

FEE and ENROLMENT POLICY

Reviewed September 2021

INTRODUCTION

Alstonville Community Preschool aims to provide a quality affordable, preschool service to families eligible to attend, under the Priority of Access Guidelines, and with best utilisation of the Start Strong funding model for preschools. Since 2021 attendance at community preschools has been free for families, under the NSW Department of Education's Start Strong Free Preschool program

GOALS

The preschool's financial strength will be maximised by:

- following the required Priority of Access guidelines for enrolment for NSW community based preschools;
- following all legal requirements required by the Funding agreement held between the preschool and the NSW Department of Education,
- effective application of the 2022 Start Strong Free Preschool funding model for NSW preschools.

Fee structure from January 2022

<p><u>Eligible children for a fully funded preschool position are:</u></p> <ul style="list-style-type: none"> - 4 -5 year olds, (ie children who turn 4 before 31 July) - Aboriginal and Torres Strait Islander children, - Children with a disability and - 3 yr olds whose families hold a Health Care Card (HCC) or pension card. 	No daily fees payable
<p><u>3 year old children are eligible for a partially funded position if they do not fit the eligibility requirements above.</u> (Please note: Limited numbers of these positions are available each year, as priority must be given to children in their year before school or children who fit the eligibility requirements above.)</p>	No daily fees payable.
<p>Third day places may be available from Week 4 Term 3 each year, for children in their year before school IF there are vacancies available.</p>	\$38 per day
MAINTENANCE LEVY	\$80 per year per family
ANNUAL ADMINISTRATION FEE (includes preschool t-shirt, hat, & wet bag, and membership of the Association of the preschool).	\$100 per child (or \$80 if the family holds a HCC or Pension card)

STRATEGIES

1. Alstonville Community Preschool will operate a two day attendance model to best fit with the application of the Start Strong Free funding program for NSW Preschools. Five of these two day groups will operate across each week.
2. A third day of attendance each week may be available for children in their year before school, subject to vacancy, from Week 4 Term 3 each year. A daily fee (see above) is payable for this day as it is over and above the free, two day attendance.
3. Additional days may be offered earlier than Term 3, if vacancies exist, on a case by case basis for children who are at risk, from vulnerable families, or who have high inclusion support needs, at the Directors discretion.
4. Fees and levies are determined annually by the Management Committee after taking into consideration available Government funding and annual operational costs.
5. The Director will ensure all families are made aware of preschool fees and levies on enrolment;
6. It is expected that fees and levies will be paid **in advance** at all times. On acceptance of a place, and at the start of each year of enrolment at Alstonville Community Preschool from 2022, the Administration fee is payable. A child's enrolment will not be confirmed until payment of this annual fee each year.
7. An invoice for the annual Maintenance Levy will be emailed at the start of each year, to the email address given on the child's enrolment form. It is the responsibility of each family to update this email address if necessary.
8. Fees and levies can be paid by direct deposit to:
Alstonville Community Preschool
BSB: 062657
Acc. No. 10142402
Please include your child's name in the reference field as payment is made.
OR
by EFTPOS or cash at reception
9. Preschool hours are 8.30am to 4.00pm daily from Monday to Friday during NSW school terms.
A surcharge will apply in the form of a late fee of \$10 per each 15 minutes, when parents are consistently late in picking up their child.
10. If a child is withdrawn during the year, a minimum of two (2) weeks' notice is required. Notice of withdrawal of a child's enrolment will be required in writing by email to director@alstonvillepreschool.com.au
11. Details of an individual family's account and all completed forms are kept confidentially by the preschool, and stored appropriately as per the Privacy Collection Statement. Families may access their own account records at anytime.
12. If you are experiencing any short or long term financial hardship or extenuating circumstances, please contact the Director.

EVALUATION

There will be an efficient and effective process for payment of affordable fees and levies that is well communicated to families.

Relevant Links to the National Quality Standard (NQS):

NATIONAL QUALITY STANDARD		
	Concept	Descriptor
QA7		Governance and Leadership
7.1	Governance	Governance supports the operation of a quality service.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.



Education and Care Services National Regulations:

168	Education and care service must have policies and procedures
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Statutory Legislation & Considerations

- A New Tax System (Family Assistance) (Administration) Act 1999
- A New Tax System (Family Assistance) Act 1999
- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011

Links to other policies

- Confidentiality and Privacy
- Enrolment and Orientation