




<b>Policy Category:</b> WHS	
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<b>Reviewed by:</b> Principal	<b>Endorsed by:</b> Board
<b>Approved by:</b> Amica Gordon	<b>Date:</b> 17 July 2022
<b>Signature:</b> 	
<b>Recommended frequency of review:</b> 1 year for new policies, and then at least every 3 years unless otherwise approved by the Executive Team. Next review: 2023	
<b>Related Legislation and Documents:</b>  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>	
<b>Additional Information:</b>  This policy meets the requirements for After School Care 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 Fees Policy.	

**Document history:**

Version	Date	Nature of Amendment
1	13/6/22	New Policy

## ASC Fees and Enrolment\_ASC

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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 Service, and should be read alongside the MSSA Fees Policy. Milkwood Steiner School's After School Care is a fee-paying service. Fees are vital to the functioning of our service. 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 Enrolment and Fee Schedule

Permanent and casual participation is charged at a daily rate of \$30.00 per child. 24hrs notice of cancellation of a permanent booking is required or full fees will be charged. For casual bookings 24hrs notice is required.

1<sup>st</sup> Child: \$30/day

2<sup>nd</sup> Child (20% discount): \$24/day

3<sup>rd</sup> Child (50% discount): \$15/day

Milkwood Steiner School's After School Care is registered with the Commonwealth Department of Education, Employment and Workplace Relations and adheres to their guidelines. It is registered with Community Services and users are entitled to Child Care Benefit rebates through the Family Assistance Office (Centrelink).

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

## Payment Options

**Direct Deposit** - Account Name: Milkwood Steiner School Association; **BSB:** 035 311; **ACC:** 176 329; **REF:** Your child's name

**Cash** - Pay in person

**EFTPOS** – 1% fee may occur

## Payment Plan

Payment plans must commence by Week 2 and subsequent schedule of payments adhered to.

If fees cannot be paid in full at the beginning of the school year, parents must enter into a written Payment Plan which outlines the method and timing of instalments and is approved by the Finance Manager.

Payment plans must be made before fees are due.

A Payment Plan is a written schedule of payment instalments parents will make to pay fees associated with their child's education.

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

The parent must notify the School Finance Manager in writing of any difficulty in keeping to the schedule of payments laid out in the Payment Plan.

Milkwood Steiner School requires accounts to be paid by the set due dates to adequately function and meet our obligations. Families experiencing difficulties in relation to payment of fees or charges should contact the Finance Manager prior to the due date.

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.

## 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 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 the enrolment form, available to parents on the school website. The enrolment form includes all biographical and medical information required to proceed with enrolment, and is supplemented by the child's school enrolment documents.

Milkwood Steiner School's After School Care is registered with the Commonwealth Department of Education, Employment and Workplace Relations and adheres to their guidelines. It is registered with Community Services and users are entitled to Child Care Benefit rebates through the Family Assistance Office (Centrelink). <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 accessible to parents, via the school website.