



# PEREGIAN BEACH COLLEGE

## Early Learning Centre

### 2025 FEE POLICY

<b>Purpose:</b>	This policy will provide clear guidelines for: <ul style="list-style-type: none"><li>• the setting, payment and collection of fees</li><li>• ensuring the viability of Peregian Beach College Early Learning Centre, by setting appropriate fees and charges</li><li>• the equitable and non-discriminatory application of fees across the programs provided by Peregian Beach College Early Learning Centre.</li></ul>	
<b>Scope:</b>	This policy applies to the kindergarten program provider (KPP), Nominated Supervisor, educators and parents/guardians with an enrolled child, or those who wish to enrol a child at Peregian Beach College Early Learning Centre.	
<b>Status:</b>	Final	<b>Supersedes:</b> Nil
<b>Authorised by:</b>	Board Chair	<b>Date of Authorisation:</b> November 2024
<b>Review Date:</b>	Annually	<b>Next Review Date:</b> November 2025
<b>Policy Owner:</b>	Peregian Beach College Early Learning Centre Board of Directors	

#### 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, whilst 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. BACKGROUND

Kindergarten, known as kindy, is a part-time educational program for children in the year before Prep. Kindy is 15 hours per week, 40 weeks per year and is free for Queensland children attending a government-approved kindergarten program

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.

As an approved provider, Peregian Beach College Early Learning Centre 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.

### 3. PROCEDURES

The Peregian Beach College Early Learning Centre 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, while 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
- 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 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 College Early Learning Centre.

### 4. PAYMENT METHOD

All fees must be paid one week in advance on a weekly basis via direct debit from your nominated bank account or credit card. Parents are provided with an invoice each Wednesday for payment on Friday.



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Peregrin 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, public holidays, school holidays, sick days and family holidays.

Please ensure that you have sufficient funds available in your account. Unfortunately, the non-payment of accounts may result in your child's enrolment being cancelled.

### 5. FEE SCHEDULE

Fee	\$
Daily fee	\$114.80
Late collection fee	\$50.00 for first 15 minutes after closing time + \$30.00 for every 15 minutes or part thereof afterwards
Excursions/incursions	TBA - varies according to event
Bond	\$200.00 Payable upon enrolment acceptance. To be used in lieu of notice or funds owing. If the account is settled, the bond will be refunded at the end of enrolment

### 6. GOVERNMENT SUBSIDIES & REBATES

Peregrin 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 several schemes available to families including, but not limited to Child Care Subsidy (CCS). The percentage of the benefit received is determined by criteria including a family's level of income, the hours of parent/guardian activity (e.g. work/study) and the type of service the child attends. We are able to automatically lodge claims on behalf of parents.



### 7. KINDY FUNDING

From 1<sup>st</sup> 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 each day (for 3 days per week, 40 weeks per year enrolments) will be charged accordingly, taking into account any CCS entitlements.

### 8. NON-PAYMENT OF FEES

If a debit is rejected for any reason, the parent/guardian will be contacted, and if no manual payment is received, the system will automatically include the missed payment on 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.

Where a debit is rejected three or more times:

- If after three or more missed direct debits and we have been unable to contact and/or reach a satisfactory agreement with the parent/guardian, a decision may be made to withdraw a child's place at the service.
- Peregian Beach College Early Learning Centre reserves the right to immediately withdraw the enrolment without further notice to the parent/guardian.