

Payment of fees procedure

Rationale:

All Preschool fees are set in consultation with Governing Council and reviewed annually. These preschool contribution charges help cover the costs of running a government funded preschool education program over the course of a year.

Scope:

This procedure covers all families in both our Preschool and Occasional care service with the exception of the fee structure for Occasional care, which applies to all Department for Education Occasional Care services

Determining the contribution:

The following points will be taken into consideration when setting the Preschool contribution

- The cost for an individual child undertaking the proposed program
- The contribution charge not exceeding the estimated actual cost of the goods and services provided

The contribution charge will be communicated to parents, guardians or carers before they enrol their child, through our Preschool website, and parent handbook which is included in the enrolment package.

Determining other charges:

Other charges may be collected from parents, guardians or carers, for specific activities such as excursions or special events. These charges will be clearly identified as separate from the Preschool contribution and will require a specific permission form relevant to the activity

Occasional Care and Preschool fees:

Parents and guardians will receive an invoice at the beginning of each term. The expectation is that fees will be paid by the end of week 5 of the current term. There is no refund or discounts for sessions missed as a result of illness, or family holidays.

Payment of fees:

Fees can be paid by cash, or Direct Deposit to the Centre's bank account, details of which will be included on your invoice. Cash payment of fees are to be placed in the fee box on kitchen bench. Neither the Government Childcare subsidy, nor the School card scheme apply to Preschool fees. If any family is having difficulties in paying fees or wish to pay in instalments, please talk to the Director.

Occasional Care Fees:

Occasional Care fees are set by the Government and are not determined by our Governing Council