

Fees

CONSIDERATIONS:

- Philosophy - To provide quality education and care; with a fee structure that is affordable, whilst maintaining financial viability of the service.
- Legislation – Education and Care Services National Law Act 2010, Education and Care Services National Regulations: Regulation 168(2)(n), Family Law Act 1975 (Cth), as amended 2011, Education and Care Services National Regulations, National Quality Standards/Elements, Children (Education and Care Services National Law Application) Act 2010.
- Children's needs – Consistent, quality childcare.
- Parent's Needs – Information regarding fees, affordable fees, and clear instructions about payment of fees, information about avenues of financial support.
- Management Needs- To understand the guideline.

POLICY STATEMENT:

This policy will provide guidance to all staff and families involved in Denman Children's Centre.

Denman Children's Centre is funded under the Department of Education's Start Strong, Start Strong Fee Free and Pathways terms and conditions. With a commitment to ensuring the fees are as affordable as possible and that all families have access to any subsidies that are available to reduce fees. The setting and payment of fees considers all requirements of the Education and Care Services National Regulations, Australian Taxation Office, Privacy Act and the Early Childhood Education Grants Programs Terms and Conditions. All records held at the Preschool will be maintained in accordance with the Preschool's Confidentiality and Privacy Policy. Families will be provided with accurate fee statements and clear information regarding fee payment processes.

IMPLEMENTATION:

FEES

The Management Committee will determine and set fees to meet budget predictions for the next year (or whenever deemed necessary).

Under the 'Affordable Preschool' funding model the NSW government provides funding for children who turn 3 prior to 31st July.

Operational costs to run our centre are made up of start strong funding and parent fee contributions.

- Parents are required to pay a \$200 refundable holding bond at enrolment; the bond will be held in trust and refunded upon vacating the Centre.
- Two weeks written notice is to be given when vacating the Centre or if reducing any booked days.
- A computer-generated receipt will be provided for each payment made.

Fees

- If a child remains absent for more than 2 weeks without written notice, their position will automatically be declared vacant and will be given to another child on the waiting list. Should the child wish to be re-enrolled, they will be placed on the waiting list.

Fees for 2026 are as follows:

Type	Purpose	Fees	
Association & Maintenance fee	<p>This is an annual fee payable per family. When paid it confirms acceptance of the offer of a place in the service.</p> <p>The association fee is the fee paid to cover your membership into the association and gives you the opportunity to vote at the Annual General Meeting for the Management Committee.</p> <p>The maintenance fee is to assist with the cost of any maintenance that needs to be done to the Centre throughout the year.</p> <p>*This fee is non-refundable.</p>	\$70	
Discoverers Full daily fee	Affordable preschool funding will be applied to those eligible. This fee enables the preschool to provide high quality early education and care for children and ensures financial viability of the service at all times.	\$60	
Explorers Full daily fee	Affordable preschool funding will be applied to those eligible. This fee enables the preschool to provide high quality early education and care for children and ensures financial viability of the service at all times.	\$75	
Adventurers Full daily fee	0–2-year placements receive minimal funding under Pathways to Start Strong Occasional Care, therefore some parent fee contributions must be charged to enable us to provide high quality early education and care to the children, and to ensure financial viability of the service at all times.	\$80	
Subsidies available for children aged 3 and over attending a minimum of 15 hours (or above) per week			
		Daily Fee	
Low Income Children	Children from a family holding a Health Care Card or Pensioner Concession Card issued by the Australian government (where the child is a named dependent on the card).	\$45	
Children with a disability and or additional needs	A copy of the most recent and relevant report, assessment or letter that outlines the child's disability or additional needs from a relevant professional. Documentation must be on letterhead and signed by the relevant professional. The child's NDIS reference number must be provided.	\$45	
Aboriginal and/or Torres Strait Islander children	No form of documentation is required. The information on the enrolment form may have been obtained verbally from the child's parent or guardian.	\$45	
Families with triplets and above.	<p>Evidence that shows the siblings:</p> <ul style="list-style-type: none"> Same date of birth (copy of Birth Certificate to be kept by the preschool service provider enrolling the children) Same address Enrolled at the same preschool. 	50% disc.	On 3 rd plus ch'n

PAYMENT OPTIONS

The centre does not accept cash payments.

Payments can be made via:

1. Direct Deposit	Institution:	Regional Australia Bank
	BSB:	932-000
	Account Number:	412297

2. Online via credit card – follow instructions on invoice.

Please note: Surcharge applies

***** Please add your child's name as a reference.**

Preschool

- Fees will be charged on a per term session basis. Parents will be asked to indicate if they will be paying their fees weekly, fortnightly or by term in advance. All fees must be paid in full by the due date listed on the invoice (usually week 8 of each term).
- Fees are not charged for public holidays.
- Children from low-income families and Aboriginal or Torres Strait Islander children ages 3 and above will be eligible for a subsidised fee. Parents will be required to provide a copy of the relevant documentation before this rate can be applied. This rate will only be maintained while the card is current. It is your responsibility to notify us of a change in your circumstances.
- All other conditions regarding payment of fees are to be adhered to at all times.
- If a child is away for more than two weeks due to illness, they can write to the management committee explaining the circumstances requesting that they pay half price fees for the length of the illness. A Doctor's certificate must be produced on request. If any child is absent for more than two weeks without notification, that child's position will be declared vacant and filled by children on the waiting list.
- Preschool operates during school terms. Families will be given a school Holiday booking Form to complete if they would be interested in holiday care (please note this care will only be available if enough children require care to make the service viable). Departmental Funding does not apply during the school holidays therefore full fees must be paid.
- Children enrolled in the Adventurers room are given 5 refundable sick days per year. Parents are required to contact the centre to notify that their child is unwell.

Occasional care places

- Occasional care places are available if there is a vacancy on the day for any existing enrolled children, full fees apply, and bookings must be made in advance.

Fees in arrears

- Fees must not be in arrears.
- If fees are 1 week late an account will be emailed stating that the account must be rectified within 7 days.
- If fees are still not paid within the 7 days a letter will be sent stating the new amount and if fees are not paid within 7 days from the date of the letter, the child/children will be excluded from the centre.

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- If the child/children are excluded from the centre their position is declared vacant and will be given to the next child on the waiting list.
- If fees are paid and the child's position is still vacant the child may return to the centre if fees are paid in full.
- If fees remain unpaid the account will go to the Debt collectors and any fees occurred will be added to the already outstanding fees.
- In cases of financial hardship, a payment plan can be arranged with either the Nominated Supervisor or the administration assistant. This payment plan must always be adhered to if there is a default in making payments on the agreed dates the following will occur:
 - The child's position will be suspended for up to 4 weeks
 - Failing to pay the account during the suspended time will result in the child's position being forfeited.

Late Pickup fees

- \$20.00 per child up from 4.01 to 4.15pm
- A further \$20.00 per child will be charged for every additional 15 minutes or part there of e.g., 4.16pm- 4.30pm and so on (see Late and Non-Collection of Children Policy).
- The late fee will be charged to the family's accounts.

Source:

- Children's Services Support unit Inc. WA – Disc Policies to go by 2004
- Practical Policies and Procedures for Child Care Services by Sommerville
- Community Service Inc. NT 1997
- Liaison with other Early Childhood Services.

This policy was last reviewed in November 2025