




Policy Category: WHS	
Number of pages: 5	Appendices:
Version: 2	Status: Approved
Reviewed by: Principal	Endorsed by: Board
Approved by: Joe Sciglitano	Date: 10/12/2023
Signature: 	
Recommended frequency of review: 1 year for new policies, and then at least every 3 years unless otherwise approved by the Executive Team. Next review: 2025	
Related Legislation and Documents: Education and Care Services National Law Act 2010, No. 69 of 2010, Authorised Version incorporating amendments as at 30 March 2022 <i>MSSA Finance Policy</i> <i>MSSA Fees Policy</i>	
Additional Information: This policy meets the requirements for After School Care and Preschool registration, and should be read alongside the MSSA Fees Policy and MSSA Enrolment Policy. In the case of any inconsistencies, the MSSA Fees Policy overrides the ASC AND PRESCHOOL Fees and Enrolment Policy.	

Document history:

Version	Date	Nature of Amendment
1	13/6/22	New Policy
2	22/11/22	Revision
3	7/12/23	Reviewed to incorporate Preschool

ASC AND PRESCHOOL Fees and Enrolment

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DEFINITIONS AND ABBREVIATIONS

MSSA: Milkwood Steiner School Association

NQS: National Quality Standard (ACECQA)

PURPOSE

This Policy exists to document expectations related to fees for Milkwood Steiner School’s After School Care and Preschool Service, and should be read alongside the MSSA Fees Policy. Milkwood Steiner School’s After School Care and Preschool are fee-paying services. Fees are vital to the functioning of our services. MSSA seeks to maintain fees as low as possible while maintaining financial viability. Parents/guardians are expected to honour their financial obligations. We emphasise building relationships with parents to ensure fees are paid in full on time. We provide varied payment options to assist parents to meet their financial obligations.

POLICY STATEMENT

The Finance Manager is responsible for coordinating the fee retrieval process equitably.

Parents are responsible for notifying the school if payments cannot be paid as agreed. Upon enrolment, parents/guardians enter an agreement with Milkwood Steiner School Association to pay school fees in exchange for delivering education. This agreement is represented in a statement signed by the parent/guardian and a school representative. Invoices and statements are distributed via email unless specifically requested to send correspondence to postal addresses.

ASC and PRESCHOOL Enrolment and Fee Schedule

Fees and enrolment for permanent and casual participation in ASC, and fees and enrolment for Preschool are set and reviewed annually, communicated to families by the Finance Manager.

For ASC, permanent bookings require 1 Term week’s notice for cancellation or full fees will be charged. Cancellation of casual bookings will not be refunded. ASC fees must be paid upfront in order to access the service.

The MSSA Fees Policy outlines Milkwood’s Fees Policy for Preschool.

The school will provide 14 days’ notice of any changes to fee schedule or collection processes.

Payment Options

Payment options are determined by the Finance manager, and may include direct deposit, cash, eftpos or online payment via a booking application.

Overdue Fees

Milkwood Steiner School's After School Care and Preschool service requires accounts to be paid by the set due dates to adequately function and meet our obligations.

Both MSSA and the parent are responsible for maintaining a record of payment.

Accounts not paid in full by the Due Payment Date are classified as Overdue. An overdue account will incur an initial default charge of \$25 per account per term, known as a Late Payment Fee. Any legal or collection costs incurred for overdue accounts will be added to the account. Accounts overdue by more than 2 weeks result in a cancellation of further enrolment. Reenrolment can occur once accounts are paid.

Debt recovery procedures

The School remains committed to building relationships with families and finding ways through difficult circumstances. Parents should contact the Finance Manager, prior to the due to discuss individual circumstances or establish an alternative payment arrangement.

The Finance Officer is authorised by the MSSA School Board to take action to recover outstanding fees. Signatories to the enrolment forms are jointly and separately responsible for ongoing obligations, financial and otherwise. Debt recovery procedures will be conducted by the MSSA Board or its delegate in a sensitive, discreet and confidential manner.

Where fees are in arrears, the full balance becomes due and payable.

Legal proceedings may be implemented if steps by MSSA taken to recover outstanding debt are unsuccessful. Any legal or collection costs incurred for overdue accounts will be added to the account.

Enquiries

Any concerns or queries about payment of fees and charges may be discussed in confidence with the Finance Manager.

Enrolment

The Administration and Enrolment Officer is responsible for ASC and Preschool enrolment.

Enrolment in After School Care (permanent or casual bookings) is an additional enrolment process to the school enrolment process. All documentation gathered through the school enrolment process is also accessed for ASC enrolments. The MSSA Enrolment Policy guides the school enrolment process.

ASC enrolment completed via an enrolment form which includes all biographical and medical information required to proceed with enrolment, and is supplemented by the child's school enrolment documents.

Registration, Rebates, the National Law and Regulations

Milkwood Steiner School's After School Care and Preschool are registered with the Commonwealth Department of Education, Employment and Workplace Relations and adhere to their guidelines. They are registered with Community Services and users may be entitled to Child Care Benefit rebates through the Family Assistance Office (Centrelink). See: <https://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy>

Parents and Carers have the right to access the National Law and Regulations relevant to the Australian Children's Education and Care Quality Authority.

National Law:

<https://legislation.nt.gov.au/Legislation/EDUCATION-AND-CARE-SERVICES-NATIONAL-UNIFORM-LEGISLATION-ACT-2011>

National Regulations:

<https://legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653>

The above information is accesible to parents, via the school website.