



DUNEDOO PRESCHOOL KINDERGARTEN INC.

FEE POLICY

[P07.001.04]



Dunedoo Preschool Kindergarten Inc.

Name of Policy	DUNEDOO PRESCHOOL KINDERGARTEN FEE POLICY
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Dunedoo Preschool Kindergarten Inc.

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1 Relevant legislation and references

- Start Strong guidelines for community preschools
education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/grants-and-funded-programs/start-strong/start-strong-guidelines
- ACECQA Education and Care Services National Regulations 2011
acecqa.gov.au/nqf/national-law-regulations/national-regulations
- ACECQA Education and Care Services National Law Application 2010
acecqa.gov.au/nqf/national-law-regulations/national-law
- ACECQA National Quality Framework
acecqa.gov.au/national-quality-framework
- NSW Department of Education – complaints, compliments, and suggestions
education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions



Dunedoo Preschool Kindergarten Inc.

2 Introduction

Dunedoo Preschool Kindergarten Incorporated is funded under the NSW Department of Education's Start Strong terms and conditions. Therefore, it commits to ensuring the fees are as affordable as possible and that all families can access any subsidies available to reduce these fees. Enrolment priorities are updated with the community's changing needs to ensure all children receive fair and timely access to the Preschool program.

In setting the fees, the Executive Committee considers the Preschool's budget and the community demographics in conjunction with the conditions of the following:

- Start Strong guidelines – Priority of Access
- Australian Children's Education and Care Quality Authority – National Quality Framework
- Australian Tax Office – Preschool fees are GST free
- Privacy Act – all records are held under the Preschool's Confidentiality and Privacy Policy

3 Objectives

This policy guides all staff, volunteers and families associated with the Preschool. To enable the Preschool to provide high-quality early education and care for children, we must ensure its financial viability. The Preschool will ensure all families know fee and payment requirements when enrolling to ensure regular payments. If families live with financial hardship, contact should be made with the Director to discuss payment options.

4 Scope

This policy applies to children, families, staff, management, and visitors to the Preschool.

5 Funding implementation

5.1 Funding changes

Throughout 2022, the Start Strong Free Preschool Funding program has subsidised preschool fees. Eligible children (3 years old on or before 31 July in that preschool year) have been funded for a fee-free 15 hours/two days per week. From January 2023, Start Strong Fee Relief will replace the current program and provide the same fee-free 15 hours/two days per week. Children must attend at least two days per week to qualify, and daily fees apply for additional days. Fee relief can only be claimed at one service; a signed declaration form is required to receive funding.

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5.2 Eligibility of funding

Start Strong Priority of Access guidelines are in place to encourage as many children as possible in the year before school to benefit from the Preschool program. It is not always known when a child will begin Kindergarten. Therefore, older children will be prioritised over those younger, assuming they will attend school sooner (refer to section 7 Fee structure).

The Preschool is required to prioritise access for the groups outlined below to continue to be eligible for funding. No order is assigned to the groups within this list; however, a placement must be granted to a child to whom one or more of these categories apply before any other child.

- Children who are at least 4 years old on or before the 31 July in that preschool year and not enrolled or registered at a school; or
- Children who are at least 4 years old on or before 31 December in the year before their preschool year; or
- Children who are at least 3 years old on or before 31 July in that preschool year and from a family with low income, or identifying as Aboriginal or Torres Strait Islander; or
- Children with working parents/carers; or
- Children with English language needs; or
- Children with disabilities and additional needs; or
- Children at risk of significant harm (from a child protection perspective).

5.3 Eligibility of subsidy

You are eligible for a further economic subsidy if:

- your household has a current Low Income Health Care Card
- your child identifies as an Aboriginal or Torres Strait Islander
- your child is 3 years old on or before 31 July in that preschool year.

Eligible families should provide evidence of a valid Health Care Card at the time of enrolment. Details should be updated as required (e.g., card expiry date change). Otherwise, full fees will be charged, and subsidies cannot be backdated.

The daily fee for Health Care Card holders and Aboriginal or Torres Strait Islander families is calculated based on funding received. Subsequently, this rate cannot be extended to two-year-old children.

5.4 Two-year-old children

Two-year-old children are not eligible for Start Strong Fee Relief. However, the Preschool will accept two-year-old children for enrolment subject to availability and in line with the Priority of Access guidelines. The National Quality

Framework sets the minimum educator–child ratio requirement at 1:5 for two-year-old children. To assist in educator planning and mitigating additional costs, there are some necessary prerequisites for two-year-old children.

- Enrolments will be subject to a daily cap to maintain ratios.
- There will be two enrolment cohorts, the beginning of term one or term three only.
- Children may enrol in one day of Preschool. Additional days may be organised subject to the Priority of Access guidelines, and individual circumstances will be considered. Please discuss this with the Director.

As fees are prepared prior to each term, children must be three years old at the commencement of the term for the fee-free days to apply. Children who turn three after the term commences will have fee-free days applied from the beginning of the following term.

6 Budget

The Preschool budget aims to ensure the sustainability of the Preschool. Budget development considers the projected financial position and is informed by enrolment trends over previous years. Consideration is given to ensuring the Preschool maintains its dedication to high-quality education.

6.1 Payment of fees

- Fees will be calculated on a term basis.
- No fees will be charged for school holidays, public holidays or when sessions are not open for children.
- Fees are payable during periods of non-attendance, i.e., illness or holidays outside gazetted school holidays (refer to section 6.3 Absence).
- Fees can be paid by cash, bank transfer, EFTPOS, or CentrePay (contact Centrelink or Preschool for account set-up or clarification).
- Cash payments must be placed in an envelope marked with the date, child’s name and the amount enclosed and handed to the Administration Officer, where the contents will be checked and confirmed.
- Receipts will be issued for payments.
- Regular payments must be made to ensure full payment by the end of the term if paying weekly or fortnightly.
- Fees must be paid in full by the end of the second last week of the term; due dates are listed on invoices.
- If fees are not fully paid by the due date and a payment arrangement has not been established, a \$50 late fee will be charged per account per term (refer to section 6.2 Overdue fees).
- Families must sign the Fee Policy Agreement acknowledging that they will adhere to the fee due date.
- The Executive Committee may reduce or terminate the placement if fees are not paid.

Please raise any account concerns with the Director and provide receipts of all payments made to clarify queries (refer to section 6.5 Complaints process).

6.2 Overdue fees

Families are 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. A reminder letter will be issued if no payment has been made by week five of the term. An overdue payment of \$50 will be incurred if fees are not paid by the due date.

If fees remain outstanding or the agreed arrangements are not kept, the matter may be subject to placement cancellation, legal proceedings, or both. Please note that costs acquired through a Debt Collector will be added to the outstanding fees. Parents whose outstanding fees have not been finalised may affect the family's future placements at the Preschool. Parents with extenuating circumstances may apply, in writing, to the Executive Committee for an exemption to all or part of this policy. The Fee Policy information will be available to parents in the Parent Handbook upon enrolment.

6.3 Absence

Absences must be communicated by phone call, text message, or email.

If your child is absent due to sickness or holidays, fees are still payable for that time. Children who are not immunised (medical exemption) and are excluded from attending during an outbreak must pay fees.

Please inform the Preschool if your child will not be attending. If your child has not attended for three (3) consecutive unnotified days, they may lose their placement. Any outstanding fees will be due immediately, and enrolment changes will be at the Director's discretion.

If your child is absent for more than their fee relief 15 hours/two days in the same week, and absences are notified, a make-up day may be offered. Two-year-old children may be eligible for make-up days following a single, notified absence. Please note the make-up days:

- must be used within the same term as the absence
- are subject to availability
- will be offered in line with the Priority of Access guidelines
- will be offered in line with educator–child ratios and enrolment caps (in the case of two-year-old children).

6.4 Withdrawal notice

Families must provide two (2) weeks' written notice of their intention to withdraw their child from the Preschool. The notice must be addressed to the Director. Fees are payable for the notice period, even if your child does not attend.

6.5 Complaints process

Open communication is encouraged. Please contact the Preschool Director to discuss any concerns.



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7. Fee structure

Daily Fees		Start Strong Eligibility	Priority of Access
2–3-year-old \$45 No HCC/Aboriginal or Torres Strait Islander subsidised rate – in line with funding received.	Children 2 years old at the commencement of the school year and have their third birthday after 31 July in that preschool year.	Ineligible for fee relief. All days are charged at the applicable daily rate.	Eligible to enrol one day per week with additional days at the Director’s discretion. Start term 1 or 3 only. An enrolment cap applies to comply with the educator–child ratio.
3-year-old \$45 HCC/Aboriginal or Torres Strait Islander subsidised rate: \$30	Children 3 years old on or before 31 July in that preschool year.	Eligible for fee relief* at 15 hours/two days per week from the beginning of the term following the child’s third birthday, must attend at least two days to qualify.	Eligible to enrol two days per week with additional days at the Director’s discretion. Additional days will be charged at the daily rate.
4–5-year-old \$45 HCC/Aboriginal or Torres Strait Islander subsidised rate: \$30	Children 4 years old on or before 31 July in that preschool year.	Eligible for fee relief* at 15 hours/two days per week, must attend at least two days to qualify.	Eligible to enrol two days per week with additional days at the Director’s discretion. Additional days will be charged at the daily rate.
	Children 4–5 years old on or before 31 December prior to their preschool year.	Eligible for fee relief* at 15 hours/two days per week, must attend at least two days to qualify.	Eligible to enrol three days per week with additional days at the Director’s discretion. Additional days will be charged at the daily rate.
Casual Day \$50	All children.	Ineligible for fee relief.	At Director’s discretion.

*Fee relief can only be claimed from one Preschool service.

Additional Fees		Purpose
Enrolment fee: \$100	Per child per year	This fee covers the administrative cost of the enrolment process, insurance, equipment levy, hat, and sunscreen. This fee is non-refundable.
Service fee: \$25	Per account per term	This fee contributes towards fundraising and maintenance, minimising additional voluntary expectations of families.
Late payment fee: \$50	Per account per term	This fee is charged if the total fees have not been paid by the end of the second last week of the term.

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Fee Policy Agreement

I agree that the fees for my child/children _____ will be paid by the due date.

If such fees are not kept up to date, I agree that I will be charged a late fee of \$50 per term until my outstanding fees are recovered.

I agree that the Executive Committee may terminate my child/children's placement if fees are not paid by the due date.

I agree that if I default in making payment and recovery/legal action is undertaken, I will be responsible for all expenses concerning the collection of the outstanding amount, including, but not limited to, all fees, legal costs on an indemnity basis, and disbursements.

Infectious Disease Outbreak - I agree to pay fees if my child is excluded from Preschool due to non-immunisation for medical reasons – [AIR Immunisation History Form \(for a child on a catch-up schedule\)](#) as per National Immunisation Schedule if an outbreak occurs.

I have read and understood the Dunedoo Preschool Kindergarten Inc. Fee Policy attached to this agreement.

Parent/Carer 1

Parent/Carer 2

Signed _____ Signed _____

Name (printed) _____ Name (printed) _____

Date _____ Date _____



Dunedoo Preschool Kindergarten Inc.

Notification of Fees Outstanding

Date _____

Dear _____

Preschool Fees for your child _____

Your preschool fees are currently outstanding.

We refer you to the Dunedoo Preschool Kindergarten Inc.'s 'Fee Policy Agreement' you signed on your child/children's enrolment. The policy states that all fees must be finalised by the second last week of the term.

We would appreciate the payment to be made in full by _____, or your child's/children's position will be reduced or terminated until full payment has been made and following approval by the Executive Committee.

Yours sincerely

Executive Committee

On behalf of Dunedoo Preschool Kindergarten Inc.



Dunedoo Preschool Kindergarten Inc.

Cancellation of Child's Position for Non-Payment of Fees

Date _____

Dear _____

Fees for your child _____ have still not been paid.

Following Dunedoo Preschool Kindergarten Inc.'s 'Fee Policy Agreement,' your child's placement within the Preschool has been cancelled. A copy of your original signed agreement is attached.

The total amount outstanding is \$_____.

If the debt has not been repaid in full by _____, the matter may be handed to a Debt Recovery Agency for further action. In this instance, you will also be liable for all incurred costs (i.e., collection fees, summons, legal fees).

Yours sincerely

Executive Committee

On behalf of Dunedoo Preschool Kindergarten Inc.

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