

Birrahlee Fee Policy

Important note

Birrahlee Preschool Lane Cove has been providing preschool education to the Lane Cove community since 1948. As a community-based not-for-profit preschool, Birrahlee relies on NSW Government Start Strong funding and families' fees to cover its operating costs.

The Board of Management sets fees each year. The Board reserves the right to vary the fee policy at any time and undertakes to set the fees as low as possible, given service costs and non-profit status.

The Child Care Subsidy System (CCSS) does not apply to Birrahlee Preschool as we are funded by the NSW Government. CCSS applies to long day care, funded by the Federal Government.

1. Enrolment

- a. **Enrolment Fee**
A non-refundable enrolment fee of **\$250** is required to confirm your child's place at Birrahlee Preschool.
- b. **Cancellations Before Commencement**
If an enrolment is cancelled during **December** prior to commencement, or in **January** of the year your child is due to start, a fee equal to **6 weeks of term fees** will be charged.
- c. **Withdrawal Notice**
A minimum of **6 term weeks' notice in writing** is required if you intend to withdraw your child from Birrahlee. If sufficient notice is not given, parents will be responsible for the remaining outstanding fees for that period.
- d. **Term 4 Withdrawal**
If your child is withdrawn during **Term 4**, full term fees are still payable. Due to the short time remaining in the year, we are unable to fill the vacancy.

2. Preschool Fees

- a. Preschool fees are calculated over a **41-week teaching year**, inclusive of public holidays and pupil-free days.
- b. Fees are **payable fortnightly** via direct debit from your nominated account.
- c. Families experiencing difficulty with payments must contact the Preschool Director or office staff as early as possible. All discussions are treated in strict confidence.
- d. A **5% sibling discount** applies for twins or two children attending concurrently. A higher discount is available for families with three or more children enrolled.
- e. A **late collection fee** will apply for any child picked up after 3.45pm. The fee is \$15 for the first 5-minutes, and \$30 for each subsequent 15-minute period (or part thereof).

3. Birrahlee Club Contribution

A **\$20 per term, per child** contribution supports the Birrahlee Club.

4. Building Fund Contributions

Birrahlee invites families to make a **voluntary, tax-deductible contribution** to our Building Fund, which supports improvements to our facilities.

- Contribution: **\$35 per term (2-day children)** or **\$50 per term (3-day children)**
- A separate receipt will be issued for taxation purposes.
- **Opt-out available:** If you prefer not to contribute, please email accounts@birrahlee.com

5. Family Participation Policy

Birrahlee encourages family involvement to foster a connected and vibrant preschool community. To support this, families are asked to participate in **at least one event or activity annually**.

- Families who do not participate will be charged a **\$100 Family Non-Participation Levy**, invoiced in December and processed via direct debit.
- Participation requires a **minimum of 2 hours** between January and December.
- Families new to the preschool for **less than 3 months** are exempt from this charge.

6. Other Important Information

a. Holidays/Extended Leave

Fees remain payable if your child is away for an extended period (e.g. holidays, general absence, illness, injury) to retain their place at Birrahlee.

b. Fee Subsidies for Low-Income Families

Reduced fees are available to families who hold a valid Services Australia Concession Card or Low Income Health Care Card. To access this subsidy, a current card listing the child's name must be provided.

c. Fee Support for First Nations Families

Reduced fees are also available for **Aboriginal and Torres Strait Islander families**. Please contact the office to confirm eligibility.

d. Children with Disability or Additional Needs

To comply with NSW Department of Education requirements, we request either an **NDIS reference number** or recent documentation (within 6 months) from a qualified professional (e.g. GP, paediatrician, psychologist, speech or occupational therapist). Fee adjustments may apply upon receipt of this information.