a reminder of overdue fees if fees have not been received by the due date on the invoice, unless a payment plan has been organised in advance with the Nominated Supervisor.

If no attempt to pay fees or organise a payment plan is made within 7 days' after the overdue fee reminder is issued, a written warning will be issued that their child's enrolment may be suspended.

If the debt is not paid by the start of the term, their child's enrolment will be suspended until the debt is finalised.

### 6.9 Working Bee Levy

Families who cannot attend the two (2) working bees per year, may be given an option to complete other jobs to make up their working bee hours;

Families who do not attend the working bee or do not make up their working bee will be charged the working bee Levy.

Executive members of the Management Committee are exempt from working bee duties.

### *The Nominated Supervisor will:*

Ensure families are made aware of the working bee levy (failure to attend) and procedures upon enrolment; and

Issue the working bee levy on the following terms' invoice.

### 6.10 Fee Relief Subsidy

Families who hold a current low income Health Care Card may be eligible for a reduced rate of fees.

Families must provide a copy of their current low income Health Care Card and provide updated copies on or before the expiry date written on the card.

All enquiries are confidential and parents must advise the Nominated Supervisor if circumstances change.

## 7. Notice to Withdraw Enrolment

### 7.1 Withdrawal from Preschool – Currently Enrolled

#### *The Nominated Supervisor will:*

Provide all families with a statement of any outstanding fees upon receipt of written notification to withdraw their child from the Preschool.

Retain the Enrolment Bond, if families fail to give four (4) term weeks' notice or fail to pay outstanding fees. Notice cannot be given during the school holidays.

ONLY refund the balance of term fees to families leaving before the end of term, if all outstanding fees have been paid AND four (4) term weeks' notice in writing has been given, or in exceptional circumstances, as determined by the Nominated Supervisor.

#### *Families will: - during TERMS 1, 2 & 3*

Provide four (4) term weeks' written notice. If the child does not attend during this four (4) week period, fees must be paid for that four (4) week period, regardless of the time in the term that notice is given. Notice cannot be given during the school holidays.

Pay any outstanding fees immediately, upon receipt of a statement issued by the Preschool after giving notice to withdraw. Failure to do so may result in the loss of the Enrolment Bond.

ONLY be refunded the Enrolment Bond, if all outstanding fees have been paid AND 4 term weeks' notice in writing has been given.

#### *Families will: - during TERM 4*

Pay full fees for Term 4, if a child is withdrawn. ONLY in very exceptional circumstances and at the Nominated Supervisor's discretion, will Term 4 fees be refunded.

Pay any outstanding fees immediately, upon receipt of a statement issued by the Preschool after giving notice to withdraw. Failure to do so may result in the loss of the Enrolment Bond;

ONLY be refunded the Enrolment Bond, if all outstanding fees have been paid and 4 term weeks' notice in writing has been given.

#### *Returning Families will:*

Provide a minimum four (4) term weeks' notice during term four (4), to withdraw your child for the following year. If 4 term weeks' notice is not given, or notice occurs during the school holidays, a loss of the Enrolment Bond will result.

### 7.2 Withdrawal from Preschool prior to Commencing Enrolment

After the Enrolment Bond has been paid, families must provide notice in writing by the end of Week 4 of Term 4, to withdraw their child's enrolment for the following year. Failure to do so, will result in loss of the Enrolment Bond.

#### *The Nominated Supervisor will:*

Notify families that the Enrolment Bond will not be refunded, if the notice period is not given for withdrawal of enrolment;

Respond to families' notification to withdraw their child's enrolment and notify them if the enrolment bond is refundable;

#### *Families will:*

Provide notice in writing, by the end of Week 4 of Term 4 to withdraw their child's enrolment for the following year;

Be refunded the Enrolment Bond, on withdrawal of enrolment prior to starting at the Preschool, provided the required notice is given.

## 8. Evaluation

This policy will be evaluated against the following criteria and ensure:

Families are aware of their rights and responsibilities for paying fees;

Fees are paid by the due date on the invoice and are used for the daily running of the Preschool; and

The Preschool is financially viable at all times.

### **Relevant Legislation**

Children (Education and Care Services National Law Application) Act 2010, 104;

Education and Care Services National Regulations 2011: 168 (n) 172;

Links to National Quality Standard: 7.1

### **Sources**

Child Care Service Handbook 2011–2012;

Community Early Learning Australia (CELA NSW) <https://www.cela.org.au/member-resources-2/>