

Fee Payment Policy

Preschool



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| Introduction | that To enable 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. |
| Outcome Area | National Quality Standard, Quality Area 7: Leadership and Service Management – Standard 7.3. |
| Eligibility | The Preschool Fee Policy outlines the fee payment terms, conditions and procedures for Learning Links staff and families accessing services from the Preschool. |
| Policy | <p>Learning Links Preschool receives funding from the Department of Education including funding Start Strong funding and the Disability Inclusion Program.</p> <p>The Preschool Fee Policy and Procedure outlines the fee payment terms and conditions for Learning Links families accessing the Preschool.</p> <p>All funding received, and monies collected as fees or fundraising are used directly to operate and resource the Preschool.</p> |
| Strategies | <p><u>Priority criteria for enrolment Learning Links Preschool follows priority of access for enrolment of children as outlined in the NSW Government Start Strong Funding guidelines.</u></p> <ul style="list-style-type: none"> • Children who are at least 4 years old on or before the 31 July in that preschool year. • Children who are at least 3 years old on or before 31 July and from low income or from Aboriginal families. • Children with English Language needs. • Children with disabilities who are at least 3 years old on or before 31 July in that preschool year. • Children who are at risk of significant harm (RoSH). <p>There is no order of priority assigned to the list of points above.</p> <p><u>Start Strong Funding</u> allows families the option to allocate Fee Relief Funds to Learning Link Preschool or another Early Education and Care Service. Funds allocated to Learning Links Preschool allows families to access 2 days free preschool per week.</p> <p><u>Fee Relief Funding</u> not allocated to Learning Links Preschool requires families to pay full daily fee.</p> <p><u>Daily Attendance Fees</u> are based on children's age and eligibility criteria for equity funding as below:</p> <ul style="list-style-type: none"> • Children who are at least 3 years old on or before 31 July and have a low-income healthcare care card in their name and/or a diagnosed disability/ additional need and/or a NDIS plan and/or from an Aboriginal or First Nations family. • Children who are at least 4 years old on or before the 31 July in that preschool year. • Children who are 3 years old on or before 31 July in that preschool year. <p><u>Learning Links Preschool fees include</u> the following paid at the commencement of enrolment:</p> <ul style="list-style-type: none"> • Annual Membership Fee • Building and Maintenance Levy <p>All fees are calculated based on child's enrolment and does not include any absences.</p> |

Late Collection Fee is applied when a child has not been collected by 4pm. A late collection charge of \$30 will apply for the first 10 minutes after 4pm. Each 10 minutes segment thereafter will also incur a \$10 charge.

Procedure for the collection of Fees Payable

The required fee payment method for Preschool fees is direct debit with fortnightly deductions.

Fortnightly Payments begin 2 weeks prior to the commencement of the start date per term.

The Preschool Administrator provides parents/guardians with a new enrolment form containing information about the Fee Policy and a Direct Debit form

Parents/guardians are required to return the completed Direct Debit form prior to their child's commencement in the Program.

NDIS funding approved within a child's NDIS Plan can be used to pay for fees for NDIS therapy-based supports (speech therapy, occupational therapy and/or psychological therapy) delivered in the Preschool under the NDIS Early Childhood program. NDIS Plan funds cannot be used to pay Preschool fees.

Prior to enrolment into the Preschool, families/ guardians of children with a NDIS Plan are advised of the fees applicable. Families are required to provide a copy of their child's NDIS Plan and return the signed NDIS Service Agreement prior to their child accessing supports.

Applying for Disability Inclusion Program Funding (DIP)

Parents must provide signed consent for any early childhood funding being applied for through Learning Links Preschool.

Parents of children identified as being eligible for DIP Funding must provide evidence for the Nominated Supervisor to submit an application for additional support funds to support their child's inclusion in Learning Links Preschool.

Procedure for withdrawing enrolment

Learning Links Preschool requires 4 weeks written notice during term time from the child's parents or Authorised Nominees of the intent to withdraw their child's enrolment. Following 4-weeks' notice being provided, the deposit must be refunded to the parent/guardian following their child exiting the program and the fee account confirmed as being up to date.

The latest time to withdraw a child from the service in Term 4 is November 1st. If withdrawal from the service is after this date, fees for the remainder of the year are payable.

Roles and Responsibilities

Approved Provider

- Ensuring the Preschool operates in line with the Education and Care Services National Law and Regulations 2011.
- Ensuring compliance with all relevant NSW Government funding agreements.

Nominated Supervisor

- Maintaining a fee policy that reflects Department of Education Funding and Guidelines.
- Maintaining all relevant information stored as required in accord with regulatory requirements.

Preschool Administrator

- Ensuring vacant preschool places are filled under the priority of access guidelines detailed in the NSW Government Start guidelines (refer to definition table).
- Provide families with a statement of fees and charges.

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| | <ul style="list-style-type: none"> • Collecting all relevant information and maintaining relevant documents for families with entitlement to concessions, where applicable. • Referring parents'/guardians' questions in relation to this policy to the Nominated Supervisor/Preschool Manager. • Refund any deposits paid at the end of enrolment provided all Fees are paid • Cease the payment arrangement when the child leaves the Preschool program and the required notice has been given. <p>Families</p> <ul style="list-style-type: none"> • Reading this policy and referring any questions, queries or concerns to the Nominated Supervisor or Preschool Administrator. • Making the deposit payment by the agreed due date to confirm their child's enrolment in the preschool. • Ensuring all details are correct and signed authorisation is provided. • Notifying Learning Links in advance of any changes related to Direct Debit payments. • Ensuring there are sufficient funds available to cover the fees on the due date. • Ensuring required fees are paid 2 weeks in advance at all times. • Providing 4 weeks' notice in term time of withdrawal from service. • Notifying the Nominated Supervisor/Preschool Manager if experiencing difficulties with the payment of fees. |
| <p>Related Legislation, Standards, Documents</p> | <p>Legislation</p> <ul style="list-style-type: none"> • Education and Care Services National Law Act 2010. • Education and Care Services National Regulations 2011: Regulation 168(2)(n). |
| <p>Review</p> | <p>This policy and guidelines will be reviewed every two years and will incorporate current information, legislation and feedback as required.</p> <p>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.</p> <p>This policy is owned by: Preschool</p> <p>Policy updated on: 13 September 2023 Policy updated by: Director, Preschool Version number: 2.0 This version approved by: GM, Service Quality, Risk and Compliance This document can be viewed on: Learning Links Intranet, Story Park, Learning Links Preschool Website</p> <p>Policy due for review: 13 September 2025</p> |