

Payment and Collection of Fees

National Quality Standard 7.3 Regulation 168 (2) (n) Rationale

Fees are charged for all children attending [Lyndoch Preschool](#).

Fees and fundraising are fundamental to our preschool budget to ensure ongoing quality preschool education and resources are available for the children attending. Funds are raised in addition to the finances provided by the Department for Education.

Information

- Fees are set each year through consultation with the Finance Officer, Preschool Director and the Governing Council to ensure we provide a quality learning environment.
- The Governing Council must approve and minute the preschool contribution.
- Parents should be informed of the total amount payable prior to enrolment.
- Fees for optional activities (excursions) may be charged in addition to the preschool fee.
- No child will be excluded from preschool activities as a result of non-payment of fees.

Collection of Fees

- Tax compliant invoices are placed in notice pockets by Week 2 each term.
- Preschool fees are GST free.
- Fees are due five weeks from receipt of invoices.
- Fees are payable by cash, cheque, bank deposit or through Centrepay deductions.
- Preschool fees can be paid yearly or termly or by instalments in consultation with the Director.
- All matters regarding fees payments are confidential.
- The Governing Council will approve any amounts to be written off as recommended by the preschool director. All reasonable efforts are made to collect outstanding fees each term.

While preschools encourage the payment of the contribution and remind families of these payments when overdue they are not legally recoverable through formal debt collection processes.

Resources Fees-Stand-alone preschools - Department for Education