



7.05 Payment of Fees Policy

POLICY STATEMENT

St Nicolas Preschool aims to provide a quality child care service at an affordable price to families. We rely on the prompt payment of fees and have endeavored to establish a mutually beneficial payment system which is convenient for our families and reliable in meeting the ongoing operational costs. Fee levels are set by Management and according to the center's required income to provide quality child care. Our fee schedule is reviewed by management at the end of each financial year.

AIM

For parents to gain a clear understanding of the service fee structure ensuring children's fees are paid on time and that there are consequences for failure to pay fees on time.

STANDARDS AND PROCEDURES

The fee structure of the Service includes:

Enrolment Fee & Bond Payment

- An enrolment fee of \$100 is charged upon confirmation of enrolment. This fee must be paid prior to commencement at the service.
- A bond consisting of 1 week's full fee is to be paid to confirm child's position at the service.
- The Bond payment will be refunded to families when the child leaves the service.

General Fees

- Fees are charged daily and vary depending on the Child Care Subsidy the family is entitled to. The Child Care Subsidy will be paid directly to the service.
- Basic requirements that must be satisfied for an individual to be eligible to receive Child Care Subsidy for a child include:
 1. The age of the child (must be 13 years or under and not attending secondary school)
 2. The child meeting immunisation requirements
 3. The individual, or their partners, meeting the residency requirements
- Families level of Child Care Subsidy will be determined by:
 1. Combined family income
 2. Activity level of parents
 3. Type of child care Service
- Fees are to be paid fortnightly in advance through a direct debit system. If families wish to pay fees on a weekly or monthly basis, it is a requirement that the family pay in advance and are not in arrears.
- Fees are payable in advance for every day that a child is enrolled at the service. This includes pupil free days, sick days, public holidays and family holidays.
- Fees are charged at full days only (no matter what the attendance hours are)

Payment of fees

- Fees are set up using the service's direct debit system
- Families will be issued with a fee statement on a fortnightly basis in accordance with the fee payment and Regulatory requirements.
- A dishonor fee will apply for direct debit transactions where there are insufficient funds to cover the fees.

Financial Difficulties

- If a family is experiencing financial difficulties, a suitable payment plan may be arranged with authorisation of the approved provider

Failure to Pay

- If a family fails to pay the required fees on time, a reminder email will be issued after one week and then again after two weeks, where the fees are still outstanding. A child's position will be placed on Stop-attend until the balance on the account has been paid. If failure to pay occurs a second time, the family will receive a final letter terminating the child's position. If payment is not made in a timely manner, the service will initiate its debt collection procedure, following privacy and conditional requirements.

Late Fees

- Our service is not licensed or insured to have children on the premises after hours. This is a breach in the Education and Care Regulations.
- It is unacceptable to pick children up late from the service. A late fee will apply where children are not picked up prior to closing time. Currently, a fee of \$10.00 per 10 minutes block and part thereof will occur.
- A review of the child's enrolment will occur where families are consistently late.

Change of Fees

- Fees are subject to change at the beginning of each and families will be provided a minimum of eight weeks written notice

Termination of Enrolment

- Parents are to provide four weeks written notice of their intention to withdraw a child from the Centre.
- If termination from the service is required without notification, families can lose their Child Care Subsidy resulting in the payment of full fees to be charged.

Responsibility of Management

- The Nominated Supervisor is responsible for the billing and chasing of fees.
- Should families wish to discuss fees, they will need to see the Nominated Supervisor.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

Children (Education and Care Services) National Law NSW

- 168 - Education and care service must have policies and procedures

SOURCE LIST

This section contains websites, industry bodies, or Legislation that have been used to assist in sourcing the information for this policy. It also acts as a guide to sourcing further reading on each relevant policy.

- [Guide to the National Quality Standard](#)
- [Revised National Quality Standard](#)

RELATED POLICIES

- 2.04 Arrival and Departure Policy
- 6.01 Enrolment Policy
- 6.05 Orientation of families Policy
- 7.02 Governance Policy

POLICY REVIEW

The review schedule has been developed using a risk assessment methodology with consideration given to sector, industry, and legislative changes.

Date reviewed	Policy changed		Modifications	Next Review Date
September 2018	Yes	No	<ul style="list-style-type: none"> • Updated references to comply with the revised National Quality Standard • Changes made to comply with Regulations and changes to Child Care Subsidy 	October 2019