



Stirling North Childhood Services Centre

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Stirling North Childhood Services Centre Fees & Payments Policy

Policy Statement:

This policy sets out the current fees and procedures and protocols for paying both fees and other payments relating to preschool activities. This policy is written with consideration of National Quality Standard 7.3 and Regulation 168 (2) (n).

Rationale:

Stirling North Childhood Services Centre is a not for profit DECD site that provides a preschool program for preschool aged children, under Universal Access funding children attend 30 hours per fortnight.

The Department currently fund the staff wages for 1.0 Director and Teacher, depending on enrolments we may be entitled to a DECD fund Early Childhood Worker and the preschool support workers termly hours/wages (these are allocated according to individual needs of children enrolled at the preschool) and preventative/breakdown maintenance.

Parents fees fund the supply of educational resources, and other costs that are not covered by the government. Once enrolled your fees are set to meet budget of these resources. Payment is required to meet the educational resources needed to operate this program.

Fees

Fees are currently: \$100 a term for fulltime pre-school* 15 hours a week

: \$10 a term for 3 pre-entry visits

: \$50 a term for Aboriginal and Children under the Guardianship of the Minister 3 year old preschool* 12 hours a week

: \$50 a term for early entry students with special needs* 12 hours a week

: \$40 a term for early entry students with special needs* 6 hours a week

Please note: *Discount will apply for families who paid their fees within the set time line. Term 1 two weeks after the AGM, Term 2, 3, 4 – 4 weeks into the term.

Half of the above appropriate fees will be charged when a child begins preschool mid-term

When a child leaves mid-term fees will not be reimbursed

Payment of Fees

Families will receive an invoice via their child's communication pocket in the first four weeks of the term. Fees will be due by Friday of week five of each term. It is expected at the end of each term all fees have been paid by families.

Payment can be made in two ways:

1. By placing money (cash or cheque) in an envelope labelled with the child's name and into the locked box in the office. A paper receipt will be issued once the end of month bank reconciliation has been completed this will then be placed into your child's drawer This receipt needs to be retained for proof of payment.

2. By paying electronically (EFT)

BSB Number: 105-028

Account Number: 071 254 540

Please enter your child's SURNAME and First Name as "Reference". A print of your transferred funds is your receipt. Please retain for proof of payment. A paper receipt will be issued once the end of month bank reconciliation has been completed. This will be placed into your communication pocket. This receipt needs to be retained for proof of payment.

Non-payment of fees

Reminder notices will be issued

The finance officer/Teacher will contact each non-payer and remind them of their obligation to pay fees (at least twice a term)

Payment for Excursions/Incursions

Approximately 2-4 times a year an excursion or incursion is included in the curriculum and requires an additional fee payment of no more than \$20. Costs above this will be subsidised by the preschool. All fees need to be paid in full at the time of the excursion or incursion.

Please see the Director by the Due Date of Fees if you are experiencing difficulties in their payments.

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

Melanie Hocking
Governing Council Chairperson

Robyn Rosenzweig
Preschool Director

Date: _____

Date: _____

Endorsed and Ratified by Staff and Governing Council March 2015

To be reviewed - May 2017