

Hendon Preschool

Quality Area 7: Service Management

Payment of Fees Procedure



Purpose

To inform parents and caregivers about our fee structures and responsibilities regarding fee payment.

Context

Our Preschool depends on parent contributions to provide a high quality service for children and families. While the Department for Education provides staff salaries and additional grants, our Preschool budget items include: Utility costs, cleaning, gardening including sand and bark replenishment, consumables such as curriculum resources and art materials, training costs and any site improvements.

We would not be able to manage all of this without parent contributions.

Objectives

That parents and caregivers accept the responsibility of paying fees, which contributes to the running and improvement costs of our Preschool.

Termly Fee payments

Termly fee payments are set by our Governing Council Committee in consultation with site leadership.

Fees are currently \$90 per term but will incur a small increase annually with consideration given to inflation and rising costs of consumables. The Governing Council Committee will review the increase of fees biannually.

Preschool fees are a flat fee, paid for the full term regardless of how many sessions a child attends, or if parents are choosing to use another service part time. The option for paying for the full year is also available.

There are no refunds for public holidays, family holidays or illness.

Payment of Fees

Fee invoices will be available to families within the first few weeks of every term.

Fees can be paid in person or over the phone at the Hendon Primary School office, by cash, debit/credit card, using the QKR app or a direct bank transfer to:

Commonwealth Bank

BSB – 065 151

Acc – 10508836

***Please include your child's full name for bank transfers**

Preschool staff do not handle fees. Please see Lee, our Finance Officer at Hendon Primary School, for payment of fees.

Receipts will be issued by our Finance officer.

Should you experience difficulty in paying fees please speak with the Preschool Leader at your earliest convenience to arrange a payment plan.

Excursion and Incursion Fees

Excursion and incursion fees are calculated by staff to cover costs of transport (if applicable) and the cost of the performance/entrance/experience. With Governing Council approval, excursions and incursions may sometimes be subsidised to reduce costs for families.

If a child does not attend an excursion, parents must make alternative arrangements for their child's care during that time.

In the case of an unpaid for incursion, the child will still be included in the experience and the parent/caregiver will be invoiced for the amount owing.

All children wishing to participate in an excursion must pay the excursion fee before the due date.

No refunds due to absences will be given for incursions or excursions.

If an incursion/excursion is cancelled due to unforeseen circumstances, a refund of fees paid will be made.

Please keep this policy for future reference and sign and return the enclosed Fees Agreement form.

Thank you

Policy created – September 2024

Review - As required to ensure continued relevance for Hendon Preschool or every three years.

Endorsed by Preschool Staff and Governing Council – 29th October 2024

Hendon Preschool

Fees Agreement



I _____ agree to pay the applicable
Preschool fees for my child _____ as set out in
the Payment of Fees Policy.

Signature _____

Date _____