



# MADGE SEXTON KINDERGARTEN

QUALITY AREA 7: SERVICE MANAGEMENT

## 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 the Department for Education provides staff salaries and other grants as a contribution calculated per child enrolment, 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 \$450 per year including Lunch Care. This will be invoiced as \$150 in Terms 1, 2 and 3. Families have the option of paying the entire \$450 upfront if this meets their needs.
- Early entry fees are dependent on the amount of hours a child is accessing in negotiation with the Director.
- 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. Madge Sexton Kindergarten wherever possible will distribute Student Free Days evenly across Groups to ensure equity.

### 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.
- When checking fee payments, the finance officer will follow process including the double checking of online banking and cash payments before an overdue note is given. Please understand that at times our processes fall down due to human error, so if you receive one mistakenly please come and see the Director so that we can correct our mistake. It is a good idea to keep your fees receipts to support this process.
- 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. Unfortunately, there are no discounts or subsidies available for your Term fees.
- 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 **\$10.00** 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 End of Year report (Preschool Statement of Learning), 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 subsidised by the Department for Education, which may be applied for through the Director. There are no subsidies for twins.

### 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. However, non-attendance does affect the amount of subsidy needed as 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.
- All children wishing to participate in an excursion must pay the excursion fee before the due date to be included.
- 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.
- 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.

Endorsed by: Staff & Governing Council August 2018

To be reviewed: August 2019

Please keep this policy for future reference and sign and return the tear off slip below with your child's enrolment form. (Or you can access it from our website at [www.madgekgn.sa.edu.au](http://www.madgekgn.sa.edu.au) or in the MSK Policy folder located in the foyer at MSK.

### THANKYOU



## MSK Payment of Fees 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 not receiving my child's Preschool Statement of Learning, Learning Folder and other materials at the end of my child's time at Kindergarten, until all outstanding fees have been paid.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_