**FEES POLICY**

**Aim**

TheBarham Preschool aims to ensure that:

1. The enrolment and Fees process for families is a fair and systematic one
2. A parent/Guardian will have an meet with the Nominated Supervisor prior to their child commencing at the centre and will thus be fully informed about the centre’s functioning, the educational program, the nature of parental involvement at the centre, processes and procedures. They will inform the Nominated Supervisor of any special circumstances or conditions affecting their child
3. There is a systematic, objective process for collecting fees, and fee support will be given to those families in financial need. Fee policy will be given to families on enrolment.

**Relevant Early Childhood Professional Standards:-**

* Education and Care Services National Regulations 2011: 91,103,107,108,122,123,177,130-134, 232-236, 168(k)
* Link to National Quality Standard: 4.3.2, 6.1.1, 6.3.3, 7.3.3, 7.6
* Quality Area 6: Collaborative Partnerships With Families And Community
* Quality Area 7: Leadership and service Management

**Goals – What are we going to do?**

Barham Preschool will:-

* Ensure that all families are made aware of fee policy and procedures.
* Make our preschool sessions affordable to families and help families meet their fee payments by sending out instalments early, allowing families to make payment schedules if needed.
* The Preschool Administrator will liaise with families about fee payments and send out fee’s notices.

**Strategies – How will it be done?**

1. Membership fees will be added to fee notices at the beginning of each Preschool year.

2. Preschool fees are to be calculated on an annual basis and separated into four payments of equal amounts to be charged at the commencement of Terms 1 through to Term 4.

There are three Payment Options for annual fees.

(i). The annual fees may be paid in full at the commencement of the year.

(ii). The fees may be paid in instalments, by the due dates specified on the fee notice.

(iii) A payment arrangement may be entered into within one week of receipt of the fees notice, provided it is adhered to.

3. The Committee of Management will set fee rates for the year at the Annual General Meeting.

4. Financial assistance in the form of a fee relief subsidy is available for health care card holders, Families who hold Pensioner Concession Cards, Children who are Aboriginal or Torres Strait Islander.

Fees are as follows:

 Full fee rate - $14.00 per session- 4/5yr olds & 3/4yr olds

 Subsidy - $10.00 per session

 Aboriginal/Torres Strait Islander - $10.00 per session

5. Families qualifying for fee relief must provide a copy of their health care card etc, to the Nominated Supervisor or Administrator at the beginning of the school year. It is the responsibility of the family to notify the administration officer of any changes to their health care card status throughout the school year and to provide a copy of replacement cards as issued.

6. The total amount of the fee notice issued is to be paid in full within 5 weeks or 35 days of the fee notice, HOWEVER, provision can be made for payment by instalment provided the Administrator or Nominated Supervisor is notified and a payment schedule is adhered to.

7. When a child is enrolled for a specific number of sessions per week for a term, fees must be paid for the number of sessions for the complete term.

In special circumstances, the committee may review each case on its merit.

8. If a child has been enrolled and the fees paid for the term, the child’s position must be held for that term.

9. If a child has been enrolled, but fees NOT paid, the position will be held open for that child for ONE MONTH ONLY.

10. (a) Suitable arrangements must be made for the payment of fees with the Administrator within one week or 7 days of the fees notice. Fees can be paid by cheque made payable to the Barham Preschool, cash given directly to Administrator or staff members in an envelope with child’s name on front or by Internet transfer. Invoices will have bank details included.

(b) In the event that fees have not been paid in full by the end of term notification will be given that the child is to be excluded from Preschool in the next term until all fees are paid.

(c) If fees are unpaid by the due date the child will be excluded from attending Preschool until all fees are paid.

11. PRIOR NOTICE. If a child is to be absent for an extended period throughout the year, i.e. in excess of one month, in order to retain the child’s position the “reservation fee” will be charged. Prior notice must be given to the Director and the Administrator in writing, and parents will be notified of its acceptance.

If no notice is given, the Committee reserves the right to retain any fees paid.

12. Fees for sessions falling on Public Holidays and In-Service days will be waived,

subject to the financial position of the Preschool.

13. Refund for Fees that have been paid in advance (annual full payment) may be applied for in the event of a child leaving the Barham Preschool indefinitely.

 **Evaluation**

All information related to the service, the staff and families will be maintained in a private and confidential manner. Families will be made aware of our fees policy and helped to meet the requirements of their child’s enrolment.

**Legislative Requirements**

* Children (Education and Care Services National Law Application) Act 2010
* Education and Care services National Regulations 2011

**Sources**

* Information Privacy Principles [www.privacy.gov.au/](http://www.privacy.gov.au/) publications
* Early Childhood Australia- [www.earlychildhoodaustralia](http://www.earlychildhoodaustralia).

Community Child Care Co-operative(NSW)- [www.ccccnsw.org.au](http://www.ccccnsw.org.au)