



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 weekly or termly basis.
- Families will be given a minimum of 14 days' notice of any fee increase.
- There is an equity fee and non- equity fee.
- A statement of fees can be accessed on Xplor, administration software.
- Families are required to pay the final balance of fees by the end of each term.
- An account statement will be sent out at the end of each term.
- 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.



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Payment of Fees

- Fees are payable weekly or fortnightly via Xplor and the final balance is due by the end of term.
- Fees can be paid via scheduled direct debits (Debit Success) through Xplor or by using the 'Pay Now' option on the Xplor app.
- There are Xplor transaction fees involved in each payment method. The most affordable option is to request fortnightly payments (from the office) with a 'bank account' option set up with Xplor.
- There is no annual levy payable for families to use Xplor except for the transaction fees.
- If a payment is rejected through Xplor, a service fee of \$19.95 is charged.
- Fees are payable for any booked day of education and care which falls on a public holiday.
- To finalise an enrolment, families will need to set up an Xplor account and pay the enrolment fee of \$200.
- The maintenance fee will be payable in term 1. \$50 will be refunded each term pending attendance at the working bee.
- The Association Membership fee of **\$5** is payable for initial two years (then \$5 per subsequent year). If parents want to opt out of joining the committee, they can do so by sending an email.

Overdue Fees

Parents/guardians with overdue fees will be 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. 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 enrolment 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.

A late fee of \$15 per 15-minute block will be imposed for lateness. Of course, if there is a reasonable explanation given by telephone before 3:15 pm, or if a real emergency has occurred, the late fee won't be incurred.



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Roles and Responsibilities

Role	Authority/Responsibility For
Approved Provider	<ul style="list-style-type: none"> • Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011. • Reviewing the current budget to determine fee income requirements. • Developing a fee policy that balances the parent's/guardian's capacity to pay, with providing a high-quality program and maintaining service viability. • Considering any issues regarding fees that may be a barrier to families enrolling at the service and removing those barriers wherever possible. • Providing parents/guardians with a regular statement of fees and charges. • Ensuring that the Fees Policy is readily accessible at the service
Approved Provider	<ul style="list-style-type: none"> • Notifying parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected. • Ensuring a notice outlining the fees charged by the service displayed prominently in the main entrance to the service.
Nominated Supervisor	<ul style="list-style-type: none"> • Providing parents/guardians with a regular statement of fees and charges. • Collecting all relevant information and maintaining relevant documents regarding those with entitlement to concessions, where applicable. • Notifying parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected. • Ensuring a notice outlining the fees charged by the service is displayed prominently in the main entrance to the service.
Early Childhood Educators	<ul style="list-style-type: none"> • Referring parents'/guardians' questions in relation to this policy to the Approved Provider or Nominated Supervisors.



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Families	<ul style="list-style-type: none"> • Reading this policy and referring any questions, queries or concerns to the nominated supervisor. • Recording the arrival and departure times of their child or children attending care. • Paying for any booked day of education and care which falls on a public holiday. • Ensuring all fees are paid in full weekly, fortnightly or termly. • Provide 2 weeks' notice of withdrawal from service. If child does not attend during this 2 week notice period full fees will be chargeable. • Notifying the Approved Provider if experiencing difficulties with the payment of fees.
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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.

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



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