

PLC SYDNEY PRESCHOOL

FEE POLICY

POL7.3.1.



PLC SYDNEY
PRESCHOOLS

T (+61 2) 9704 5770
www
.preschools.plc.nsw.edu.au

F (+61 2) 9744 0519 E preschools@plc.nsw.edu.au
ABN 62 778 320 798 1 Knox St Ashfield

CRICOS Provider Code: 02280D

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1 RELATED LEGISLATION AND REFERENCES

This information refers to Quality Area 7 of the National Quality Standards: Collaborative Partnerships with Families.

- DEC Grants Program Guidelines (including Priority of Access)
<https://www.det.nsw.edu.au/media/downloads/what-we-offer/regulation-and-accreditation/early-childhoodeducation-care/funding/grants-program/preschool-grants-guidelines.pdf>
- DEC Grants Program Terms and Conditions (available through ECCMS)
- DEC Funding Specification CCSA Funding tool
<http://www.ccsa.org.au/training/preschool-funding.html>
- DEC Funding Calculator
<http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care/funding/community-preschool-funding/providers-preschool-funding/providers-calculate-allocations>
- DEC Community Preschool Funding Model
<http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care/funding/community-preschool-funding/providers-preschool-funding>
- *Education and Care Services National Regulations*
- *National Quality Standards/Elements*
- *Children (Education and Care Services National Law Application) Act 2010*
www.community.nsw.gov.au/docswr/assets/main/documents/childcare_model_policies.pdf

This policy is adapted from the CELA sample policies.

2 INTRODUCTION

PLC Sydney Preschool will be funded under the Government Start Strong terms and conditions and therefore has a commitment to ensuring the 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 Early Childhood Education Grants Programs Terms and Conditions. All records held at the Preschool will be maintained in accordance with the Preschool's Confidentiality and Privacy Policy. Families will be provided with accurate fee statements and clear information regarding fee payment processes.

3 OUTCOMES

This policy will provide guidance to all staff and families involved in the Preschool. To enable the Preschool to provide high quality early education and care for children we need to ensure it is financially viable at all times. The Preschool's financial health and access to the Preschool will be maximised by ensuring families are aware of all fees and fee payment requirements upon enrolment. This Fee Policy is found online in the PLC Sydney site.

4 SCOPE

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

5 IMPLEMENTATION

5.1 THE AGREEMENT

PLC Sydney will determine the required fee level payable by families of the Preschool based on the Department of Education and Communities (DEC) expectations which reflect the Program Guidelines as identified in the Grants Program Terms and Conditions. The formula applied in the funding model encourages services to develop and apply a policy that enables as many children in the year before school to benefit from the Preschool program.

5.2 DEC ELIGIBILITY OF FUNDING

To continue to be eligible for funding, the Preschool will be required to give equal priority of access to:

- Children who are at least 4 years old on or before 31 July in that Preschool year and not enrolled or registered at a school; or
- Children who are at least 3 years old on or before 31 July in that preschool year and/or from low income and Aboriginal families.
- Children with English language needs
- Children with disability and additional needs
- Children who are at risk of significant harm (from a child protection perspective).

Please note: the Preschool needs to ensure that it is, and will remain financially solvent and properly managed. The daily fee for the holder of a Health Care Card will be calculated by PLC Sydney, based upon funding received from the Department of Education and Communities (DEC).

6 BUDGET DEVELOPMENT

The PLC Sydney Preschool Fee Policy has a direct relationship with the budget which should aim to ensure the sustainability of the Preschool. Budget development should consider and project the financial position for the next three years and be informed by its enrolment trends and patterns over at least the previous three years. Consideration is also given to ensuring the PLC Sydney Preschool maintains investment in its high quality standards. Fee structures are interrelated and interdependent with the budget and reporting to DEC.

6.1 PAYMENT OF FEES

- Fees are payable from the agreed commencement date and must be paid by the due date of the fees invoice.
- Fees may be paid by electronic funds transfer by BPAY or Online Payment, the details are included on your invoice.
- Payments are to be made in advance and paid by the term. You may elect to pay your balance by fortnightly or monthly installments. Please note: Families are not required to pay fees for school holiday periods.
- Fees incurred for casual days for existing students will be charged as a once off payment.
- Statements will be issued from PLC Sydney.
- Families will pay fees for all weeks that the Preschool is open.
- Fees are payable to the Preschool for all enrolled children including pupil free days, sick days and family holidays.
- If a child does not attend the Service as a precautionary measure, payment of fees is still required.
- Families do not pay for public holidays, only tuition days.
- Families should notify the Preschool via phone or email to advise of their child's inability to attend as soon as this is known. Full fees are payable on days the child would normally attend.

Please note, replacement days are not available.

6.2 OVERDUE FEES

Parents/guardians with overdue fees will be encouraged by the Director to discuss with the PLC Sydney Finance office, 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 subject to legal proceedings and/or cancellation of the child's booking may occur. A reminder letter will be issued after one week and then again after two weeks, after which the family will receive a final letter terminating the child's position.

6.3 LATE COLLECTION FEE

The Preschool reserves the right to implement a late collection fee when parents/guardians have not collected their child from the Preschool before closing time. This fee will be set at a level determined by the College and based on the Preschool's need to recoup expenses incurred in employee overtime wages.

6.4 WITHDRAWAL NOTICE

Parents/guardians must provide four weeks' written notice of their intention to withdraw their child from the Preschool during term time.

7 FEE STRUCTURE

FEE	TYPE	PURPOSE
Enrolment Fee - standard \$750	This fee is non-refundable.	This fee when paid confirms acceptance of the offer of a place in the Preschool. It covers the administrative cost of this process, placement review and interviews. This fee assists in the resourcing of the preschool as well as the building, maintenance and repairs.
Enrolment Fee - reduced fee \$250	This fee is non-refundable. This fee applies to children who are: <ul style="list-style-type: none"> - Aboriginal or Torres Strait Islander - From low income backgrounds - With a disability or special needs - The higher order multiple - EALD 	This fee when paid confirms acceptance of the offer of a place in the Preschool. It covers the administrative cost of this process, placement review and interviews. This fee assists in the resourcing of the preschool as well as the building, maintenance and repairs.
Late Collection Fee	A late pick up fee of \$40 applies for the first 15 minutes after 4.30 pm then an additional \$5 applies for every 5 minute increments or part thereof.	This fee is set at a level determined by the College and based on the Preschool's need to recoup expenses incurred in employee overtime wages. See Late Collection Fee statement.
Program Fee: 2 Day Program: \$100 3 Day Program: \$220 4 Day Program: \$340 5 Day Program: \$460 Casual Day Fee: \$120	This is calculated using the Start Strong funding tool.	This fee enables the Preschool to provide high quality early education and care for children, and to be financially viable at all times. It supports membership to peak organisations that strengthen the governance and sustainability of the Preschool.

Uniform		Please refer to PLC Sydney Preschool uniform requirements listed on the website.
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8 PRIORITY FEE STRUCTURE

Aboriginal and/or Torres Strait Islander children

- Services must record Aboriginal and/or Torres Strait Islander status on the child's enrolment form.

Children from low income backgrounds

- Children from a family holding a Health Care Card or Pensioner Concession Card issued by the Australian government (where the child is a named dependent on the card).
- Health Care Cards issued in the child's name only are not means tested. Therefore children with their own Health Care Card will not be eligible.
- This includes Foster Care Health Care Cards and Health Care Cards for children with disability.
- Services must keep a copy of Health Care or Pensioner Concession Cards to show proof that they were valid at the time of the preschool census or for a prior period during that school year.

Children with disability and additional needs

- One of the following must be kept on record as evidence of the child's disability or additional needs:
 - the child's NDIS reference number or a copy of the most recent and relevant report, assessment
 - letter that outlines the child's disability or additional needs from a relevant professional. Documentation must be on letterhead and signed by the relevant professional.
- Services must keep a copy of this documentation on the child's preschool file to show proof that they were valid at the time of the preschool census or for a prior period during that school year.

The Higher Order Multiple

- for each child from the third child in the multiple onwards (i.e. not for the first two children)
- Only for families with triplets or multiple children above triplets, i.e. quads, septuplets etc.
- Only for 3, 4 and 5-year-old children.
- Must provide the below evidence:
 - Same date of birth (copy of Birth Certificate to be kept by the preschool service provider enrolling the children)
 - Same address

- Enrolled at the same preschool

9 FEE PAYMENTS

Preschool fees are delivered via email. Regarding invoices:

- An invoice will include all new charges, the amount owing on the invoice is only the new charges. Any outstanding fees from prior invoices, will be sent as a separate statement.
- Invoices may be paid in one of three ways:
 - **ONLINE** Invoices may be paid by the due date by clicking the PAY NOW button at the bottom of the invoice. This will take payers to the payment portal where the invoice and any other payments which are due can be paid. Payment can be made by credit card currently, and in the future also by bank account. Currently there is no credit card surcharge for Visa and Mastercard, this may be reviewed. American Express will incur a 2.5% fee.
 - **BPAY** Fees may also be paid by BPAY. The details are on the invoice.
 - **AUTOMATED DIRECT DEBIT** Families are able to create an automated direct debit authority. This allows the school to deduct the balance of a bill either:
 - when it falls due at the start of each term; or
 - by monthly instalments; or
 - by fortnightly instalments.

To sign up for direct debits payers should visit <http://plc.sydney/dd>

Please note. Installment plans are not a credit facility and are governed by the terms and conditions at <https://www.plc.nsw.edu.au/service-agreement>

10 MONITORING, EVALUATION AND REVIEW

This policy will be monitored and reviewed to ensure compliance with legislative requirements.

Families and staff are essential stakeholders in this policy review process.

In accordance with Regulation 172 of the *Education and Care Services National Regulations*, the Preschool will ensure that families of children enrolled at the PLC Sydney Preschool 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 this Preschool; a family's ability to utilise the Preschool; the fees charged or the ways in which fees are collected.

Policies are reviewed each year, or in the event of legislative or regulatory change, or as a result of an incident at the Preschool.

Policy review date	Modifications	Next review date
2 March 2021	Fee information amended and payment advice included	March 2022
13 May 2021	Clarified fee payment on public holidays	March 2022
14 June 2021	Inserted Priority Fee Structure	March 2022
13 August 2021	Updated enrolment fee for low income and Aboriginal families	March 2022
25 August 2021	Removal of weekly direct debit option and adjustment of AMEX fee	March 2022
21 September 2021	Update of Fee Structure (Start Strong Funding approved)	March 2022