

# PRESCHOOL PLUS FEE RELIEF CALCULATIONS AND COMMUNICATION – FOR SERVICES



## PROCESS

Referring agencies will either use the Preschool Plus fee relief calculator or contact your service directly if they are seeking an estimate of what the family out-of-pocket costs will be for a new Preschool Plus enrolment in your service.

## PURPOSE OF THE CALCULATOR

You can use the Preschool Plus fee relief calculator to:

- Estimate the Preschool Plus fee relief contribution and out-of-pocket costs to communicate to referring agencies
- Provide families seeking to enrol in Preschool Plus with a summary of their out-of-pocket costs and fee relief contribution; and
- Complete your quarterly data submission to the OECD.

**Note:** This calculator is not to be shared with families but used internally by your service.

## PRESCHOOL PLUS FEE RELIEF CALCULATOR

This checklist should be read in conjunction with the Flying Start Policy and Funding Guide that forms part of the Funding Agreement with all partner services, including those preschool partners delivering the Preschool Plus program. The current version can be found on the Office for Early Childhood (OEC)D's [website](#).

## WHAT INFORMATION DO I NEED BEFORE USING THE CALCULATOR

Before inputting information into the calculator, make sure you have:

- Downloaded and saved a copy for reference
- Read the *Overview* tab to understand the use and intent of the calculator
- Followed the flow chart on the *Preschool Plus fee relief* tab to confirm whether the enrolment is eligible for Preschool Plus fee relief
- Have relevant service-level information at hand required to input into the calculator, including:
  - Daily rate charged by the service (Question 9)
  - Hours charged in total per day (Question 10); and
  - Number of days a week the child will be enrolled in the Preschool Plus program (i.e. 3 or 4 days) (Question 11).
- Have relevant child-level information at hand required to input into the calculator, including:
  - The child's name (to be entered at the top of each calculator worksheet)
  - Whether the child has been referred into the Preschool Plus program (Question 1)
  - Whether the child's family has access to the Child Care Subsidy (CCS) (Question 2) or Additional Child Care Subsidy (ACCS) (Question 8)
  - Whether the family has exceeded the CCS allowable absences (Question 3)
  - The hours of CCS the family can access each fortnight (Question 4); and

- The family's CCS level (Question 5. If this is known, Question 6 and 7 do not need to be answered and will be greyed out).

If you do not have the family's CCS level, you will need to have the following information:

- If the child is the only child (5 and younger) in the family using CCS (Question 6); and
- The family's estimated annual income (Question 7).

## HOW TO COMMUNICATE PRESCHOOL PLUS FEE RELIEF TO FAMILIES

Once relevant child and service-level information has been input into the calculator, you will have available a child's **estimated** daily out-of-pocket costs, along with **fortnightly**:

- Total fees for the Preschool Plus program
- CCS contribution for the Preschool Plus program days
- South Australian Government Preschool Plus fee relief contribution; and
- Out-of-pocket costs (where applicable) for Preschool Plus program days.

**NOTE:** families will only be eligible for Preschool Plus fee relief on the number of days a week the Preschool Plus program is delivered and the child is enrolled (this will be either 3 or 4 days). A child must be enrolled for a minimum of 1000 hours per annum for up to 50 weeks per year. Families who may have children enrolled at a service for additional days will need to be made aware of their fee obligations for these days.

### Example

Please note this is an example only and amounts will vary depending on individual circumstances. All references to days enrolled and fees charged/liable are only relevant for the days a child is enrolled in the Preschool Plus program.

- Sam enrolls for **4 days** in the Preschool Plus program
- A service charges \$150 a day for an 11 hour session, meaning \$1,200 for the fortnight
- Their family's CCS level is 89%, meaning they receive \$873.82 CCS per fortnight
- The service then applies the fortnightly calculation of \$314.18 Preschool Plus fee relief to their Preschool Plus program days
- The family has out-of-pocket costs of \$12 per fortnight (**\$1.50 per day**).

Using this information, you can advise the family that:

- *This means you would pay approximately **\$1.50 for each day or \$12 per fortnight** that the child attends the Preschool Plus program.*
- *This includes receiving a quarterly Preschool Plus Fee Relief contribution to your fees of **\$1,963 for the quarter**.*
- *This is on the basis the child is enrolled in the Preschool Plus program for **4 days** per week.*
- *We will provide you with an update to this every term, so you can know your costs in advance. This will only change if your enrolment or your CCS changes.*

## **EVIDENCE REQUIRED BY THE OECD FOR QUARTERLY PAYMENTS**

For the OECD to confirm the amount of Preschool Plus fee relief funding that eligible services are owed, services will need to populate one worksheet of the calculator for each eligible child.

The completed calculator will then need to be provided to the OECD on a quarterly basis prior to the payment being made.

At this stage, there is no requirement to provide a child-level Statement of Entitlement however the OECD reserves the right to request this for funding and monitoring purposes.

For any questions regarding the Preschool Plus fee relief calculator or eligibility, please email [OECD.PreschoolFunding@sa.gov.au](mailto:OECD.PreschoolFunding@sa.gov.au).

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