

FEES and PAYMENTS POLICY

Fees are charged for all children attending Hackney Kindergarten to assist with materials and service expenses. Hackney Kindergarten is administered by the South Australian Government Department of Education and Child Development (DECD). Fees and fundraising are fundamental to our preschool budget to ensure ongoing quality preschool education for the children attending.

National Quality Standard [7.3](#)
[Regulation 168 \(2\) \(n\)](#)

Rationale

It is necessary that funds are raised in addition to the finances provided by DECD to cover service costs and provide resources and equipment for the children attending the preschool. Fees are therefore necessary for all children attending Hackney Kindergarten to assist with these 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 second week of each term and placed in each child's communication pocket.
- It is expected that fees will be paid by week 6 of term or in regular weekly minimum payment 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 six.
- Fees per child per term are as follows:
 - Preschool: \$150
 - Health Card reduction (brown/yellow): \$125
 - Transition Visits: \$20
- 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 placed in the Payment Box or given to a staff member. The money / cheque will be receipted as soon as possible after payment.
 2. By paying electronically:
 - Account Name: Hackney Kindergarten Inc
 - BSB Number: 105 034
 - Account Number: 155069840
 - Child's name must be included as the 'Reference'.

A printout of the transferred funds will become the receipt. Parents will be asked to retain the print out receipt as proof of payment.

- Incursions/Excursions:

In Term 1 an additional fee payment is added to the preschool fees to cover incursion or excursion expenses for the year. Incursions and excursions provide experiences which further support the children's learning.

FEES and PAYMENTS POLICY (cont'd)

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.

This policy will be shared with all new staff and families, and is 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.

Date: October 2016