

Jack and Jill Preschool

Where Lifelong Friendships Are Made

Fees Policy

Aim: To ensure that there is a fair and equitable approach to fees across all families utilising the service.

Alignment with the philosophy:

Associated Systems:

- Enrolment criteria
- Parent handbook – contains fee structure

Implementation:

Fee payment:

- Families are provided with a statement of fees at the beginning of each year.
- Fees are charged fortnightly and are to be maintained at 2 weeks in advance via direct debit.
- Fees may also be paid in full for the year by week 4 of the school year.
- Receipts are issued for all fee payments. The receipt will show the following:
 - Child's name
 - Period of time for which the receipt is issued
 - Amount paid
 - All other details required by the regulations.
- If an account is overpaid no change will be given, however the excess will be credited to the family account.
- Fee reminders are sent to a family who has fallen one or more weeks late with their fee payment.
- If fees are not brought up to date, or an agreement entered into, the child's position at the preschool is at risk of being withdrawn.
- The fee structure will be communicated to families via the parent handbook, as well as on display in the

Additional fees:

- A non-refundable Holding Fee is required at the beginning of each year when enrolment documentation is received and processed for each child. This is to be paid during enrolment/re-enrolment.
- An annual Administration Fee covers all associated processing of paperwork associated with each child's enrolment – built into the fortnightly fee structure.
- An annual Building and Administration Levy is allocated per family to contribute towards maintenance and major works - built into the fortnightly fee structure.
- A nominal annual Association Fee is allocated per family to ensure that all families have current membership to the preschool association – built into the fortnightly fee structure.
- A late pick-up fee is applied for every child not collected by 3.40pm. This is calculated per 5 minute block.

Absences:

- School holidays and public holidays are not charged.

- Should the preschool be closed for any period of time during term time fees will not be charged during this time.
- If a child is absent from the preschool the fee will still need to be paid for that day.
- If families are taking an extended absence they are encouraged to contact the service to discuss re-enrolling your child upon their return if they do not wish to pay to hold their spot.

Changes or termination of enrolment:

- We require written notice of an intention to change the enrolment days of a child at least 2 full weeks prior to the change taking effect.
- We require written notice of an intention to withdraw a child from the service at least 2 full weeks prior to the change taking effect.
- The two weeks begins from the close of business on the day the written advice was received.

What fees cover:

- Fees contribute towards the following services:
 - Qualified and experienced educators
 - Care and education

Hardship – fee relief:

- Families who meet the following criteria qualify for reduced fees as per the fee schedule:
 - Hold a health care card
 - Have an Indigenous background
- Should a family be struggling to pay their fees they are to speak to the admin team ASAP and a suitable option will be agreed upon in consultation with management.
- Options for fee relief include:
 - Accessing government grants
 - Payment plans
 - Fee free periods – only in exceptional circumstances and short-term periods.

Changes to fee structure or policy:

- Any changes to fees, fee structures, or payment of fees will be communicated to families via OWNA at least 14 days prior to the implementation.
- Families will have 14 days to review any changes to fees policies prior to the implementation of the changes to allow for feedback.
- The only time when the above 14 day timeframe can be disregarded is when changes are required for compliance purposes and in this case they must be communicated to families as soon as possible.

Sources:

- Education and Care Services National Regulations
- Guide to the NQF
- Services Australia – Child Care Subsidy

NQF evidence:

- Regulations: 168(2)n, 172
- NQS: 6.1.3, 7.1.2