

Fee Policy Extracts & Payment Information

As at 11 December 2023

1. A minimum of 4 weeks' notice in writing is required before a child is withdrawn from the preschool or parents are responsible for the fees.
2. Preschool fees are set for a 40-week teaching year. Term fees are payable fortnightly.
3. Deductions are made from your nominated bank account or credit card. Credit card fees are 1.75% / Amex 2.65% + 10 cents per transaction.
4. We also use the direct debit system for other payments, e.g. holding deposits, incursions, excursions, additional t-shirts, etc.
5. Families who cannot meet fee payments, must inform the Director or office staff as soon as possible. *This information is kept in the strictest confidence.*
6. A 5% sibling discount applies if you have twins or two children attending at the same time. A higher discount is available for three or more children.
7. The Building Fund is a voluntary tax-deductible contribution, which assists in developing and improving Birrahlee's facilities. A separate receipt is issued for these contributions - \$30 per term for 2-day children and \$45 per term for 3-day children.
8. A voluntary contribution of \$80.00 per year **per child** (\$20 per term) to the Birrahlee Parents Club replaces major fundraising activities.
9. The standard Holding Deposit is \$250 to confirm a place for your child.
10. The Holding Deposit is credited to your child's last term's fees. If you withdraw your child during the year, you will need to provide **4 weeks' notice in writing** to be reimbursed your holding deposit, **less** \$100 administration fee.
11. For children returning the following year, the Holding Deposit will be carried over. If you subsequently decide not to return, please advise no later than **4.00pm on the Friday of the first week of Term 4**, to receive your Holding Deposit refund. **Please note there are no Holding Deposit refunds after this date.**
12. If your child leaves for an extended period but wishes to return, e.g. overseas holiday, fees are still payable to retain his/her place at Birrahlee.
13. Reduced fees are available for low-income families. Parents eligible for this fee subsidy must provide an **up-to-date low-income Services Australia (Centrelink) Health Care Card**.
14. Reduced fees are also available for First Nations families. Please contact the office if you are eligible.

Note

- Birrahlee is a not-for-profit, community-based preschool, which relies on NSW Government Start Strong funding and parents' fees to cover its operating costs.
- The Child Care Subsidy System (CCSS) does **not** apply to Birrahlee as we are not a long day care, funded by the Federal Government.
- The Board of Management sets fees each year. The Board reserves the right to vary fees at any time and undertakes to set the fees as low as possible, given service costs and non-profit status.