

Payment of Fees Policy

Policy Statement

The Kindergarten offers the below fee types for services provided. In South Australia children are entitled to 15 hours of kindergarten per week, over the four terms prior to starting school. Kindergarten sessions are offered Monday to Thursday.

Children attending four sessions per week generally attend two morning and two afternoon sessions. Alternatively children can attend for one or two full days per week with an additional cost to cover lunchtime staffing.

Kindergarten - 4 half days	\$70 per term
Kindergarten with lunchcare	\$100 for 1 day & 2 half days per term \$150 for 2 days per term
Early Entry	\$40 per term
Playgroup	\$2.00 per session
Occasional Care	\$1.50 - \$5.00 depending on level of income
Playgroup	\$2 per family per session

Scope

This policy applies to all families and educators who attend the preschool.

Aims

Provide clear guidelines for

- The setting, payment and collection of fees
- Ensure the viability of the kindergarten by setting appropriate fees and charges

Policy Requirement & Responsibilities

Payment options are via cash, cheque, direct deposit into site bank account and Centrelink payments.

Lunchcare fees

To secure a position in the lunchcare service, fees must be paid prior to the term starting.

Director

The Director will consult with families with unpaid invoices, and negotiate a payment plan. It will be of the Director's discretion to waive any unpaid fees.

Staff

Invoices will be issued in the term prior with 14 days payments terms.

Fees are to be handed to the nominated staff members.

A temporary receipt will be issued as money changes hands.

Once reconciled, an official receipt will be placed in child's pockets.

Parents

Will agree to pay to the agreed terms or consult with the Director to arrange any alternative payment arrangements.

Endorsed by Staff and Governing Council

Director: Betty Elsworthy

Date 14.3.18

Review March 2019

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