



PAYMENT OF FEES POLICY 2023

QUALITY AREA 7 – GOVERNANCE AND LEADERSHIP

STATEMENT

Klemzig Kindergarten is a non-profit organisation and relies on the fees paid by the families using service to maintain operation.

Fees per child are to be as follows:

KINDERGARTEN - \$200 (per term)

OCCASSIONAL CARE - \$5 (per session) or \$1.50 for Health Care Card Families

FEES

- Invoices for Preschool will be provided at the commencement of each term.
- Education fees are GST free.
- Fees are reviewed by the Governing Council and voted on at an Annual General Meeting and it is ensured they are comparable to other local preschools.
- It is expected that fees will be paid in the first three weeks of term or in regular weekly minimum payments of \$20/week until paid in full.
- Late fee notices will be issued if fees are not paid in full by the third week of the term.
- Families are invited to discuss any financial difficulties with staff, with reductions being at the discretion of the Director (recognising that s/he may be privy to confidential information).
- If annual fees are paid in full during the term 1 cut-off date, families receive 5% discount off total
- Fees reduced by \$50 per term for each additional child after full fees for 1st child
- Receipts will be issued.
- Fees for enrolled students, both occasional care and kindergarten are set at a flat rate regardless of attendance.

LATE COLLECTION FEES

When consistently late collection of child/ren occurs, families will be invoiced at a flat fee rate of \$50 PLUS \$1 per minute per child. Education Director will be made aware of any continuous late pick up and mandatory notifications will be enacted as needed.

In an emergency, the fee can be waived, but the Kindergarten must be contacted as soon as possible.

GOVERNING COUNCIL

At each governing council meeting, fees paid and unpaid are reported with relation to the financial report. Governing Council may also make correspondence with the families with regards to late payments.

OVERDUE ACCOUNTS

All overdue bills will be followed up for payment by Klemzig Kindergarten staff and Governing Council.

KLEMZIG KINDERGARTEN PAYMENT BANK DETAILS

Fees can be paid by direct deposit.

Account Name: Klemzig Kindergarten

BSB: 105118

Account number: 429043240

Please put your child's name in the notes as the reference.

*Ratified by Governing Council
to be reviewed August 2023*