



Fees Policy 2026

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 2024 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

Start Strong for Community Preschools

The Start Strong for Community Preschools program provides funding to deliver affordable quality preschool education for 3 to 5 year old children enrolled in eligible community and mobile preschools in NSW. This funding is designed to significantly reduce preschool fees, making 600 hours of early childhood education more affordable for families.

From:

<https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/grants-and-funded-programs/start-strong-funding/start-strong-for-community-preschools>

Community based/not-for-profit preschool is solely funded by the NSW state government and is different to federal/ long day care funding.

Preschool funding -> Program Funding + Fee Relief (Affordable Preschool) Funding (Fee relief funding = \$3565/ \$4456/ year for children aged 3 to 5 years attending preschool for 15 hours per week).

Affordable Preschool

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

Families can only receive Affordable Preschool (Fee Relief) 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. The full fee is the fee charged BEFORE the Start Strong Fee Relief is applied. See the Fee Schedule below for more information.

Under NSW government guidelines, the first 15 hours of care in 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. In our preschool the model is either two (2) days enrolment with attendance up to 7.5 hours per day (8.15am to 3.45pm) or three (3) days from 9am to 3pm.

Many families select the three-day enrolment option between the hours of (9am and 3pm), which includes 15 hours care at the 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.



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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.

4 year old fee (children who turn 4 by July 31) - **\$45/ day** (after funding discount)

3 year old fee (children who turn 3 by July 31) - **\$55/ day** (after funding discount)

2 year old children (turning 3 after 31 July) - **\$70/ day** (no funding discount)

A child must be 3 years of age by 31 July each year to receive Program, Fee Relief or Equity Funding. Early start and late finish fees still apply outside of these hours. Two year olds are generally limited to two day attendance.

4 and 5 day attendance

The preschool does offer limited 4 & 5 day attendances, however these receive no government funding and are charged at the full daily rate.

1 day enrolments

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

Temporary Residents and Non-Citizens

The preschool accepts children regardless of their citizenship status and status has no bearing on the fees charged.

From.

<https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/grants-and-funded-programs/start-strong-funding/start-strong-for-community-preschools>

The department does not take citizenship and residency status into consideration to determine eligibility of children for funding under Start Strong for Community Preschools.

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.



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Invoicing (Statements), Direct Debit and Direct Deposit

Fees will be charged weekly during school terms and can be paid via direct debit or direct deposit. The preschool does not accept cash or credit card (although credit cards CAN be processed through Smart Central - be aware there is a higher fee for this).

Some families choose to pay once a term, once a month or in another pattern. This is perfectly fine, as long as we are aware of your pattern and all fees are up to date by the commencement of the new term.

During the enrolment process, parents are offered the opportunity to set up a direct debit through Smart Central on enrolment for time efficiency. Statements will generally be issued on a **Monday** (time permitting, as we check them carefully before emailing them out) and a Direct Debit will be run on the **Friday**.

Fees are charged a week in arrears ie the fees being debited are for the previous week, not the current week. This means after preschool finishes for the term/ year, there will still be an outstanding charge the week AFTER your child finishes, which we generally charge the next 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 charge incurred for using direct debit.** The charge is minimal for debit from your bank account but is higher for debit from your credit card (so we suggest you use your bank account). While debit reduces our administration time as it is direct credited to your account, we understand that this may not be the best option for you. Therefore you may also pay via direct deposit. Fees paid by direct deposit (into the preschool bank account) are due one week after statements are sent and your account will be credited the following Sunday.

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 \$89.13 or \$111.40/ 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.



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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 may 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.



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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 full rate as shown below.

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.



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Fees Schedule 2026

If you have designated our preschool for the Fee Relief (via the Fee Relief Declaration), a discount of \$89.13 (Equity = \$111.40) 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, 2026.	You pay: \$45/ day after funding reduction.	You pay: \$90/ week. \$89.56/ day before fee reduction.	You pay \$135/ per week. \$74.71/ day before fee reduction.	\$74.41 for day 4. le \$45 + \$45 + \$45+ \$74.71 = \$209.71/ week	\$74.71 for day 5 le \$45 + \$45 + \$45 + \$74.71 + \$74.71 = \$285.4/ week	Charged at the daily rate without the fee reduction Eg 4 yr/ 2 day non funded = \$89.56/ day
3 year-old group	You pay: \$55/ day after funding reduction	You pay: \$110/ week \$99.56/ day before fee reduction.	You pay: \$165/ week \$84.71/ day before fee reduction	\$84.71 for day 4. le \$55 + \$55 + \$55 + \$84.71 = \$250.00/ week	\$81.74 for day 5 le \$55 + \$55 + \$55 + \$84.71 + \$84.71 = \$243.00/ week	4 yr/ 3 day non funded = \$74.71/ day 3 yr/ 2 day non funded = \$99.56/ day
2 year old 9am - 3pm	Non funded	\$70/ day		Not offered	Not offered	4 yr/ 2 day non funded = \$84.71/ day
Equity fee Children aged 3 -5 years old.	\$12/ day	You pay \$24/ week \$67.70/ day before fee reduction	You pay \$36/ week \$49.13/ day before fee reduction	Not offered	Not offered	
To receive the Equity 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.						



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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. Children attending preschool 2 days per week will be charged \$10 prior to 8.15am.
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.