



POLICY: FEES

Managed by: Jenny Fox	Responsible position: Director	Status: Approved
Contact position: Chairperson	Date approved by Governing Council 1 December 2015	Next review date: December 2018 or in line with DECD policy



1. TITLE

FEES POLICY

2. SCOPE

The policy applies to all parents/guardians with children enrolled in the centre.

3. PURPOSE

- To ensure the centre complies with relevant legislation
- To ensure the centre provides clear direction on fees for parents/guardians.

PRESCHOOL FEES

WHAT IS A PRESCHOOL FEE?

The fees are a contribution toward the cost of an individual child undertaking the preschool program. Parents will be informed of the total fee payable prior to enrolment. Fees are reviewed every 12 months by the Governing Council.

INVOICING

A tax invoice for each term's fee is issued to each family in the first few weeks of term.

NOTICE TO CANCEL AN ENROLMENT

Parents/carers are required to give two weeks written notice of the intention to cancel an enrolment. Additional fees paid in advance past the period of notice can be reimbursed via cheque to the parent/carer who paid the fees. When a parent does not provide notice and the child's enrolment is cancelled (by the parent/carer or the centre) the date of cancellation of enrolment will be the date the parent informed the centre in writing of the cancellation or the date the centre cancelled the enrolment.

CHILDREN ENROLLED PART WAY THROUGH A TERM

If a child is enrolled for 9 or more weeks, the fee will be the total fee for the term. If a child commences part way through a term (and it is less than 9 weeks) the fee will be on a pro rata basis. Fees are calculated on the basis of four sessions of preschool.

FEES AND ABSENCE

The fee remains the same regardless of whether the child is absent due to illness, public holidays, holidays, closure days etc. If a child is absent for more than four weeks an enrolment may be cancelled at the director's discretion and no further fees will be payable after that date. Parents will be contacted by mail before an enrolment is cancelled by the centre. In some instances, fees are waived for extraordinary circumstances.

A preschool place cannot be held for a child who will be absent for an extended period of time e.g. more than four weeks unless there are extenuating circumstances and this is agreed to between the parent/carer and the director. Holding a place for a child without payment of fees for an extended period of time is at the discretion of the director.

Fee Options

Fees can be paid by cash cheque or direct debit or Centrepay.

Parents sign a Payment Options Form prior to enrolment stating their preferred payment method. This option can change provided the parent signs a new form.

The Centre's bank details: Name: Elizabeth Grove Children's Centre

BSB: 065 137

Account Number: 10590002

ADDITIONAL COSTS TO PARENTS/CARERS

EXCURSIONS/INCURSIONS

Excursions/incursions occur up to four times per year (maximum of one each term). AS of 2017 there is no charge.

Parents will sign a form relating to fees prior to starting at the centre.

T SHIRTS/HATS/OTHER ITEMS

Centre T Shirts and or hats etc. are optional and parents need to order and pay for the goods prior to receiving them.

SPECIAL EVENTS

Some family events at the centre are free. Some special events such as a movie night incur a cost to families. Children/families can only participate in the event if the cost for the service is paid for in advance by the required timeframe.

Sometimes events such as a welcome evening incur a cost for food but the event is free. On these occasions families are free to attend the event and can choose whether to purchase items at the event. Sometimes the food will need to be ordered and paid for in advance.

SNACK AND LUNCHES

When snack or lunches are not provided for children a phone call will be made to one parent to seek the parent's assistance in bring food to the centre. If the parent/carer cannot be contacted on the first phone call attempt, or if the parent/carer cannot come to the centre to bring food within 15 minutes the centre will provide food for the child and the parent will be provided with a tax invoice for this payable within 5 working days. It is important children receive adequate food during a day.

COSTS FOR PROVIDING FOOD

Snack: \$1 per child

Lunch \$4:00 per child

FUNDRAISING

The centre engages in fundraising and uses fundraising profits to purchase goods, services or other resources to support the learning environment. Parents/carers are encouraged to support the centre through fundraising. All involvement in fundraising is optional and parents choose whether to be involved and choose the level of involvement.

CD OF PHOTOS

A CD of your child's time at preschool is optional. This provides photos of your child at preschool and is dependent on each parent signing an authority for their child's photos to be shared publicly.

Cost of CD: \$26:00

BOOKS ON LOAN

If school or centre library books are not returned after two reminder notices, the parent will be invoiced for the replacement cost for the book and for any items borrowed with the book.

OCCASIONAL CARE FEES

FEE CONTRIBUTION

Occasional care fees are set by the Department of Education and Child Development.
Current Fees for each session (3 hours) are:

\$1:50 per session for each child: When parents hold a Health Care Card (evidence required)

\$5:00 per session for each child: When parents do not hold a Health Care Card

Siblings: 50% discount applies for siblings. The discount is given to the oldest child.

WHEN IS PAYMENT DUE?

Occasional care fees are payable on the day prior to the child attending. A child cannot attend unless the fee has been paid in advance. The centre does not normally keep change so please ensure you have the correct money for payment.

ABSENCE

If a child is booked in to occasional care and a parent cancels within 24 hours (for any reason) the fee will not be payable. When notice is not provided within 24 hours the fee is payable. All outstanding payments for absence must be paid prior to child attending again.

LATE COLLECTION OF CHILDREN FROM PRESCHOOL AND OCCASIONAL CARE

Parents/carers must collect children on time or earlier. It is vital parents/carers contact the centre by phone or in person beforehand if there is an emergency and your child will not be collected on time. When this does not happen and a child is over 30 minutes late being collected or is regularly late being collected appropriate authorities may be contacted.

Late collection of children will incur a cost of \$1 per minute and is payable within 2 weeks of receiving an invoice.

DEBT COLLECTION

The centre may use debt collection services to recover the cost of all non-fee related debt.

Fees Contribution 2017

CHILDREN CENTRE	Hours	Fee per term
Preschool session	15 hours per week Term 1: Tues/Wed Term 2: Mon-Fri varied	\$140.00 payable over three terms
Occasional care session	Friday 3 hours	\$1.50 concession \$5:00 non concession (per session)
Excursions/Incursions – no charge – built into fee		
Fees for specific items/events Lunch: \$4:00 Snack: \$1:00 T-shirts and Hats: \$15:00 each Clothing not returned. Varied prices Underwear and socks supplied (new) 2:00 Laundering; \$1:00 Late fee: \$1:00 (per minute) Events such as a social family event: varied prices and sometimes no charge.		

Changes in DECD Fees policy will automatically mean changes to this policy. Changes each year in fee structure etc. as per Governing Council decisions, will be changed in this policy automatically.