

ARIAH PARK PRESCHOOL

Enrolment & Fees Policy

Aims

The **Ariah Park Preschool** aims to ensure that:

1. The enrolment process for families is a fair and systematic one
2. All parents will have an interview with the Director prior to their child commencing at the centre and will thus be fully informed about the centre's functioning, the educational program, the nature of parental involvement at the centre, road safety issues when arriving or leaving with children, or in relation to farm children who will be using a local bus. They will inform the Director of any special circumstances or conditions affecting their child
3. There is a systematic, objective process for collecting fees, and fee support will be given to those families in financial need

Legislative Requirements

Education and Care Australian National Regulations 2011

Who is affected by this policy?

Children
Families
Staff
Community
Visitors
Management

Relevant Early Childhood Professional Standards

Early Childhood Code of Ethics:	I-1, II-3 II-9, II-10, VI-1,
Early Years Learning Framework:	Principles – 1, 2, 4
Education & Care Services Australian National Regulations:	91, 103,107, 108, 122-123, 177, 130-134, 232-236, 168(2k)
National Quality Framework:	Quality areas – 4.3.2, 6.1.1, 6.3.3, 7.3.3, 7.6

Sources/References

Education and Care Australian National Regulations 2011

Early Childhood Australia: School Readiness & Related Links:

http://www.earlychildhoodaustralia.org/au/learning_about_children_3+9_years/preschoolers_school_readiness.html (Retrieved January 2012)

Melhuish, E. (2001). Preschool Matters. *Science*, 333. p299-300.

NSW Dept Education & Training: Welcome to Preschool: A Family Guide

<http://www.schoolsnsw.edu.au/media/downloads/schoolsweb/gotoschool/yr2010/familyguide.pdf>
(Retrieved January 2010)

Walker, K. (n.d.) Effective transition between preschool and school. Kidsafe Australia:

<http://www.kidsafe.com.au/Page.aspx?ID=1195>

(Retrieved January 2012)

Procedures re:	1. Enrolment process & initial interview	(p1)
	2. Notification & collection of fees.	(p3)

1. Enrolment process & initial interview

1.1 Enrolments at the centre are taken in line with the Education & Care Services National Regulations, Reg: 107, 108 (re the required amount of indoor and outdoor space), Reg: 123 (re educator to child ratios), Reg: 126, (re educational qualifications for educators), Reg: 130-134 and the additional NSW Schedule within the ECSNR regarding educator to child ratios (regulations 271, 272) (re numbers of children attending and centre size) that ensure the centre meets the required minimum standards

1.2 Children who have a disability will not be discriminated against and will be afforded access to the centre provided (1) a place exists, (2) they meet the required priority of access guidelines and (3) the centre's resources can adequately care for the child's needs

1.3 In line with the centre's stated philosophy and 'Anti Bias & Equity Policy', the enrolment procedure will be objective and fair for all. Thus children will be listed in the order that parents apply to the centre. The same order will be used for enrolment confirmation and commencement at the centre

1.4 The Director will have an initial enrolment interview with parents and without the child, as an opportunity to inform the parent/s of how the centre functions, the session times their child will be attending, the nature of the educational program (inviting parental involvement) plus all other aspects of centre life that will affect themselves and their child, e.g. lunch and snack foods, rest/sleep

components in an all day program, OH&S issues such as sun safety, medical/health matters including the administering of medication, immunisation, the need for children to be casually dressed for active play, etc.

1.5 The parent will use this interview as an opportunity to discuss any differing or special needs their child may have with the Director, and will be asked by the Director for any information of this nature. It is at this meeting that the Director and parent/s will agree to a medical emergency plan should the child concerned be at risk of anaphylaxis reactions, asthma attacks etc. As soon after this interview as is practicable the Director will have this emergency plan drawn up for signing and dating by both parties

1.6 All the required family and child documentation must be completed each year before any child can commence preschool. This ensures that information pertaining to the best possible conditions for the health and safety of each child (including any special needs) is in place before the child commences.

The \$100 administrative fee must also be paid and held by the preschool before a new child can commence at this preschool. This fee will be refunded at the conclusion of your child's preschool education.

1.7 The Director will ensure the parents are fully informed about all aspects of the centre's functioning by using the centre's Initial Enrolment Interview Checklist

2. Procedures for the notification and collection of fees

General Information:

*Fees are charged on the basis of enrolment rather than attendance. For example, if a child is absent due to illness or holidays they will still be charged for the sessions they did NOT attend.

*Fees are not charged for sessions which fall on public holidays.

*If parents are unable to pay fees on time, they are encouraged to discuss the situation with the clerical assistant or Director.

*Fee Subsidy Scheme – Your subsidy level will be determined by your taxable income. Parents who wish to apply will collect an application form from the clerical aide, fill in the application form, provide documentation where requested and return the form and attached documentation by the due date.

*Cash Rebate Scheme – The preschool gives those parents involved in the scheme, a separate receipt when their fees are paid and that is used to claim refunds. Please inform the clerical aide if you require these receipts.

The Preschool's provider number is 280-423-430-C.

Long Term Absences:

A long term absence is defined as a minimum of 4 weeks. In these cases the committee may review the situation and decided to waive the fees for part or all of the absence.

Payment Options:

Direct Deposit – Fees may be deposited directly into the preschool bank account. This can be done online or at a Westpac branch. Please use your child’s name as a reference and send a copy of the receipt into preschool.

Bank Details are WESTPAC BANK
 ARIAH PARK PRESCHOOL ASSOCIATION INC
 BSB NUMBER 032738
 ACCOUNT NUMBER 120187

Cheques – All cheques to be made payable to the Ariaah Park Preschool.

Cash – Parents are asked NOT to send in cash with their child but deliver in person where a receipt will be issued as soon as possible. The clerical aide will be available on Tuesdays from 9am to 12noon.

Fee payment:

1. Tax invoices are sent out in Week 2 of each term. Fees are due to be paid in full by the end of Week 7 in Terms 1,2 and 3 and by the end of Week 5 in Term 4.
2. Overdue Fees – A reminder will be sent out in Week 8 (Week 6 in Term 4).
A second reminder will state if fees are not paid prior to the first day of the following term, the child will not be permitted to attend and their position will be forfeited. This also applies to siblings within the same family.
Once the outstanding amount has been paid, the child may return as normal providing there is an available space.
3. If fees are not paid prior to the first day of the following term, a \$50 late fee will be added to all outstanding accounts (unless alternative arrangements have been made with the clerical aide or Director.
4. If fees remain unpaid, the situation will be brought to the attention of the committee. The overdue account will be referred to the court house where steps will be taken to recover monies owed.
5. The \$100 administration fee will be refunded at the conclusion of the child’s preschool education. (Term 4.) Parents will be asked to provide their bank details. The administration fee will not be taken off Term 4 fees or rolled over for subsequent children.

The Director will ensure that this policy is maintained and implemented at all times.

Review

The rationale and procedures for reviewing this policy are twofold. They are as follows:

(1) This policy will be formally reviewed after three years. All formal reviews will be conducted by the Committee of Management, the Director, parents, and interested community members if the Director feels it is necessary. For example the Director might decide that a health and hygiene policy should be considered by a local doctor or nurse as part of the formal review process. All formal reviews will

be recorded as per the 'Centre Review Sheet – Formal Three Yearly Review Form' attached to each policy. Given the large number of policies that early childhood centres are now required to develop, it is considered that a formal review does not need to be taken more frequently because (1) each policy needs time for staff to adapt to and time to run so as to enable a well informed evaluation/review during the third year and (2) the formal, three year review process will be a demanding one for the preschool Committee of Management which is composed of voluntary members. Therefore it is considered that a formal review should occur regularly but not excessively so.

(2) Within this three year period however the policy will still be monitored, evaluated and minor adjustments can be made in line with daily occurrences or needs at the centre. This will occur as part of an ongoing process of review undertaken by the centre Director and staff during each calendar year. These reviews will be recorded and dated as per the 'Director's Annual Review Form' and these will also be attached to each policy, along with the formal, three yearly reviews.

The Director's annual review will occur on an ongoing basis and will thus ensure this policy is continually updated. For example if updates are received from a government department that warrant immediate change of some policy procedures, or if implementing a policy has resulted in agreement by staff that minor modifications are necessary before the policy is enacted upon again, these improvements can be made immediately through the Director's annual review process and then be presented to the Committee of Management for ratification at the next formal, three yearly review.

Reviewed on 20th November 2015.