



Vale Park Preschool

Fees and Payments Policy

Fees are charged for all children attending Vale Park Preschool to assist with materials and service expenses. Vale Park Preschool is administered by the South Australian Government Department of Education and Children's Development (DECD). Fees, fundraising and donations are fundamental to our preschool budget.

Rationale

It is necessary that additional funds are raised in addition to DECD funds to cover costs and obtain equipment for the children attending the preschool. Fees are therefore necessary for all children attending Vale Park Preschool to assist with materials and service expenses.

Fee Policy Aims

The purpose of this policy is to:

- Provide a structure to allow fees to be paid.
- Allow flexibility in the payment of these fees.
- Raise funds to cover the expenses required to run the preschool and provide equipment and services for the children attending the preschool.

Fee Strategies

- Education fees are GST free.
- Fee notices will be issued in the first week of each term and placed in each child's pocket.
- It is expected that fees will be paid in the first three weeks of term or in regular weekly minimum payments until paid in full. (Agreed to/decided in discussion with Director).
- Families are invited to discuss with the Director any financial difficulty, with fee reduction being at the discretion of the Director (recognising that s/he may be privy to confidential information).
- Reminder fee notices will be issued for unpaid fees after week three.
- Fees per child per term are as follows:

Sessional preschool:	\$160
Health Card reduction (brown/yellow):	\$130
Early Entry:	\$40
Transition:	\$40
- Receipts will be issued for all cash payments.
- Payments can be made in two ways:
 1. Placing money/cheque in envelope labelled with child's name and handed to a staff member who will record the payment and place it in the blue box.
 2. By paying electronically: (EFT) using the centre's BSB Number (105 068) and Account Number (272178440).

The child's surname and first name needs to be entered as 'Reference'. A printout of the transferred funds will become the receipt. Parents will be asked to retain the printout receipt as proof of payment.

- Incursions/Excursions:
Sometimes there will be an incursion or excursion to support the children's learning and this will require an additional fee payment. Families will be notified about this through newsletters and notices. The fee may be paid with fees or separately.

Responsibilities

- Parents will be made aware of this policy upon enrolment of their child at the preschool.
- Fees will be reviewed annually in term 4.
- Fees are determined by the Governing Council and are comparable to other local preschools.

Fees and Payments Policy (cont)

This policy will be shared with all new staff and families, and available on the website and in the preschool policies folder.

This policy has been developed in consultation with the Governing Council, staff and families of the centre.

This policy will be reviewed and evaluated regularly and modified as required to ensure continued relevance for the centre.

The Governing Council endorsed this policy on:

Date: October, 2016

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Chairperson

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Director