



# Periwinkle PRESCHOOL

for Rudolf Steiner  
early childhood education

## Fees

Periwinkle Preschool has a commitment to ensuring our fees are as affordable as possible and that all families have access to any subsidies that are available to reduce these fees. The setting and payment of fees takes into account all requirements of the Education and Care Services National Regulations, Australian Tax Office, Privacy Act and the guidelines contained within the Australian Government Child Care Service Handbook. All records held at the service will be maintained in accordance with the service Confidentiality and Privacy Policy. Families will be provided with accurate fees statements and clear information regarding fee payment processes.

## Goals

To enable Periwinkle Preschool to provide high quality early education and care for children we need to ensure we are financially viable at all times. Our service's financial health and access to our service will be maximised by ensuring families are aware of all fees and fee payment requirements upon enrolment.

## Strategies

- The Approved Provider will determine the required fee level to meet budget prediction for the year.
- The fee schedule is fully explained in the parent handbook and fees payment policy will be introduced to families during the enrolment process.
- Fees payable will be based on daily amounts charged on a term basis.
- Families will be given a minimum of 14 days' notice of any fee increase.
- There is an equity fee and non- equity.
- A statement of fees will be sent to parents/guardians termly, in advance.
- Families are required to pay the final balance of fees by week 5 of each term. A dated receipt, in accordance with Australian Government Guidelines, will be provided for each payment.
- Families should contact the service to advise of their child's inability to attend as soon as this is known. Fees will still be required on days the child would normally attend.

## Payment of Fees

- Fees are payable termly and final balance is due by week 5.



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- Fees may be paid by electronic funds transfer or by direct deposit (internet banking).

## Overdue Fees

Parents/guardians with overdue fees will be encouraged by the Director/Administration Manager to discuss any difficulties they may have in meeting payments and make suitable arrangements to pay, including the option of a payment plan. If this is not done, or the agreed arrangements are not kept, the matter may be referred to a debt collector and/or cancellation of the child's booking may occur.

## Late Collection Charge

Periwinkle reserves the right to implement a late collection charge when parents/guardians have not collected their child/ren from the service before closing time. This charge will be set at a level determined by the Committee of Management and based on the service's need to recoup expenses incurred in employee overtime wages.

## Roles and Responsibilities

Role	Authority/Responsibility For
Approved Provider	<ul style="list-style-type: none"> <li>• Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011.</li> <li>• Reviewing the current budget to determine fee income requirements.</li> <li>• Developing a fee policy that balances the parent's/guardian's capacity to pay, with providing a high-quality program and maintaining service viability.</li> <li>• Considering any issues regarding fees that may be a barrier to families enrolling at the service and removing those barriers wherever possible.</li> <li>• Providing parents/guardians with a regular statement of fees and charges.</li> <li>• Ensuring that the Fees Policy is readily accessible at the service</li> </ul>



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Approved Provider	<ul style="list-style-type: none"> <li>• Notifying parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected.</li> <li>• Ensuring a notice outlining the fees charged by the service displayed prominently in the main entrance to the service.</li> </ul>
Nominated Supervisor	<ul style="list-style-type: none"> <li>• Providing parents/guardians with a regular statement of fees and charges.</li> <li>• Collecting all relevant information and maintaining relevant documents regarding those with entitlement to concessions, where applicable.</li> <li>• Notifying parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected.</li> <li>• Ensuring a notice outlining the fees charged by the service is displayed prominently in the main entrance to the service.</li> </ul>
Early Childhood Educators	<ul style="list-style-type: none"> <li>• Referring parents'/guardians' questions in relation to this policy to the Approved Provider or Nominated Supervisors.</li> </ul>
Families	<ul style="list-style-type: none"> <li>• Reading this policy and referring any questions, queries or concerns to the nominated supervisor.</li> <li>• Record the arrival and departure times of their child or children attending care.</li> <li>• Pay for any booked day of education and care which falls on a public holiday.</li> <li>• Ensure all fees are paid in full by week 5 each term or payment plan in place</li> <li>• Provide 2 weeks notice of withdrawal from service. If child does not attend during this 2 week notice period full fees will be chargeable.</li> <li>• Notifying the Approved Provider if experiencing difficulties with the payment of fees.</li> </ul>

### Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every 2 years.



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Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

#### **Related Legislation**

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations: Regulation 168(2)(n)
- Family Law Act 1975 (Cth) as amended 2011

#### **Related Guidelines, Standard, Frameworks**

National Quality Standard, Quality Area 7: Governance and Leadership – Standard 7.1