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## Fees Policy

Fees are charged for all children attending Meadows and Districts Kindergarten to assist with payment for materials and services expenses in accordance with the Department of Education and Child Development [DECD] Preschool Fees Policy 2012.

Meadows and Districts Kindergarten is operated by DECD which funds staff salaries, preventative maintenance and grants. Fees are necessary because there is a shortfall between government funding and the costs of operating a viable and quality service. Each year the site prepares a budget to ensure costs are met. The kindergarten relies on parental financial support, including the payment of fees and fundraising, to assist with the payment of utilities e.g. telephone, water and power, consumables [bathroom products, art materials] purchasing equipment and resources for the curriculum, cleaning and garden maintenance and site improvements.

At Meadows and Districts Kindergarten:

- Education fees are GST free.
- Parents are informed of the fee payable each term on enrolment.
- Fees are determined in consultation with the Governing Council and are comparable with other local kindergartens. Inflation and rising costs of consumables, utilities etc are taken into account.
- Invoices are placed in parent pockets at the beginning of each term.
- Fees are required to be paid 4 weeks from receipt of the invoice.
- Payment options include:
  1. Cash or cheque placed in a named envelope in the fees box
  2. Electronic Funds transfer as written on the invoice. Please enter your child's name as the 'Reference'. Your printout of the funds transferred is your receipt
- Families should inform the Director if they have difficulty paying fees immediately and an instalment plan can be negotiated. All conversations will be in strictest confidence.
- Separated parents need to negotiate responsibility for fee payments in order for fees to be paid on time.
- Reminder notices for unpaid fees will be given if fees are unpaid.
- Receipts for all cash and cheque payments will be issued.
- Families will be informed in advance of any policy or fee structure changes.
- Excursions, incursions are paid for prior to the event. Parents will be notified of these in newsletters.

### **References:**

**Preschool Fees Policy – DECD 2012**

**Preschool Fees Instruction – DECD 18 June 2014**

Policy updated 2012

Reviewed December 2<sup>nd</sup> 2014

Review date: December 2015