

# Intereach Community Preschool

## Fee Schedule - Deniliquin



Intereach Community Preschool				
NQS Seven: Governance and Leadership Policy				
Version 1.0	<b>Date approved</b>	11/05/2026	<b>Next review date</b>	11/05/2029

### 1. Objective

Intereach is committed to provide all families with a clear, transparent, fair and inclusive fee structure.

This procedure ensures:

- families understand the service's fee structure, payment requirements and collection processes;
- fees are applied equitably and consistently across all services; and,
- the service meets all accountability requirements under the National Law, National Regulations and Family Assistance Law.

### 2. Responsibilities

It is the responsibility of the Approved Provider / Manager Education and Care:

- Ensure compliance with the Education and Care Services National Law, National Regulations, and Family Assistance Law.
- Approve the fee schedule and ensure systems and policies support effective financial management

It is the responsibility of the Finance Team to:

- Maintain accurate fee accounts, ensuring timely communication with families regarding payments and overdue balances.
- Support families experiencing hardship by assessing circumstances and arranging approved payment options where appropriate.
- Assist families with navigating their invoices, statements and their Harmony account.

It is the responsibility of managers to;

- Provide families with fee information when requested.
- Assist families and liaise with finance team in regard to payment terms for each family.

It is the responsibility of Educators and Staff

- Refer fee-related questions and/or concerns to the Nominated Supervisor.

### 3. Fee Schedule

Fees for Preschool are charged per session and are reviewed on a regular basis to ensure the sustainability of the program. All attempts are made to maintain affordability of sessions; however, an increase of fees may occur at any time based on program assessment and needs.

Additional charges may apply for excursions or other program-related activities.

Families will be given a minimum of 14 days' notice prior to any changes to the fee schedule or the method of fee collection.

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### Preschool

Age:	Daily Session Fee:	With Start Strong Funding Applied:
3 year old	\$70.70 per day	\$15 out of pocket
4 year old	\$65.70 per day	\$10 out of pocket
Children with equity	\$59.70 per day	\$4 out of pocket

If unable to attend a session, please mark your child absent on Harmony Web, or contact the office mobile 0418 691 371 before 7:30 am to inform staff of absence.

**Office Hours: 7:30 – 3:00 p.m.**

## 4. Fees General

### 4.1. Payment of Fees

Payments are collected fortnightly in arrears via direct debit through our secure payment gateway, redPAY, which integrates with our program software, Harmony. Please note that cash payments are not accepted, and an additional redPAY processing fee applies.

Families will be charged on a fortnightly basis and are supplied with an Intereach Invoice for the amount being directed from their account. Fees will be debited the day after receiving your invoice.

### 4.2. Non Payment of Fees

The process for nonpayment will be as follows:

- If a direct debit fails on the first attempt, families will receive a BPay payment card and must make a one-off manual payment by the specified due date to bring the account balance to zero.
- If multiple failures occur, the parent will be contacted via phone by a member of the Finance Team, and if phone call is unanswered, a message will be left and followed up with an email.
- If payments remain in arrears for two weeks, Families will be advised that if payment failures continue, care will cease until the direct debit is successfully processed in consultation with the program. During this time, care positions will not be held during this time.
- A payment plan may be arranged for outstanding balances where financial hardship is demonstrated, following consultation with the Finance Team or the Program Manager to explore available options.

### 4.3. Related Documents

**Refer to Intereach Community Preschool Payment and Collection of Fees Procedure on Intereach website for more details. [www.intereach.com.au](http://www.intereach.com.au)**