



Payment of Fees Policy and Procedure

Rationale

As a non-profit organisation, Angaston kindergarten directs all fees towards the continuous improvement of its service to achieve our primary goal: - To provide a high quality learning and care service for children and their families.

Strategies, Practices and Procedures:

- Fees are set by the Governing Council in consultation with the Department for Education.
- Fees will be published and accessible to families.
- Parents and Guardians will be given 14 days' notice of changes to policies and procedures.

Preschool Sessions and Fees:

- Preschool – eligible for 600 hours per year.
- Preschool fees are charged termly at \$125 per term.
- School Card does not apply to preschool fees.
- Early Entry –12 hours a week \$100 per term
- Pre-entry –as negotiated in the term prior to commencing Preschool.

Preschool Accounts:

- Preschool fees are invoiced at the beginning of each term and all accounts are emailed or mailed directly to families or placed in pockets.
- Payments may be made by EFT, cash or cheque. Cash and Cheque payments can be placed in the Kindy money box located on the lockers near the staff room door.
- Please include your name and the amount enclosed with your payment.
- Payment is to be made upon receiving the invoice.
- Reminders for unpaid accounts will be sent to families during the term, and must be paid by the end of each term unless a payment plan or other arrangements have been made with the Director.

Endorsed by Governing Council and Staff

Governing Council Chair: _____

Director: _____

Date: _____

Date: _____