



## Fees Policy

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*To enable our service to provide high quality early education and care for children we need to ensure we are financially viable at all times. Prompt payment of fees allows us to plan with certainty. We have a commitment to ensuring our fees are as affordable as possible and that all eligible families have access to any subsidies that are available to reduce these fees. Our service will advocate with governments for all children's right to access early education and care regardless of their family's financial situation.*

### Payment of Fees

All ongoing Preschool fees are managed through the QDPA KidsXap Management Program and an itemized invoice for preschool fees will be issued to families each fortnight via email to a nominated email address. In addition - parents will be provided with private log in access to the QDPA KidsXap Guardian Parent App, to enable parents to have direct and instant access to all their individual fee/billing information at any time.

Preschool fees are charged per family at either a **'Non-Equity' rate** - a standard Program Session fee rate as set by the QDPA Management Committee at the end of each year (this is currently set at \$30.00 per day), or a lower **'Equity' rate** - for Ingenious, low-income or Health Care Card holders (this is currently set at \$10.00 per day). Program session fees are required in order to pay preschool operating costs, therefore fees need to be paid during any absences including sickness and holidays which are taken during school terms.

All fees are charged and payable on a fortnightly basis - one week in arrears + one week in advance. Although the Association is sympathetic towards genuine hardship cases, fees are required in order to pay preschool operating costs and are therefore due as invoiced. In cases of financial hardship, family crisis or where there is a concern over the wellbeing of a child, the Director in conjunction with the QDPA Managing Director at their discretion may reduce fees either partially or fully from the Fee Assistance/Relief Fund within the Association's budget. These matters will be kept highly confidential and discussed only with the persons concerned.

### Outstanding Fees

If payments are declined during direct debit bank transaction and no payment is received by the due date each fortnight, a reminder notice will be issued via email to the address on record and/or placed in children's pigeonholes at their preschool. If payment is declined on a second or subsequent occasion and/or the account falls 4 weeks behind in payments, and no contact is made for a suitable alternate solution, the child's place will automatically be withdrawn and given to another child on the QDPA waiting list.

Failure to pay the outstanding account within 30 days after the child's place is withdrawn; the account will be forwarded to our solicitor for further debt collection and appropriate legal action will commence where practicable.

If application is made for a child or subsequent child to continue the following year, their enrolment will not be confirmed until all outstanding fees are paid in full. In addition, if a parent attempts to enroll a child in the future, that enrolment will not be accepted until all outstanding QDPA amounts are paid.



## Advanced Fee Payments

On enrolment an advance fee payment of \$100.00 must be paid. Enrolment will not be confirmed until this payment has been made. If more than one child from the same family is attending the fee shall be \$100.00 for the first child and \$50.00 for the second or further children.

## Equity Subsidy

Aboriginal and Torres Strait Island (ATSI) families, families who hold a current Health Care Card or equivalent from Centre Link or families that have 447, 451, 785 and 786 visas (humanitarian or protection visas) and have a gross income of less than \$60,000 per annum may be eligible for reduced equity fees or fee support. Proof will be required by providing a copy of a current Health Care/Pension Concession Card, visas or documentation on annual income with a pay slip or Australian Taxation Office Notice of Assessment. Copies of Health Care/Pension Concession Cards and proof of annual income are to be kept on record at the Association's office. This is a requirement of our funding body and no subsidy can be made available unless these requirements are adhered to. This information is confidential and details are not to be discussed. Economic subsidy relief cannot be backdated to previous school terms.

## Siblings

Parents who have two or more siblings attending preschool at the same time will be charged at the appropriate fee level for the first child and half that fee level for the second or more children. Subsidies will apply where applicable.

## Methods of Payment

Payment of Fees can only be made through the QDPA KidsXap Management Program - payments are required to be by Direct Debits from your chosen Visa or MasterCard account. All Debit card information needs to be completed at the time of enrolment and will be deducted from parent nominated accounts each fortnight from the beginning of each term through the QDPA KidsXap Management Program. An invoice will be forwarded to families via email a week prior to scheduled direct debit deduction dates.

It is possible to pay for a whole term of fees upfront, over the phone or at Harris Park Preschool office, **if payment is made in the first two weeks of each term** - Family accounts will then remain in credit throughout the term in the KidsXap System and slowly reduce.

## Receipts

Payment receipts will be displayed on fortnightly invoicing through the QDPA KidsXap Management Program and an invoice with current balances will be emailed to parents each fortnight from KidsXap.

Ongoing access to fee information is available to families by down-loading and logging on the KidsXap Parent App - a link and secure log in to this program will be provided to families during enrolment.

Should it be required a full Termly Statement can be obtained at the end of terms by phoning QDPA Administration.

## Further Reading:

- 1) *Enrolment and Priority of Placement Policy*
- 2) *Attendance, Acceptance and Refusal of Authorisation Policy*