**2023 FEE POLICY**

PURPOSE

This policy will provide clear guidelines for:

* the setting, payment and collection of fees
* ensuring the viability of Peregian Beach College Early Learning Centre, by setting appropriate fees and charges
* the equitable and non-discriminatory application of fees across the programs provided by Peregian Beach College Early Learning Centre.

POLICY STATEMENT

1. VALUES

Peregian Beach College Early Learning Centre is committed to:

* providing responsible financial management of the service, including establishing fees that will result in a financially viable service, while keeping user fees at the lowest possible level
* providing a fair and manageable system for dealing with non-payment and/or inability to pay fees/outstanding debts
* ensuring there are no financial barriers for families wishing to access an early childhood program for their child/children
* maintaining confidentiality in relation to the financial circumstances of parents/guardians
* advising users of the service about program funding, including government support and fees to be paid by parents/guardians
* providing equitable access for families eligible for the Kindergarten Fee Subsidy.

1. SCOPE

This policy applies to the kindergarten program provider (KPP), Nominated Supervisor, Certified Supervisor, educators and parents/guardians with an enrolled child, or who wish to enrol a child at Peregian Beach College Early Learning Centre.

1. BACKGROUND

Queensland Kindergarten Funding Scheme (QKFS) provides per capita funding to Approved Kindergarten Program Providers (KPP) as a contribution towards the costs of the four-year-old kindergarten program.

Income from other sources, primarily fees, is required to meet all the additional costs incurred by the service in the delivery of the children’s program.

In addition, the QKFS enables eligible families to attend the four-year-old kindergarten program at minimal or no cost. QKFS requires that funded services have a comprehensive written fees policy in place, and the content of this policy must be communicated to families.

As an approved provider, this service holds a current Queensland service approval for a centre-based service, under the Education and Care Services National Law (National Law) or the Education and Care Services Act 2013, and an appropriate public liability insurance of at least $10 million. To be eligible to receive funding the service must provide a kindergarten program:

* To children who are at least 4 years of age by 30 June in their kindergarten year
* Delivered by a qualified early childhood teacher
* Aligned with the Queensland Kindergarten Learning Guideline, or other education program approved by the Queensland Curriculum and Assessment Authority
* For at least 15 hours a week, 40 weeks a year or a minimum of 600 hours over 37 weeks for services operated by non-state schools.

1. PROCEDURES

The Approved KPP is responsible for:

* 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
* implementing and reviewing this policy to ensure compliance with the QKFS Funding Requirements
* consider any issues regarding fees that may be a barrier to families enrolling at Peregian Beach College Early Learning Centre and removing those barriers wherever possible
* reviewing the number of families experiencing financial hardship and the effectiveness of the procedures for late payment and support offered
* considering options for payment when affordability is an issue for families
* clearly communicating this policy and payment options to families in a culturally-sensitive way, and in the family’s first language where possible
* providing all parents/guardians with a copy of the document containing fee information for families
* providing all parents/guardians with regular fee statements and ensure that the Fees Policy is readily accessible at the service
* providing all parents/guardians with a fee payment agreement
* collecting all fees and receipting and receipting in a timely manner
* collecting all relevant information and maintaining relevant documentation 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 fees charged by the service is displayed prominently in the main entrance to Peregian Beach Early Learning Centre

1. PAYMENT METHOD

All fees must be paid one week in advance on a weekly or fortnightly basis via direct debit from your nominated bank account or credit card. Parents are provided with a statement each Friday as the debit process has been run.

Peregian Beach College Early Learning Centre manages all payments through Qikkids Child Care Management System and Debitsuccess. Qikkids enables the electronic transfer of any Child Care Subsidy due from Centrelink.

To enable us to access this information we need you to provide your Customer Reference Number (CRN) and Date of Birth (DOB) and each child’s CRN and DOB on the Enrolment form. If we have the required information you will be charged the total amount payable for the nominated period, less any Child Care Subsidy (CCS) entitlement.

Please ensure that you have sufficient funds available in your account. Unfortunately, the non-payment of accounts could result in your child being unable to access our program.

1. FEE SCHEDULE

**Pre Kindy**

|  |  |
| --- | --- |
| Fee | $ |
| Daily fee | $99.00 |
| Late collection fee | $50.00 for first 15 minutes after closing time + $30.00 or part thereof, for every 15 minutes afterwards |
| Excursions/incursions | TBA - varies according to event |

**Kindy**

|  |  |
| --- | --- |
| Fee | $ |
| Daily fee | $95.00 |
| Late collection fee | $50.00 for first 15 minutes after closing time + $30.00 or part thereof, for every 15 minutes afterwards |
| Excursions/incursions | TBA - varies according to event |

The following table provides a guide to your costs depending on the period nominated for payment. Calculations are based on a child attending the Kindy program for a 40 week period and we recommend three days of attendance per week.

Please note these figures DO NOT take into account any of the rebates/subsidies explained in Item 7.

|  |  |  |  |
| --- | --- | --- | --- |
| No. of days attending each week | Weekly | Fortnightly | Annual (50 weeks) |
| 1 | $95.00 | $190.00 | $4,750.00 |
| 2 | $190.00 | $380.00 | $9,500.00 |
| 3 | $285.00 | $570.00 | $14,250.00 |
| 4 | $380.00 | $760.00 | $19,000.00 |
| 5 | $475.00 | $950.00 | $23,750.00 |

1. GOVERNMENT SUBSIDIES & REBATES

As an approved service Peregian Beach College Early Learning Centre is able to work with families to secure significant rebates on their fees for childcare. Our registration process captures data to compare against eligibility criteria to determine the level of benefits a family receives. There are a number of schemes available to families including:

Child Care Subsidy (CCS) – the percentage benefit is determined by criteria including a family’s level of income, the hours of parent/guardian activity (eg. work/study) and the type of service the child attends. We are able to a*utomatically lodge claims on behalf of parents*.

QKFS Plus Kindy Support Funding -

To be eligible for QKFS Plus Kindy Support a family must meet one of the criteria below:

  The family (including foster families), or the child, must present one of the following (calculated per term):

* A current Australian Government Health Care Card (HCC). The HCC should be sighted each term and a copy kept by us. The HCC must name the enrolled child, whether it is the child’s own card or a card belonging to their parent/guardian; or
* Current Australian Government Pensioner Concession Card (automatic HCC entitlements); or
* Department of Veterans’ Affairs Gold Card or White Card; or – formal communication, such as a letter, from the relevant agency stating the intent to issue a HCC; or
* The child identifies as being Aboriginal or Torres Strait Islander and the family chooses to identify them as such on their enrolment form (calculated per semester); or
* The family has three or more children, of the same age, enrolled in the same year. QKFS Plus Kindy Support is available for each child enrolled in a program (calculated per semester).

QKFS Plus Kindy Support can only be claimed once per child regardless of how many of the above criteria they meet.

Subsidies are provided directly to services to reduce out-of-pocket expenses for eligible families.We will to consult with the family to determine the best way to apply the subsidy to provide a low or no cost Kindy program for your child.

1. NON-PAYMENT OF FEES

If a debit is rejected for any reason, the parent/guardian will be contacted and a manual payment will be requested. If not possible, there is the option for the balance to be debited in the next scheduled payment.

Where a debit is rejected a second time the following process will be followed:

* An initial reminder notice will be sent to parents/guardians with an updated specified payment date
* Where payment is still not received, families will be invited to discuss the range of support options available and establish a payment plan.
* Failure to discuss, and continued non-payment may result in a second and final notice notifying parent/guardians that the child’s place at the service may be withdrawn unless payment is made or a payment plan entered within a specified period
* The Peregian Beach College Early Learning Centre will continue to offer support and will reserve the right to employ the services of a debt collector
* If a decision is made to withdraw a child’s place at the service, the parents/guardians will be provided with 14 days’ notice in writing