

# Mt Compass Preschool Centre

## Preschool Payment Policy

This policy is based on the following:

- At Mt Compass Preschool we value early childhood education. We aim to make our kindergarten welcoming and the program assessable to all families.
- At Mt Compass Preschool we see it as the responsibility of each family to contribute to the running of the preschool.

The Director will follow these guidelines in relation to the collection of preschool payments and notifications to families.

All families will sign a preschool payment agreement on enrolment that outlines when payments will be made during the preschool year.

In terms 1,2 and 3 invoices will be sent out to families who have chosen to make payments over the course of the year :

- Term 1 week 2, invoice
- Term 1 week 5, reminder invoice for any overdue amounts issued.
- Term 1 week 7 a direct approach to parents with overdue accounts made by Director. Director can then discuss with family whether a payment schedule is required.

### Payment Schedule

Term 1 \$140	Term 2 \$130	Term 3 \$130	Term 4 \$0
--------------	--------------	--------------	------------

Families will receive a copy of this policy at enrolment.

Updated and endorsed by the Governing Council Term 3 2018

Review Term 3 2020