



Stirling North Childhood Services Centre

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Payment of Service Fees Policy

National Quality Standards QA 7	7	Governance and Leadership.
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National Regulations	168	Ensure that policies and procedures are in place for the payment of fees and the provision of a statement of fees charged by the service.
	170	Take reasonable steps to ensure these policies and procedures are followed.
	171	Policies and procedures are to be always available on request.
	172	Notifications of changes to policies and procedures must be made to all stakeholders. Notice of at least 14 days is required.

Rationale

Stirling North Childhood Services Centre is a not-for-profit DfE site that provides a preschool program for preschool aged children, children in care, Aboriginal 3-year-olds, and early entry for children with special needs (subject to funding and staffing).

The Department currently fund most staff wages and preventative/breakdown maintenance.

Families' fees fund the supply of education resources and other costs that are not covered by the department or government. Once enrolled your fees are set to meet the budgeting of these resources. Payment is required to meet the educational resources needed to operate this program.

Current Fees

- \$80.00 a term for full preschool 14 hours a week with one full day and one-half day excursion/incursion
- \$50.00 a term for Aboriginal and children in care 3 year olds
- \$40.00 a term for early entry children with special needs 6 hours a week.

New Fees starting 2024:

- \$100.00 a term for full preschool 14 hours a week with one full day and one half day excursion/incursion
- \$70.00 a term for Aboriginal and children in care 3-year-olds
- \$60.00 a term for early entry children with special needs 6 hours a week

Payment

We aim for our fees structure to be fair, and we accommodate payment plans for families requiring greater flexibility. Payments can be made in the following ways: weekly, fortnightly, termly, or yearly.

Families will receive an invoice via post in the first 4 weeks of the term. Fees will be due by Friday of week 5 of each term. It is expected at the end of each term all fees will have been paid by all families. Fees can be paid by direct debit to: **Stirling North Childhood Services Centre, BSB 105-028, ACC 071 254 540, Ref: your child's surname and first name** or by placing the correct amount of money (cash) into an envelope with your child's name on the front and giving to a staff member. A receipt will be given on the same day back to you.

Non-Payment

Reminder notices will be issued each term by the finance officer. The director will also contact each non-payer and remind them of their obligations to pay fees at least once a term.

Payment for Excursions/Incursions (4-year-olds)

Occasionally (not often) these events require extra funding. The most that we will ask at any one time is \$10.00 with the centre subsidising the remainder owing.

Policy Review

Governing Council and staff will monitor and review the effectiveness of this policy and revise the policy when required (at least once every three years).

This Policy has been approved and ratified by Governing Council. Date of next review: November 2026

Signed by the Chairperson:

Signed by the Director:



Kelly Versteeg

Lynette Francis

6 November 2023

6 November 2023

Policy reviewed: 6 November 2023	Next review date: 6 November 2026
Policy reviewed: 4 November 2020	Next review date: 4 November 2023