



## Procedure related to the payment of fees and the provision of a statement of fees

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Department policy, procedure or guideline
7.1		Preschool Class Fees in Government Schools

### What is the daily rate?

The daily rate at Eastern Creek Preschool is \$20 a full day and \$10 a half day. Total cost is \$50 a week for a two and a half day week.

### What are the reduced rates for the holder of a Commonwealth Health Care Card or an Aboriginal or Torres Strait Islander child?

The reduced rates for the holder of a Commonwealth Health Care Card or an Aboriginal or Torres Strait Islander child is 50% off

### What is the process for a family seeking a further fee reduction or exemption?

We inform families to make an appointment with the Principal if they require a further fee reduction or exemption

*Note-* if a health care card expires during the term, the new current card must be produced before the start of the new term, otherwise the full rate will be charged for the new term.

*Note-* national child care rebates and subsidies are not available in Department preschools.

### What is the process for a family taking an overseas trip or holiday?

Will their position be held?

Will they be required to pay fees for the period they are absent in advance?

If a family takes an overseas trip or holiday, their position will be held if they pay the fees for the period they are absent.

In the situation that fees are unpaid, what steps will be taken (refer to 13.2.4 of the Finance in Schools Handbook)?

Unpaid fees will be addressed in accordance with the finance in Schools Handbook section 13.2.4. Finance in Schools Handbook

How and when do families receive their fee invoice?

All families receive their fee invoice at the beginning of each year – these fees are broken down into four Terms. No voluntary contributions are charged.

How and when are families able to pay their fees?

Families have a choice to pay their fees weekly, fortnightly, monthly or the whole Term. Payments can be made by cash and EFTPOS at the school office. Alternatively they can make payments online.

Note- There is no requirement to reduce or refund fees in the case of absence. • Add any additional information relevant to this procedure in your preschool setting.

The following sequence of steps and procedures must be followed in cases of non-payment.

### **If no response received**

### **Action to be taken**

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Within 28 days of the date of issue of the invoice

A first reminder letter is to be sent to the Parent/Carer requesting payment of the fees. The letter is to:

- remind the parent/carer of obligations for payment of fees
- advise that the letter should be disregarded if payment has recently been made
- ask the parent/carer to reply by return mail.

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Within 14 days of the date of the first reminder letter

A second reminder letter is to be sent stating that if the fees remain unpaid within 14 days or a satisfactory reply has not been received, the account will be

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referred to Legal Services, Debt Recovery Officer for recovery action and for consideration of the student's continued attendance at the preschool. The first reminder letter is to be referred to in the text of the second reminder letter.

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Within a further 14 days of the second reminder letter

A third letter referring to the two previous letters is to be sent, advising that the matter will be referred to Legal Services in 14 days.

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Within a further 14 days of the third reminder letter

The matter is to be submitted to the Debt Recovery Officer at Legal Services for action to recover the debt, and the student is to be withdrawn from the preschool.

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For a student who has left the school and fees remain unpaid

The same sequence of letters for past students is to be undertaken before referring to

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Legal Services for  
debt recovery.

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