**Policy 19: Payment of Fees**

**Purpose**
- To inform parents and caregivers about our fee structures and responsibilities regarding fee payment.

**Context**
- Our Kindergarten depends on parent fee contributions to provide the high quality service available to our families. Whilst DECD provides staff salaries and other grants as a contribution calculated per child attendance, our Kindergarten budget includes: utilities costs; cleaners; gardener; consumables such as art materials, cooking ingredients and bathroom products; photocopying costs; staff training costs; sand and bark replenishment; and any site funded improvements such as landscaping, furniture, computers, etc. We may also subsidise the cost of incursions and excursions. We would not be able to manage all of this without parent contributions and fundraising.

**Objectives**
- That parents and caregivers accept the responsibility of providing fee payments as contribution to the running and improvement costs of our Kindergarten.

**Termly Fee Payments**
- Termly fee payments are set by Governing Council Committee in consultations with the Director. Fees are reviewed annually with consideration given to inflation and rising costs of consumables.
- Fees are currently set as $110 per term for 15 hours (2 full days & 1 x 2.5 hour session) including Lunch Care. Children who attend 4 terms of Kindergarten receive 40 weeks of 15 hours which equates to 600 hours in total. *Please note this will vary for children beginning Kindergarten in Term 2, 2013 and will receive their 600 hours over three terms instead of four*.
- Kindergarten fees are to be paid as a flat fee paid in full per term regardless of how many sessions a child attends, or if parents are choosing to use another service part time.
- The site budget and site funded staffing is calculated on the number of enrolments. Part time enrolments prevent another child from attending the service if session places are close to capacity.
- There are no refunds for public holidays, family holidays or illness.

**Payment of Fees**
- Fee invoices will be available in pigeon holes by the end of **Week 1** of each term.
- Payment is due by the end of **Week 3**.
- One reminder notice will issued for ALL unpaid fees after this time has elapsed requesting fees to be paid ASAP.
- Should you experience difficulty paying fees please contact the Director at your earliest convenience to arrange a mutually acceptable payment plan – should this be the case, a negotiated written payment agreement will need to be signed and dated by parent/caregiver as well as the Director.
- If no payment has been made by the end of **Week 6** and no communication with the Director or Finance Officer/Treasurer to discuss payment, a $5.00 late fee will apply to your account. You will receive an updated invoice in your child’s pigeon hole.
- Separated parents need to negotiate responsibility for fee payments so that fees are paid on time.
- Fees or other payments may be made by cash or cheque and deposited in the Fees Box in a named envelope marked with your child’s name, reason for payment and amount included written on the envelope. Staff do not handle fees or give change so please include correct payment.
- Fees may also be deposited by direct debit into the Kindergarten’s account. Please see invoice for details.
Receipts will be issued by the Finance Officer/Treasurer and placed in children’s pigeon holes.
Children will not receive their Summative Report, Learning Folder or any other materials at the end of their time at Kindergarten until all outstanding fees have been paid.
Triplets attending the Kindergarten can have part of their fees subsided by DECD, which may be applied for through the Director.

**Excursion and Incursion Fees**

- Excursion and incursion fees are calculated by staff to cover costs of the transport (if applicable) and the cost of the performance/entrance/experience/artist etc.
- With Governing Council Committee approval, excursions and incursions may sometimes be subsidised to reduce costs for families if the ticket and bus hire fees combined are deemed excessive.
- Excursions are planned to complement the learning experiences of children within the curriculum content of the learning programme.
- While it is desirable that all children attend, excursions are not compulsory. Non attendance does affect the amount of subsidy needed however costs are worked out per head of the total group.
- If a child does not attend an excursion, parents must make alternative arrangements for the child’s care during this time.
- In the case of an incursion, if a child has not paid for the incursion, however attends the session that it is on, the child will be included in the experience and the parent/caregiver will be invoiced for the amount owing.
- All children wishing to participate in an excursion must pay the excursion fee before the due date to be included.
- No refunds due to absences will be given for incursions or excursions until all base costs have been met.
- If an incursion/excursion is cancelled due to unforeseen circumstances, a refund of fees paid will be made.

**Agreement**

I ___________________________ agree to pay the applicable fees for my child __________________ each term as set out in the schedule above. I acknowledge that failure to adhere to the fee policy and schedule will result in a $5.00 late fee being applied to my account for that term. I understand that I will not receive my child’s Summative Report, Learning Folder and other materials at the end of my child’s time at Kindergarten until all outstanding fees have been paid.

Signed: __________________________        Date:  ____________________