



Fee Policy

1. Introduction

Dubbo District Preschool & Buninyong Preschool operated by Dubbo District Preschool Kindergarten Incorporated is a non for profit organization and are recipients of funding by NSW Department of Education and the balance of operational costs being made up by fees paid by families.

1.1 Relevant Legislation & Quality Framework

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011: Regulations 168(2)

Associations Incorporation Act 2009

National Quality Standard, Quality Area 7: Leadership and Service Management – Standard 7.3

1.2 Links to other Policies

Enrolment and Orientation Policy

Fee Statement

2. Scope

This policy applies to children, families, carers, staff, and management of the Preschools.

3. Purpose

To ensure Transparency, financial viability and Sustainability of the Preschool and a balanced budget.

To implement process to ensure the fee policy is adhered to and provide families with prompt communication as per procedure.

To ensure all fees are paid in full and up to date at all times.

4. Our goals

Good procedures include consistent information around service operation and ensure all accounts are paid in advance and maintained up to date and in full each term.

5. Fees (2024)

Fees are \$33 per day

Concession fees*\$11 per day

Preschool fees are GST free.

* Additional funding is provided to achieve equitable outcomes for children in priority cohorts, including; Aboriginal and Torres Strait Islander background, low- income families, and Children with disability or additional needs. Evidence need to be current/valid to maintain reduced fees (NDIS plan/doctors diagnosis letter, Health care card in Parent name)



Additional Fees

The following additional fees will be charged

- a) \$20.00 non-refundable Membership fee is payable prior to commencing Preschool. This fee includes GST. This membership fee will be charged annually *per family* to maintain Preschool positions.
- b) Late Fee of \$20 for the first 10 minutes after 3.50pm pick-up, \$1.00 per minute thereafter, unless extenuating circumstances

7. Our Strategies/Procedure

Payment of Fees Procedure

1. Fees will be calculated on a weekly basis. No fees will be charged for school or public holidays or when sessions are not open for children.
2. Fees are payable during periods of non-attendance, such as illness or holidays outside normal school holidays.
3. If a child is withdrawn in the final five (5) weeks of term 4 the full term fees must be paid as the position is unlikely to be filled.
4. Fees must be paid 2 weeks in advance.
5. Fees can be paid by cash, EFTPOS or direct debit
6. All fees can be paid at the Administration office at Dubbo and District or to Administration staff at Buninyong. No fees are to be handed to classroom Educators.
7. Receipts can be issued for all payments.
8. Families agree on enrolment that they will keep their fees up to date.
9. If fees are not up to date i.e. 2 weeks in advance, the Preschool reserves the right to terminate the Child's/children's position.

Accounts Procedure

Fees will be emailed to all parents at the end of each week showing current weekly balance. Please organise payment via direct deposit, EFTPOS or cash in regular installments or as a lump sum.

You can access your account summary and transaction history through your KinderM8 families app at any time.

Each Term Fees need to be finalised prior to the end of Term.

Non-Payment of provided Account Procedure

The following procedure will be followed for the recovery of outstanding fees after nonpayment of Accounts:

1. An account statement will be emailed weekly. Any person with an account showing an amount in arrears will be reminded by phone and email of the Centre Fees Policy and asked to pay the account in full or contact us regarding payment options by the end of the following week.
2. If payment is not made by the end of the following week and no correspondence has been received by preschool management the child/ren position will be cancelled upon formal phone and email notification.
3. An email will be sent to officially advise that the child's position is cancelled and debt collector will then commence appropriate recovery action for any outstanding fees, plus any debt recovery costs.
4. Subsequent children, of parents who have been sent for Debt Collection will also be excluded from attending the centre.
5. Any parent with extenuating circumstances may apply, in writing, to the Management Committee for an exemption to all or part of this policy.

The Fee Policy information is available to parents/families in the following manners- By way of a summary upon enrolment or by making contact with the Preschool and requesting one. Families will receive at least 14 days notification prior to a change in this policy.

8. Roles and Responsibilities

Management Committee

The management committee sets the daily fee each year to ensure the financial viability of the preschool and a balanced budget.

Parent/Guardians

Parent/Guardians will ensure all fees are paid in line with the fee policy and maintained at 2 weeks in advance.

Administration and Management

Administration and Management will adhere to and implement Preschool fee policy and procedure.

9. 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 annually 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.