



Fees Policy 2024

NQF

QA7	7.1.2	Management systems - Systems are in place to manage risk and enable the effective management and operation of a quality service.
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Aim

To explain to parents

- *about government funding for community based preschool*
- *how age, attendance patterns and eligibility affect the fees charged*
- *our expectations for the payment of fees*
- *their responsibilities in relation to the payment of fees*
- *how to pay fees*
- *how to give notice of intent to leave the preschool*
- *the fee structure for 2023 according to their child's age, number of days attending preschool each week and eligibility for fee relief funding.*

Related Policies

Enrolment & Orientation Policy
Privacy and Confidentiality Policy

Who is affected by this policy?

Parents
Management

Implementation

Government Funding for preschool

Community based/not-for-profit preschool is funded by the NSW state government.

In January 2023 a new funding agreement was introduced that changes fees and how they are charged. During the Covid period and up to December 2022, no fees were charged for 15 hours per week of preschool attendance (called Fee Free Preschool funding). In 2023 *Fee Free* funding was changed to *Affordable Preschool* funding, which means that fees have been re-introduced for all preschool sessions. ***The purpose of these fees is solely to allow our preschool to meet its yearly budget while providing high-quality education and care for children and families. For us, a key component of high-quality education and care is the low educator-to-child ratio, which allows for a slower pace, a more individual learning program and more one on one attention for each child (ie***



Sutherland Presbyterian Church Preschool

we have more educators working with the children than is required under our licence). Charging these fees allows us to provide this high level of education and care for your child.

In the past community based/not-for-profit preschool was solely state government-funded and long day care was solely federally government funded. From 2023, though preschool will remain solely state-funded, long day care will receive both federal and state funding for certain groups of children.

Preschool funding: Program Funding + Affordable Preschool funding (**\$4220/** year for children aged 3 to 5 years attending preschool for 15 hours per week).

Long day care funding: CCB + Affordable Preschool funding (**\$2110/** year for children aged 3 to 5 years attending preschool for 15 hours per week).

NOTE: Parents attending a Community Preschool receive \$4220 per year in reduced fees while parents attending a long day care centre will receive \$2110 per year (check whether your preschool is a Community/ Not for Profit Preschool or a long day care centre that has the term "preschool" in its name but is funded under the federal government).

Families can only receive Affordable Preschool funding from one early childhood education and care setting, no matter how many they attend. On enrolment families are required to nominate which setting they will receive reduced fees from and this form must be held on file in the nominated setting. Full fees will be charged in any other setting the child attends. In our preschool this fee, known as a Non Funded fee will be \$65 per day of attendance.

Under NSW government guidelines, the first 15 hours of care in a community-based/not-for-profit preschool receive the Affordable Preschool discount. It is at the discretion of the preschool how the 15 hours are organised. This may include two (2) days enrolment with attendance up to 7.5 hours per day or two (2) days from 9am to 3pm and a half day from 9am to 12pm.

Many families select the three-day enrolment option between the hours of (9am and 3pm), which includes 15 hours care at a reduced rate. Preschool enrolment is organised into two groups: A Monday/ Tuesday group and a Thursday/ Friday group. Many families choose Wednesday as the third day, and due to ratio limitations, two-year-olds are not usually accepted on a Wednesday. A child must be enrolled in one of these two groups, although the third day is negotiable. We strongly recommend that in the year before school, children attend a high-quality education and care setting for a minimum of 3 days per week to help prepare them for big school. Further information on attendance patterns can be found in the Enrolment and Orientation policy.

Parents with a **low income health care card**, **child with a diagnosed disability** or **families who are of Aboriginal or Torres Strait Island background**, are eligible for the Equity fee for their 3, 4 and 5 year old children. Relevant documentation **MUST** be provided on enrolment to allow us to charge the Equity fee.



Sutherland Presbyterian Church Preschool

We receive NO government funding for 2 year olds. Two year old children are NOT eligible for the Equity fee and are required to pay the normal fees for their age (until they turn 3). Early start and late finish fees still apply outside of these hours. Two year olds are limited to two day attendance.

Days 4 and 5 of preschool attendance also receive no government funding and are charged at the rate of \$60 per day.

The preschool does not offer one-day enrolments as we believe this is not in the best interests of the children.

Enrolment Fee and Re- enrolment fee

As a part of the enrolment process, families are required to pay a non-refundable **Enrolment Fee of \$60** to hold your child's position prior to commencement. Enrolment will not be confirmed until this payment has been received by the preschool.

A **\$60 re-enrolment fee** will also be charged at the commencement of each preschool year. This charge covers the cost of running our administration programs such as Kindyhub and Smart Central.

Invoicing (Statements) and Direct Debit

In 2023 fees will be charged every two weeks during school terms. During the enrolment process, parents are encouraged to set up a direct debit through Smart Central on enrolment for time efficiency. The week after each two week period, a statement will be sent to families via email and the direct debit will occur later in the same week. If you are registered for direct debit please ensure you have sufficient funds in your account for the fee payment, otherwise a dishonour fee will be incurred. **Please note, there is a small charge incurred for using direct debit.** Fees paid by direct deposit (into the preschool bank account) are due one week after statements are sent.

It is a requirement of our funding agreement that the full, non funded fee be shown on each fee statement, along with the fee reduction amount (of \$105.50/ week), reducing your fee to the amount required for payment. If you need any assistance understanding your fee statement, please speak to Lisa.

Parents are able to log in to Smart Central at any time to check their statements and accounts to date.



Sutherland Presbyterian Church Preschool

Other important information in relation to fee charges

- Fee payments must be kept up to date. Failure to do so may prevent your child/ren returning to preschool the following term.
- Fees are payable for every day that your child is enrolled at the service. This includes sick days and family holidays but excludes periods when the service is closed eg school holidays, public holidays.
- 'Make up' days (ie if a child is away one day and wish to come another) are not offered.
- No Fee is required when lodging a Waiting List form.

Overdue Fees

Any family who is one or more weeks late with their fees will receive a **Friendly Fee Reminder** either by email, word of mouth or a printed copy. Families can make appointments to speak with the Director or Administration Assistant regarding payments if there is a need to do so. Continually not paying fees will put your child/ren's place/s in the service in jeopardy. **A late payment fee of \$20 will be charged for late payment of fees.**

Dishonoured Fees

If this happens, a **charge** of whatever we are charged by the banking institution will be billed to your account. You may also be charged a fee directly by your bank.

Late Pickup Fee

A late fee will be charged for parents who arrive after the designated pick-up time for their child. Please be sure you know the accurate drop-off and pick up times for your child according to their age and number of days attending preschool.

From 3pm the appropriate late finish fee will be charged for late pick-ups. After 4.30pm (final closing time) a fee of \$20 for the first 10 minutes then \$1 per minute thereafter will be charged.

Should parents be running late and unable to pick up their child at normal pick up time, we are happy to assist with longer care (up until 4.30pm), however, be aware the late finish fee will automatically be charged. In these situations, we would appreciate a quick call advising us that you are running late. This not only assists us with planning adequate supervision for remaining children, but also allows us to assure your child about why mum/ dad/ grandparent/ carer is running late.



Sutherland Presbyterian Church Preschool

Additional Casual Days

Additional casual days are able to be booked if there is a place available. This may cause a difference to the daily rate which parents should be aware of (see fee schedule below). In particular, attendance on the fourth and fifth day will be charged at the higher rate of \$60/ day.

When your child leaves our preschool

Should you wish to terminate your child's position at the Preschool, four weeks written notice will be required. An email to preschool2232@gmail.com is suitable for this purpose. If this does not occur, four weeks fees will be billed to the family.

NOTE re Term 4 fees:

Families are required to pay the whole of term 4 regardless of the date the child will be finishing. Bond payments will not be refunded to any family that fails to pay the full term's fees and debt collection procedures will be initiated for outstanding debts. If children are not returning in term 4, four weeks notice must be given prior to the end of term 3.

Sources

Bryant, L. (2009). *Managing a Child Care Service : A Hands-On Guide for Service Providers*. Sydney: Community Child Care Co-Operative.

Education and Care Services National Regulations 2011

Family Assistance Legislation Amendment (Child Care) Act 2009

Review

The policy will be reviewed annually.

Review will be conducted by:

- Management,
- Employees,
- Family Members
- Interested parties.



Sutherland Presbyterian Church Preschool

See Appendix A: Fees Schedule 2024 (below)



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Fees Schedule 2024

If you have provided us with the Fee Relief Declaration, a discount of \$105.50 per week will be shown on your statement of fees and you will pay the reduced rate of fees as shown below.

Group	Funded rate per day (2 or 3 days only)	2 days 8.15am - 3.45pm	3 days 9am - 3pm	4 days 9am - 3pm	5 days 9am - 3pm	Non funded 2 or 3 days
4 year old group The child turns 4 prior to 31st July, 2023.	You pay: \$20/ day after funding reduction.	You pay: \$40/ week. \$75.75/ day before fee reduction.	You pay \$60/ per week. \$55.17/ day before fee reduction.	\$60 for day 4 le \$20 + \$20 + \$20 + \$60 = \$120.00/ week	\$60 for day 5 le \$20 + \$20 + \$20 + \$60 + \$60 = \$180.00/ week	2 day non funded = \$65/ day 3 day non funded = \$65/ day
3 year-old group	You pay: \$40/ day after funding reduction	You pay: \$80/ week \$92.75/ day before fee reduction.	You pay: \$120/week \$75.17/ day before fee reduction	\$60 for day 4 le \$40 + \$40 + \$40 + \$60 = \$180.00/ week	\$60 for day 5 le \$40 + \$40 + \$40 + \$60 + \$60 = \$240.00/ week	
2 year old 9am - 3pm	Non funded	In 2024: Sibling: \$50/ day Non-sibling: \$60/day		Not offered	Not offered	
Subsidy group Children aged 3 -5 years old.	\$10/ day	You pay \$20/ week \$52.75/ day before fee reduction	You pay \$30/ week \$45.17/ day before fee reduction	Not offered	Not offered	
To receive the subsidy rate: A parent must hold a CURRENT low income health care card from the government, the children must have a diagnosed disability, or the family must be Aboriginal or Torres Strait Islander.						



Sutherland Presbyterian Church Preschool

Early start or late finish for short day:

Add the fee below to your daily fee. Bookings are able to be casual or regular booking.

Early Start 8am – 9am	All ages	\$10/ session
Late Finish To 3.30pm	All ages. 3, 4 & 5 day attendance.	\$7/session (3pm to 3.30pm)
Late Finish To 4.00pm	All ages 3, 4 & 5 day attendance.	\$14/ session (3pm to 4pm)
Late Finish To 4.30pm	All ages	3, 4 & 5 day attendance - \$21/ session (3pm to 4.30pm) Children attending preschool 2 days per week will be charged \$7 after 4pm.



Sutherland Presbyterian Church Preschool

Application

Effective date	Review Date
Feb 2023	Feb, 2024
26/4/22. Emailed to parents 26/4/22	Feb 2023
21 Feb, 2020. Emailed to parents on 7Feb, 2020.	Feb 2021
1st June, 2019	2020
1 Feb, 2020	2021
March 2018	2019
19 Aug 2015	2016-2017

Approved / Reviewed

Approved by	Date	Review date
Barbara Black on behalf of Preschool Committee	7/2/2020	Feb 2021.
SPC Preschool Committee	17/4/19	2020
SPC Preschool Committee	31/3/18	2019
SPC Preschool Committee	19 Aug 2015	2016-2017

Document Control

Issue	Date	Author	Change Description
7	Feb 2020	Lisa Collins	Update to 2020 fees schedule. Minor adjustment to policy after parent feedback. Adding detail to explain funding for preschools.
6	May 2019	Lisa Collins, Barbara Smith	Update to 2019 fees schedule
5	March 2018	Lisa Collins	Update
4	June 2017	Lisa Collins, Clare Steel, Barbara Smith, Belinda Green	Update, change to time periods



Sutherland Presbyterian Church Preschool

3	19 Aug 2015	Centre Support/ Barbara Smith	Update
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Reviewed: 17/05/2012

Date for next review: 17/05/2013

Reviewed: 02/09/2013

Date for next review: 17/05/2014