

Preschool Fees & Payments Policy

Rationale:

St Philip's Preschool Kindergarten is a not for profit Department for Education Preschool that operates under the Universal Access Program. Each child is offered an average of 15 hours per week or 30 hours per fortnight.

The Department for Education funds the warranted staff wages (determined by child attendance data), some bilingual and special needs programs, preventative/breakdown maintenance and some facilities grants.

Parent's fees fund the supply of materials, resources, lunch time care staff, grounds, building works, supply of electricity, water and gas heating/cooling. Once enrolled your fees are set to meet a budget developed by the Governing Council (elected from the parent body of the preschool). Fees allow the Governing Council to meet the educational resources needed to operate this program.

All children are offered a place accessing 15 hours per week or 30 hours per fortnight and will be charged full fees whether families access all of the hours children are entitled to or not.

Payment of Fees

St Philip's policy is to pay your fees by week 4 of each term.

Families will receive an invoice for \$200 (which includes \$150 fees plus \$50 for incursions and excursions).

Invoices will be placed in child's notice pocket Week 1 of each term with payment due by Friday Week 4.

It is not the wish of St Philip's to exclude any child on the basis of cost. Please see the Director upon receipt of the fees notice if you are experiencing difficulties with payments. A payment plan can be developed.

Payment can be made in two ways:

1. By placing money (cash or cheque) in a named envelope with the child's name, and passing it to the nominated staff member who will initial the envelope, record the delivery of the envelope and secure it. The Treasurer will collect the envelopes, and issue a paper receipt. This receipt needs to be retained as proof of payment.

2. By paying electronically: (EFT)

BSB Number: 065 106

Account Number: 10101044

Account Name: St Philip's Preschool Kindergarten

Please enter your child's first initial and surname as the "Reference". Print a copy of your transaction receipt and present it to the nominated staff member, who will record the payment and initial your receipt. Please retain it as proof of payment.

***This Policy** will be shared with all new staff and families, and available to view in the Preschool Policies Booklet and on the Preschool Website.*

***Enrolled families** will be asked to confirm they have read and understand this Policy by signing the Information & Consents Form at the time of enrolment.*

Review Date: March 2021

Revision Dates: March 2018, March 2017, March 2016

Director: Maggie Slattery

Governing Council: Natalie Worthington-Eyre