

FRENCH-AUSTRALIAN PRESCHOOL**FRENCH AUSTRALIAN PRESCHOOL FEE POLICY 2026****NATIONAL QUALITY STANDARD (NQS)**

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined and understood, and support effective decision making and operation of the service

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
111	Administrative space
168	Education and care services must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies and procedures

RELATED LEGISLATION

Child Care Subsidy Secretary's Rules 2017	Family Law Act 1975
Child Care Subsidy Minister's Rules 2017	A New Tax System (Family Assistance) Act 1999
Family Assistance Law – Incorporating all related legislation as identified within the Child Care Provider Handbook in https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook	

PURPOSE

The French-Australian Preschool aims to provide the best quality of education and care at the best possible price. The policy sets out the fees payable to the Preschool, and the time and manner in which those fees must be paid.

RATIONALE

The Preschool operates as a not-for-profit long day care centre.

The income the Preschool derives must be sufficient to cover the expenses it incurs in delivering its progressive French immersion preschool program. This includes expenses for payment of its highly qualified and experienced staff, for provision of educational resources, and for maintaining and building necessary new infrastructure.

The Preschool's chief source of income is fees paid in respect of each child enrolled at the Preschool. Every year in October, the Preschool's Board sets the budget for the next financial year. As part of this process, it also determines fees for the next calendar year.

Regular payment of fees by families is critical to ensuring the continued provision of the Preschool's services. Clear information about fees needs to be given to families to ensure they understand their payment obligations and what action the Preschool may take in the event of non-payment.

All families must pay fees in accordance with this Fee Policy. Families should familiarise themselves with this Policy prior to enrolling a child in the Preschool.

This Policy should be read together with the Delivery and Collection Policy.

This policy will be effective from the 5th of January 2026.

SCOPE

This policy applies to families, staff, management, approved provider, nominated supervisor, of the French-Australian Preschool.

IMPLEMENTATION

The Preschool aims to ensure families understand the fee schedule and payment process required for education and care to be provided for their child. We are committed to meet our obligations to maintain financial integrity and comply with all Child Care Subsidy legislative requirements. We have effective compliance systems in place to ensure childcare funding is administered appropriately. The Preschool ensures the confidentiality and privacy of all personal information provided about the enrolled child and family.

Fee Structure

1. The fees payable to the Preschool are:
 - **Advance Deposit** — payable at the time of acceptance of an offer of enrolment.
 - **Preschool Fees** — payable throughout the Preschool year for the provision of the French immersion preschool program (from 9:00am to 3:15pm) and supervised play (from 3:15pm to 4:00pm) each weekday during school terms (40 weeks in total).
 - **Holiday Program Fees** — for such days of the Holiday Program in which a child is enrolled.
 - **Garderie Fees** — for such sessions of the Garderie program in which a child is enrolled. Both 'permanent' and 'casual' Garderie Fees apply.
 - **Early Arrival/Late Collection Fees** — payable on early delivery/late collection of a child from Preschool, Garderie or the Holiday Program.
 - **Late booking fee** — Payable for a child's casual Garderie booking made without sufficient notice or an additional holiday program booking made after the due date.
 - **Resource Fee** — payable each term in respect of each child (week 3).
 - **Building Fund** — a voluntary, tax-deductible donation to support maintaining and building new infrastructure to support the Preschool (week 5).
2. The Preschool provides families with advice on fees applicable to their child prior to the child commencing at the Preschool. The amount for each fee is reviewed by the Preschool's Board annually. The Preschool provides families with advice about changes to the amount for each fee within a reasonable period prior to the new fee amount being charged. The board may review fees more than once a year.

Advance Deposit

3. In order to enrol a child at the Preschool, families must pay an Advance Deposit.

The Advance Deposit is the equivalent of two weeks of Preschool Fees and is payable on acceptance of the offer of enrolment. The Advance Deposit is not refundable, including if the child does not commence at the Preschool.

In the event that a family has paid their advance deposit and accepted a place at the preschool but later on decides that the child is not starting, the child will be removed from all lists (enrolled children and waiting lists).

4. Subject to the conditions in paragraphs below, the amount of the Advance Deposit paid in respect of a child will be applied to offset the final two weeks of Preschool Fees payable for that child at the time the child ceases to attend the Preschool.
5. The amount of the Advance Deposit may only be applied to offset the final two weeks of Preschool Fees if:
 - a. a Petite Section child has started and attended at least one full school term at the Preschool.
 - b. a Moyenne Section child ceases to attend the Preschool during Terms 1 or 2 (if a Moyenne Section family leaves the Preschool during Terms 3 or 4, the Advance Deposit will be retained by the Preschool).
6. Families may elect not to apply the amount of the Advance Deposit to offset the final two weeks of Preschool Fees payable for a child and, instead, instruct the preschool that they wish to donate all or part of the amount of the Advance Deposit to the Preschool's Building Fund.
7. If no instruction has been given by a family about their advance deposit by the end of the term following the departure of a child from the preschool, the deposit will be automatically donated to the building fund.

Preschool Fees

8. Preschool Fees are payable for the provision of the French immersion preschool program (from 9:00am to 3:15pm) and supervised play (from 3.15pm to 4.00pm) each weekday for 40 weeks per year during the school term.
9. The Preschool accepts full time enrolments only.
10. Fees are charged from the first day of term regardless of the child attending or not, subject to paragraph 13.
11. If due to a vacancy, a child is enrolled during the year, fees will be charged from the day the place becomes available to that child.
12. Children turning three after the start of Term 1 but before May 1st commence at the Preschool on their birthday. Fees are charged from that day.
13. A discount of 8% will be applied to the Preschool Fees for the second and/or third child of families who have more than one child attending the Preschool at the same time. This discount applies to the Preschool Fees only (9am-4pm) during school terms.
14. A discount of 30% will be applied to the gap fee for children of staff employed at the Preschool. This discount only applies during school terms.
15. A family wishing to withdraw their child from the Preschool before the end of a school year must provide eight weeks' notice in writing. All main guardians (if applicable) need to put their withdrawal intention in writing. School holidays are not counted in the eight weeks' notice. Families who do not provide the requisite notice will be liable for eight weeks' Preschool Fees in lieu of notice. The Preschool may reduce the amount of Preschool Fees payable in lieu of notice if, and to the extent that it is able to fill that child's place before the notice period has concluded.

Holiday Program Fees

16. A Holiday Program is available from 8:00am to 6:00pm weekdays during school term holidays and for four weeks in the January school holidays.

18. The Holiday Program is open to children enrolled at the Preschool. Families enrolled at the preschool get notified via email when bookings open. All bookings need to be done in writing via email to info@faps.com.au up until the deadline provided by the preschool when bookings open.

19. Holiday Program Fees apply for such days of the Holiday Program in which a child is enrolled.

Holiday Program Cancellations / Changes / Additional days / Absences

20. Cancellations made with less than 7 days' notice will be charged at the full attendance fee. Cancellations made within the required 7 days' notice period will only incur a \$20 administration fee per child.

21. Bookings can be revised/changed where 7 days' notice has been provided and will incur a \$20 administration fee per child.

22. An administration fee of \$20 will be charged for additional days however places will be subject to availability.

23. Absences due to illness will incur the full fee. This includes when a medical certificate is provided. Refunds cannot be processed under any circumstances.

Garderie Fees

24. Before and after preschool hours care (known as 'Garderie') is available from 8:00am to 9:00am and from 4:00pm to 6:00pm on weekdays during school terms.

25. Garderie Fees are payable for the Garderie sessions in which a child is enrolled. Children may be enrolled in Garderie sessions on a permanent or a casual basis. Different Garderie fees apply dependent on whether a child is enrolled on a permanent or casual basis.

A permanent enrolment in Garderie sessions for a school year must be made prior to your child starting at the preschool by sending an email to info@faps.com.au at the time specified by the Preschool. Once the year has started, Garderie bookings can be changed or cancelled with two weeks' notice by emailing info@faps.com.au. Permanent Garderie bookings are made for the whole year for the same days every week, with a possibility to occasionally make changes. Weekly or fortnightly bookings and/or multiple changes for permanent Garderie will not be permitted. Our casual options are designed to cater for weekly, fortnightly or frequent changes.

Garderie booking from one year to the next will roll over unless you inform us of a change for the following year. Changes need to be made before the first day of school the following year.

26. If a family with no booking needs to start a permanent booking during a term, they need to give the preschool two weeks' notice. If a family requires a new Garderie booking to start during the 2-week period, casual bookings can be made until the start of the new permanent booking.

27. Families needing to make or cancel a casual Garderie booking, must do so either by email to info@faps.com.au or by calling 02 6295 0621 at least half a working day in advance (4 hours' notice) : i.e., before 12.00 noon for the afternoon Garderie on the same day or before 4.00pm for morning Garderie the following day. Bookings made with insufficient notice will incur a \$20 late booking fee. If a casual booking is cancelled with insufficient notice (less than half a working day in advance), the family will still be liable to pay for the booking.

Early Arrival/Late Collection Fees

28. The Preschool will automatically enrol a child in Garderie on a casual basis:

- If the child is not enrolled in a morning Garderie session and has been signed in prior to 9.00am.
- If the child is not enrolled in an afternoon session and is not signed out of the preschool program at or before 4.00pm.

- If the child is present in the morning Garderie without being enrolled, prior to 9:00 am whether he/she is signed in or not.
- If the child is present and not enrolled in an afternoon session and is not collected from the Preschool by an authorised person before 4.00pm.

In such circumstances, the child will be enrolled in Garderie, and the family will be charged the Garderie Fee payable at the casual rate together with an Early Arrival or Late Collection Fee of \$20.00. The booking change may affect the CCS hours and amounts that the family is normally eligible to.

29. Families who collect children enrolled in Garderie or the Holiday Program after 6:00pm will be charged \$5.00 per minute for each minute after 6:00pm that the child is at the Preschool together with the Late Collection Fee of \$20.00.
30. If a child is enrolled in an after-school activity (i.e., French classes), and is not collected on time (i.e., after 5:00pm) he/she will be automatically enrolled in Garderie as a casual booking and a Late Collection Fee of \$20.00 will be invoiced.
31. If there is a scheduled parent/teacher interview, and the child is not normally booked into Garderie at the time of the meeting, it is the responsibility of the family to make a casual Garderie booking.

Signing in and out

32. An authorised person must sign a child in/out when the child arrives/departs the Preschool using the electronic signing-in mechanism.
33. It is a requirement that each authorised contact should set their own phone number and code on the electronic device (tablet) to be able to sign a child in or out. **Contacts must not use another person's mobile number and code to sign in or out on the tablet.**
34. The time at which a child is signed in/out on the electronic signing-in mechanism will be used to determine when automatic casual Garderie enrolments and Early Arrival/Late Collection Fees apply. If the electronic signing-in mechanism is not available, the Preschool will provide a manual sign in/out sheet for use on a temporary basis only.
35. Failure to sign in and out may result in early drop off and late pick up fees being charged.
36. Preschool staff monitor the arrival and departure of children and may verify the time of electronic or manual sign in/out for a child. If there is a discrepancy between the time at which a child is signed in/out and the time at which a staff member observed the child's care being transferred to or from the Preschool, the time at which the staff member observed the child's care being transferred to or from the Preschool will be used to determine when automatic casual Garderie enrolments and Early Arrival/Late Collection Fees apply.
37. Families who wish to dispute the time at which their child was signed in/out may do so in writing to the Director (director@faps.com.au) within 7 days of receipt of a statement.

Resource Fee

38. A Resource Fee is payable for each child enrolled at the Preschool once each term (invoiced during week 3).
39. The Resource Fee is used to contribute to the cost of resources and materials for the preschool program.

Building Fund

40. A tax-deductible contribution to the Preschool's Building Fund is invoiced to each child each term during week 5. Families who wish to opt out should advise the Preschool in writing to info@faps.com.au prior to week 5 each term. While contributions to the Building Fund are voluntary, families are encouraged to support the Preschool through payment of the Building Fund contribution.

Payment of Fees

41. Enrolment of a child at the Preschool constitutes agreement to pay fees in respect of that child in accordance with this Fee Policy (as amended from time to time).
42. Families are required to pay fees by direct debit on the terms and conditions specified.
43. Statements are issued to families inclusive of any CCS (subject to families' eligibility)
44. Statements are emailed to families every fortnight on a Wednesday.
45. Direct debits are processed on the Thursday immediately following the emailing of the statements.
46. Families are liable to pay fees for each day and each service (Preschool program, Garderie or Holiday Program) for which their child is enrolled notwithstanding that child's absence for reasons of illness or otherwise. Preschool fees are also payable for public holidays that fall during school term (as mentioned in clause 51, please note that the government counts public holidays as absences during term times).
47. In the event fees are not paid in full by the due date, the Preschool will request a meeting with the family. If the issue is not resolved satisfactorily, the preschool may send up to two letters of demand requiring payment of fees.
48. If fees are not paid as required by the letters of demand, the Preschool may give notice to the family of the date on which their child's enrolment will be cancelled, and the family will be deemed to have withdrawn their child from the Preschool at that date. If a child's enrolment is cancelled in accordance with this paragraph:
- a. the child's place at the Preschool will be offered to the next child on the Preschool's waiting list ;
 - b. paragraph 15 in relation to the provision of notice to withdraw a child from the Preschool will apply as if the family had not provided notice to withdraw their child from the Preschool ;
 - c. fees are payable up to and including the last date on which the child is enrolled in the Preschool; and
 - d. fees and other outstanding monies payable to the Preschool become a debt due to the Preschool and the Preschool may take action to recover such fees and monies, together with interest.
49. If a family is, or has been, consistently or repeatedly late in paying fees or has had action taken against them for non-payment of fees in respect of a currently or formerly enrolled child, the Preschool may require that the family pays fees in advance as a condition of the enrolment, or continued enrolment, of their child at the Preschool. In such circumstances, the Preschool will advise the family of this requirement in writing.

Child Care Subsidy (CCS)

50. The French-Australian Preschool is an approved Long Day Care Centre and families who meet the Australian residency requirements may be eligible for Child Care Subsidy (CCS).
51. To be eligible for the subsidy, families must:
- be assessed by Centrelink.
 - provide the Preschool with the following data:

- a. CRN and date of birth of the parent requesting CCS
 - b. CRN and date of birth of the child
 - agree to the Complying Written Agreement with the preschool prior to the child starting, while enrolling their child online via My Family Lounge.
 - confirm their details using their Centrelink online account through myGov.
- (Our service ID is 190017566X)
52. The CCS will be paid for up to 42 days in a financial year where the child is absent from Preschool. These absences do not require any justification. The number of absence days is reset to zero on the first Monday of July each year. The 42 days include public holidays.
53. Families need to refer to Services Australia (Centrelink and myGov) for terms and conditions applying to CCS : <https://www.servicesaustralia.gov.au/child-care-subsidy>
54. Children need to be physically present on their first day and last day of preschool to ensure that CCS is applied on those days. CCS will not be paid for any past absences leading to the last day if the child does not attend on their last day. CCS will not be paid for the absences after the child's first day if they are absent on that day.

ACT Three-year-old preschool program

55.

The preschool has been a partner provider since 2024. This program offers 300 hours of free preschool. To access the program, a child must:

- be three years old on or before 30 April
- live in the ACT
- be enrolled in a participating service.

The program cannot be accessed if your child:

- holds a temporary visa under the Commonwealth Migration Act 1958, section 30(2)
- has accessed the Three-year-old preschool program in a previous year
- is already accessing the targeted 3-year-old initiative or 4-year-old preschool. If your child is accessing the targeted 3-year-old initiative, you can choose to access the free Three-year-old program instead. You can't do both.
- is due to start school (kindergarten) the year following their enrolment in the Three year old preschool program.

You can only access the free preschool program at one early childhood education and care service. You cannot enrol at multiple services.

More information can be found at <https://www.act.gov.au/education-and-training/early-childhood-and-preschool/free-three-year-old-preschool>

Families Experiencing Financial Hardship

56. Families experiencing financial difficulty are strongly encouraged to contact Services Australia in the first instance to determine whether they are eligible for Additional Child Care Subsidy (ACCS) to support payment of fees.
57. The Preschool is sympathetic to families who experience a change in their financial circumstances and, as a consequence, encounter financial difficulty in meeting their fee payment obligations.
58. Such families are encouraged to discuss their individual circumstances with the Preschool's Director who may, in turn, discuss their circumstances with the Preschool Board.
59. The Preschool Board has the discretion to adjust fee payment obligations for families experiencing financial difficulty. The Board may require evidence of financial difficulty in order to properly assess such a claim.

- 60. Any adjustment of fee payment obligations agreed by the Board must be set out in writing and signed by the authorised representative of the family and the Director.
- 61. In the event fees are not paid in accordance with any adjusted fee payment arrangement agreed by the Board, the Preschool may take action for non-payment of fees in accordance with this Policy.
- 62. French families are able to apply for a full or partial scholarship for Preschool fees from the French Government (Bourses). This is subject to providing proof of the child’s nationality and meeting the conditions specified by the French Government. Scholarships are administered by the French Consulate in Sydney. Families will need to pay their fees in full until the Preschool’s bank account is credited with scholarship funds. For more information, go to <https://au.ambafrance.org/-Action-sociale-et-protection-consulaire->

Preschool’s Responsibilities in Relation to Payment of Fees

- 63. The Preschool will ensure that detailed and accurate information regarding fees is communicated to families prior to, and during, a child’s enrolment at the Preschool.
- 64. The Preschool will keep all information regarding payment of fees confidential. The extent to which a family has, or has not, paid fees will not affect the care provided to a child.

RELATED POLICIES

Governance Policy	
Grievance Policy	
Delivery and collection of Children Policy	
Waiting List, Enrolment and Orientation Policy	

Related documents

Appendix I fee structure

Year Developed 2005	Approved by the Board 5th December 2006
Reviewed: Nov 2018	Approved by the Board 28th November 2018
Reviewed: Nov 2019	Approved by the Board 15th November 2019
Reviewed: Nov 2020	Approved by the Board 10th November 2020
Reviewed: Oct 2021	Approved by the Board 12th October 2021
Reviewed: Oct 2022	Approved by the Board 27th October 2022
Reviewed: Oct 2023	Approved by the Board 30th October 2023
Reviewed: Oct 2024	Approved by the Board 22nd October 2024
Reviewed: Oct 2025	Approved by the Board 20 th October 2025

Next review: July 2026

NB: The Fee Policy is reviewed at least every year and is updated from time to time as required.



FEE	HOURS	COST	COMMENT ①
Advance Deposit	n/a	\$1224	Charged on acceptance of enrolment. Non-refundable.
Preschool Fees	9:00 am to 4:00pm	\$612 per week	Payable for 40 weeks per year for French immersion preschool program (9.00am to 3.15pm) followed by supervised play (3.15pm to 4.00pm).
Resource Fee	n/a	\$60 per term	Invoiced in week 3 of each term.
Building Fund	n/a	\$150 per term	Voluntary, tax-deductible donation invoiced in week 5 of each term. Families who wish to opt out should advise the Preschool in writing prior to week 5.
Early Arrival/Late Collection Fee	n/a	\$20 per instance (+ applicable casual Garderie rate)	Payable on early delivery/late collection of a child from Preschool (before 9.00am or after 4.00pm), Garderie or the Holiday Program (before 8.00am or after 6.00pm). Families who collect children enrolled in Garderie or the Holiday Program after 6:00pm will also be charged \$5.00 per minute for each minute after 6:00pm that the child is at the Preschool.
Late booking fee	n/a	\$20	Payable for a child's casual Garderie booking made without sufficient notice or for additional holiday program bookings made after the due date.
Additional Care	Permanent Garderie Bookings		
	8:00 am to 9:00 am	\$15.45 per session	Booked for a whole year. Bookings can be modified at any time during the year with 2 weeks' notice
	4:00 pm to 6:00 pm	\$30.90 per session	
	Casual Garderie Bookings		
	8:00 am to 9:00 am	\$28.90 per session	Subject to availability. Must be booked by 4.00pm on the weekday before the relevant session.
	4:00 pm to 6:00 pm	\$41.20 per session	Subject to availability. Must be booked by 12.00pm on the weekday of the relevant session.
	Holiday Program bookings		
	Per week	\$550	Bookings can be made up until the deadline provided by the preschool when bookings open.
	Per day	\$110	

① The information provided in this Appendix I should be read subject to the terms and conditions set out in the Fee Policy. In the event of any inconsistency between the information in this Appendix and the Fee Policy, the information in the Fee Policy will take precedence.