THE LADY GEORGE KINDERGARTEN

FEES POLICY

NQF

| QA7 | 7.3.2 | Administrative systems are established and maintained to ensure the effective operation of the service. |

Aim

For parents to pay their Kindergarten fees on time.

Related Policies

Orientation for Children Policy
Privacy and Confidentiality Policy

Who is affected by this policy?

Parents
Management

Implementation

Fees are set by the Governing Council and are reviewed annually.

Fee information is documented in the Parent Handbook in the Parent Induction Folder and are also on the website.

Currently fees are set at $200 per term.

The following outlines how fees can be paid.

Fees must be paid by the due date on your term invoice.

- All families will receive their Fee Invoice for payment in the first week of the preschool term
- Fees can be paid by cash, cheque or direct debit.
- Our BSB nos is: 460026840
• When paying by Direct Debit **YOU MUST USE YOUR CHILD’S NAME AS THE REFERENCE**
• If paying by cash / cheque - the money / cheque must be placed in a sealed envelope and clearly marked with your child’s name and the amount enclosed. The envelope should be placed in the locked fees box located under the kitchen bench.
• If paying by cash please enclose CORRECT amount as our Banking Treasurer is not able to give cash.

A receipt will be issued for all fees paid by cheque/cash only, not for Direct Debit. This will include the child/children’s full name/s, the term fees were paid, date of receipting, and amount paid.

**Overdue Fees**

Any family who is one or more weeks late with their fees will receive a **Friendly Fee Reminder**. Families can make appointments to speak with the approved provider or nominated supervisor regarding payments if there is a need to do so.

**Dishonoured Cheques**

If this happens, we regret to inform you the dishonoured cheque fee will be charged to you.

**Sources**


Education and Care Services National Regulations 2011

Family Assistance Legislation Amendment (Child Care) Act 2009

**Review**

The policy will be reviewed annually.

Review will be conducted by:

• Management,
• Employees,
• Family Members
• Interested parties.

**Reviewed: February 9th, 2015**

**Date for next review: February 2016**