



The Anglican Parish of Wagga Wagga
ST LUKE'S & ST MARY'S RAINBOW PRESCHOOLS

Anglican Parish of Wagga Wagga Preschool Policy

Policy Number: 7.4M

Fees

Date Reviewed: November 2017
Next Review Date: November 2019

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

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 are aware of all fees and fee payment requirements upon enrolment.

Strategies

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 either daily or weekly amounts.
- Families will be given a minimum of 14 days' notice of any fee increase.
- The same fee will be charged to all families for equivalent care arrangements.
- A statement of fees will be sent to parents/guardians regularly, in advance.
- Families are required to pay fees in advance. A dated receipt, in accordance with Australian Government Guidelines, will be provided for each payment.
- 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 via direct debit.

	<p>Overdue Fees</p> <ul style="list-style-type: none"> 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. <p>Late Collection Charge</p> <ul style="list-style-type: none"> 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.
<p>Roles & Responsibilities</p>	<p>Approved Provider will:</p> <ul style="list-style-type: none"> Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011. Review the current budget to determine fee income requirements. Develop a fee policy that balances the parent's/guardian's capacity to pay, with providing a high-quality program and maintaining service viability. Consider any issues regarding fees that may be a barrier to families enrolling at the service and removing those barriers wherever possible. Provide parents/guardians with a monthly statement of fees and charges. Ensure that the Fees Policy is readily accessible at the service. Notify parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected. Ensure a notice outlining the fees charged by the service is displayed prominently in the main entrance to the service. <p>Nominated Supervisor / Responsible Person or delegate will:</p> <ul style="list-style-type: none"> Provide parents/guardians with a monthly statement of fees and charges. Collect all relevant information and maintaining relevant documents regarding those with entitlement to concessions, where applicable. Notify parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected. Ensure a notice outlining the fees charged by the service is displayed prominently in the main entrance to the service. <p>Early Childhood Educators / Certified Supervisors will:</p> <ul style="list-style-type: none"> Refer parents'/guardians' questions in relation to this policy to the Approved Provider or Nominated Supervisors. <p>Families will:</p> <ul style="list-style-type: none"> Read 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. Ensure all fees are kept two weeks in advance at all times. Provide 2 weeks' notice of withdrawal from service. If child does not attend during this 2-week notice period full fees will be charged.

	<ul style="list-style-type: none"> • Notifying the Approved Provider if experiencing difficulties with the payment of fees. • Be aware of the late pick up charges. Due to our strict license and insurance restrictions a penalty will apply if a child has not been picked up and vacated the building by 4pm. These charges are: 4:01 – 4:05 pm - \$30. A further \$10 is charged every 5 minutes beyond 4:05pm, as outlined in the Handbook. <p>Enrolment Bond</p> <p>The Nominated Supervisor will:</p> <ul style="list-style-type: none"> • Ensure families are aware upon enrolment that an enrolment bond of the equivalent to two weeks fees secures a placement. It is only upon receipt of this payment that a position is offered and secured at the preschool. This bond is not refunded should the child withdrawer prior to the commencement of the agreed starting date. • Ensure the enrolment bond is returned within 30 days of the withdrawal of the child from the service, less any outstanding fees. <p>Families will:</p> <ul style="list-style-type: none"> • Pay the enrolment bond within 7 days of the offer of placement. • Have the option at the withdrawal of a child for the bond to be reimbursed or used to contribute to future resources and needs of the preschool. <p>Fee payment procedures</p> <p>The Nominated Supervisor or delegate will:</p> <ul style="list-style-type: none"> • Ensure families are aware of fee payment via direct debit; and • Work with any family whose fees are not 2 weeks in advance. This policy includes: <ul style="list-style-type: none"> - If fees are one week in arrears, contacting the responsible parent/carer to make prompt payment within seven days (that in, less than 14 days since becoming in arrears); - If fees are not paid at the conclusion of 14 days, unless an agreement is arranged with the Director or Rector, the position will be cancelled and any fees owing will be deducted from the enrolment bond. - Any additional fees owing will be required to be paid in 14 days. At the conclusion of this time the owed amount will be passed on to a debt collection agency.
Related Legislation	<ul style="list-style-type: none"> • 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 2011
Regulations, Guidelines, Standards, Frameworks	<ul style="list-style-type: none"> • National Quality Standard, Quality Area 7: Leadership and Service Management – Standard 7.3
Sources	<ul style="list-style-type: none"> • Australian Children’s Education and Care Quality Authority (ACECQA) – www.acecqa.gov.au < CCB Information – www.humanservices.gov.au
Monitoring, Evaluation & Review	<p>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 two years.</p>

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.