



## FEES POLICY

### AIM:

The staff and management will endeavour to ensure all fees are received as specified by the parents/guardians preferred payment option as indicated on the enrolment form and as guided by the start strong funding guideline.

### PROCEDURE:

- Parents are offered four options of payments: **All fees MUST be paid two weeks in advance.**
  - **Term Payment** - Full fee amount to be paid within the **first week** of the Term.
  - **Half-Term Payments** - The first instalment, to be paid within the **first-week**, and the balance. to be by the **fifth week** of the term.
  - **Fortnightly Payments** - Payments must be received at the **start** of each fortnight.
  - **Weekly Payments** - Payments must be received at the start of each week with a double payment. in the first week. Finalising term payment in the 2<sup>nd</sup> last week of term, for paperwork to be completed.

The Approved Provider and Nominated Supervisor will support families and provide their fee reductions as per the current funding provided by the Department of Education.

- **Parents are required to pay fees before the last week of term to allow the banking and finalising of accounts.**
- **TERM 4 Fee Payments MUST be finalised by Week 7** as our accountant requires all relevant records prior to the end of term so as to complete an annual Audit and prepare the Financial Statements to be presented at the A.G.M. in February.
- It is expected that parents adhere to their agreed payment schedule. Failure to pay fees on time may result in payments being requested weekly in advance and/or subsequent cancellation of the child's position at preschool.
- If families are experiencing genuine hardship, please discuss this with the Nominated Supervisor and suitable arrangements can be made.
- Fees are paid for the period your child is enrolled, whether they attend or not and include Public Holidays, Natural disasters, situations where the children's safety would be compromised (up to a period of 2 weeks) and pupil free days at the beginning of Term 1 and the end of Term 4.
- Notification to the Nominated Supervisor will be appreciated if your child is to be absent for any period. If your child is absent without prior notice for a period exceeding two weeks, your child will be removed from the roll. If you wish to withdraw your child from Preschool for any reason two weeks' notice needs to be given or two weeks fees are to be paid in lieu of notice.
- The two weeks' notice of termination of enrolment **does not apply** to Term 4. It will be presumed that if your child commences Term 4 that the enrolment is for the whole of Term 4 and fees must be paid accordingly. Fee income is vital for the survival of the preschool, and it cannot be reasonably expected that a position can be filled part way through Term 4 to recoup lost fees.
- All bank costs incurred by us for dishonoured cheques will be added to your child's account.

### ENROLMENT FEE

The registration fee is a non-refundable fee which covers administration cost to confirm your child's position. There will be a \$10.00 discount for the second child. For all other queries it is to the discretion of the Nominated Supervisor and President.

### BUILDING/EXCURSION LEVY

The building levy was introduced to be fair and equitable to all Families and provide the Pre-school with finances for maintenance and improvements.

The Excursion Levy was introduced to cover excursion and fun days costs held by the preschool for the children. The Levy amounts are invoiced to each family per term. To be paid within the first 2 weeks of each term.

### **OVERDUE FEES**

At the AGM and election of the new Management Committee, a Treasurer will be appointed. The Treasurer will be responsible for:

- Assisting the Administration Officer.
- Liaising with the Administration Officer and Nominated Supervisor in identifying parents/guardians with fees in arrears.
- Keeping the management informed of developments regarding these matters.

The procedure for the collection of outstanding fees is as follows:

- **1 week overdue** - Fee Reminder slip will be placed in the child's mailbox at preschool informing parents/guardians of overdue amount. Parents/Guardians are required to pay the amount overdue by the date specified or in a case of financial hardship organise an agreed payment plan.
- **2 weeks overdue** - If there is no response by the date specified, the Administration Officer and Nominated Supervisor will send a text message with specified amounts and date to be paid.
- **Final Notice** - If the conditions set out are not adhered to, a meeting of the Treasurer, President, Nominated Supervisor and Administration Officer will be called to discuss the subsequent actions.
- Legal action to redeem outstanding debt (any cost incurred will be added to the account).
- Continuation of attendance for the next term will be dependent on the payments of the previous term being finalised. If enrolment is cancelled there will be a 2-week cancellation fee attached to the final invoice.

Attachments

**1 Fees Reminder**

**2 Final Management Notice**