

Payment of Fees Policy

A department preschool service may set levels of parent contributions as determined by the governing council.

A preschool service can't exclude a child from government funded preschool education program because their parent, guardian or carer didn't pay the preschool contribution.

The school card scheme does not apply to preschool services.

The preschool contribution charge helps cover the costs of running a government funded preschool education program over the course of a year.

Other charges cover optional extras (eg an excursion) that are not part of the preschool education program. When a parent, guardian or carer does not pay for an optional extra, the preschool is not obliged to provide the relevant service.

Directors and principals of school-based preschools (principals) and governing councils are responsible for developing, approving and collecting preschool contributions and other charges.

Fee Process

At Frieda Corpe Community Kindergarten, fees are invoiced to families prior to the commencement of term and will be due in Week 1 of the term. Families can pay fees for the full year or term by term.

To determine this fee, the Parent Voice Committee discusses the actual cost of items and services being provided to each child (based on information provided by the Director and site Finance Officer).

Consideration of the following is required when determining the fee:

- The fee is a contribution to towards the cost for an individual child undertaking the program and must not exceed the actual cost of items and services provided.
- Items or services that are funded (e.g, through State or Commonwealth Government grants/programs) are **not** be included in the fee.
- In determining the fee, the capacity of parents to meet the cost of the fee is also considered.
- Parents are informed of the **total** fee payable prior to enrolling, this information is available on the website as well as provided in the enrolment pack
- Details of the fee must be made available to parents, and where requested, an explanation as to how the fees are established.

Frieda Corpe Community Kindergarten Term Fee Breakdown (as of Term 1 2023)

- Kindergarten fee Materials and Resources - \$160
(note fees at the kindergarten currently help subsidise an additional 0.5 ECW role that is not provided by the Department for Education)
- Additional fees:
 - Excursion levy \$20 per term
 - Fundraising levy \$20 per term (this is voluntary)
- Fees charged each term are all inclusive
- Families will be invoiced before the next term commences.
- This invoice is compiled by our Finance Officer who also handles the payments.
- Invoices are uploaded via Class Dojo App, emailed, or provided in paper, as requested
- Payment of the invoice is due by the end of Week 1 of the term.
- Payment of fees can take place by internet banking (preferred option), or cash in an envelope given to a staff member and stored in a locked cupboard.
- The child's name and/or invoice number (located on the child's invoice) should be included with payment so it can be identified. Payment without identification will not be receipted until evidence of payment is provided.
- If families experience difficulty paying the fees, they are invited to discuss options with the Director or finance officer. This can include payment by instalments, volunteering at Kindy e.g. lunch care, gardening, handyperson work etc (please see below regarding financial hardship)

Determining other charges

'Other charges' may be collected from parents, guardians or carers, if the following conditions are followed:

- the charges are confined to specific activities or items that are not covered in the preschool contribution
- the charges are clearly identified as separate to the preschool contribution
- the charges are optional and therefore would exclude the child from the items or activities until the payment had been received
- the preschool contribution payment status doesn't affect the child receiving the optional items or participating in the optional activities (as long as the charge has been paid)
- the charges are managed to avoid a build-up of multiple charges.

Invoicing and receipting of contributions and other charges

Invoicing contributions and charges is optional under Department for Education guidelines. Frieda Corpe Community Kindergarten does issue fee invoices and the [receiving income and receipting instruction](#) is followed. When invoices or receipts are generated:

- a tax compliant invoice or receipt must be used
- Invoices must have the same values as approved by the governing council
- other charges and preschool contributions are listed separately
- receipts must be issued for all amounts over \$10, and for amounts up to \$10 if requested.

Financial hardship

When a family is experiencing financial hardship, the site leader can consider deferring, reducing, not pursuing or refunding the preschool contribution. However, other charges must follow debtor management and debt collection processes in the [invoicing and managing unpaid debts instruction](#). Discussions will be confidentially managed between the director or and the family, and any decisions should be recorded in the confidential preschool student records.

1.1.1.1 At Frieda Corpe Kindergarten, discussion with the site Director is encouraged, whenever financial hardship makes fee payment difficult.

Debtor management and debt collection

Preschool services can encourage and remind people about paying contributions, however, preschool contributions are not legally recoverable and therefore are not subject to formal or legal debt collection.

The director and Finance Officer monitor and report to the Parent Voice Committee on:

- contributions deferred, reduced, not pursued or refunded
- outstanding preschool contributions and charges.

Information shared will not identify individuals, but will enable discussion about the level of income from contributions and charges, and the contribution and charges recovery practices.

Any decision about not pursuing outstanding preschool contributions or charges, not due to family hardship but because recovery is not economic or feasible, must be approved and minuted by the governing council. Discussions mustn't identify individuals but will enable discussion about the contribution and charges recovery practices.

Related legislation

Education and care services national regulation 168 (2) (n)

National quality standard 7.3

Related policy documents

[Receiving income and receipting instruction](#)

[Money and banking instruction](#)

[Invoicing and managing unpaid debts instruction](#)

[School and preschool enrolment policy](#)

Review

Policy Reviewed	Modifications	Next Review Date
March 2017	Minor changes made to ensure compliance with regulations and government requirements.	March 2018
October 2017	Updated references to comply with the revised National Quality Standard	March 2018
February 2019	Update fee charges and invoice procedure	February 2020
May 2020	No change required	May 2021
May 2021	No change required	May 2023
May 2023	Updated to reflect current fee process & discussion with Parent Voice Committee (Governing Council)	May 2025



Outstanding Fee – First Reminder

<Insert date>

<Insert name>

<Insert address>

RE: OUTSTANDING ACCOUNT

Dear <Insert name>

This is a reminder that your account balance of \$<Insert Amount> was overdue as of <Insert Date>. Enclosed is a statement of account for your reference.

Please arrange payment of this account today or, if you cannot make full payment at this time, please contact us to make a payment arrangement that is mutually acceptable.

Your prompt attention to this matter would be greatly appreciated. If you have any queries regarding this account, please contact our office as soon as possible.

If payment has recently been made, please accept our thanks and ignore this reminder.

Regards,



<Insert name>

<Insert position>

Outstanding Fee – Second & Final Reminder

<Insert date>

<Insert name>

<Insert address>

RE: SECOND REMINDER - OUTSTANDING ACCOUNT

Dear <Insert name>

We wrote to you recently reminding you of the outstanding amount of \$<Insert amount> for Invoice number/s <Insert invoice number/s>, but it appears to remain unpaid.

If you have any queries regarding its payment or if we can help you in any way please call. If not, please organise for settlement of this account immediately.

If payment has recently been made, please accept our thanks and ignore this reminder.

Regards

<Insert name>

<Insert position>

