



2024 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

2. SCOPE

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



3. BACKGROUND

Queensland Kindergarten Funding 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.

The Queensland Kindergarten Funding enables all eligible children to receive 15 hrs free Kindy per week. QKF 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.

4. 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 QKF 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



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- 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

5. 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 XAP Child Care Management System and Paychoice. XAP 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.

Fees are payable for all booked days, including absent days, school holidays, sick days and family holidays.

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.



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6. FEE SCHEDULE

Fee	\$
Daily fee	\$110
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	\$110.00	\$220.00	\$5,500.00
2	\$220.00	\$440.00	\$11,000.00
3	\$330.00	\$660.00	\$16,500.00
4	\$440.00	\$880.00	\$22,000.00
5	\$550.00	\$1,100.00	\$27,500.00

7. 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 *automatically lodge claims on behalf of parents*.

8. Kindy Funding

From 1st January 2024, all Queensland families are eligible to free kindy for 15 hours per week, 40 weeks per year. Kindy children will be enrolled for a 10 hour day, therefore 5 hours of the day (for up to 3 days week, 40 weeks per year) will be charged accordingly, taking into account CCS entitlements.



9. 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.