



# Fee and Payment Policy

## National Quality Standard Area

Quality Area 7.3.2. Administrative systems are established and maintained to ensure the effective operation of the service Regulation 168-172 policies and procedures.

## Rationale

Rostrevor Kindergarten is a not for profit DECD kindergarten. The Kindergarten receives funding from DECD to fund staffing and operating costs but we budget on families paying fees to purchase materials and resources which the children use on a daily basis.

## Payment of Fees

Families will receive an invoice via their child's communication pocket on the first day of Term. Fees will be due by the Friday of the fourth week of term.

Payment can be made in two ways:

1. By placing money in an envelope labelled with the child's name and into our secured black wall box near the children's toilets. A paper receipt will be issued within one week into your child's communication pocket. This receipt needs to be retained for proof of payment.

2. To avoid having cash on the premises we prefer payment via internet banking:

BSB Number 105 – 141

Account Number 528-315-540

Please enter your child's SURNAME and First Name as "Reference".

A copy of your transferred funds is your receipt. Please retain for proof of payment.

Please see the Director by the due date of fees and payments if you are experiencing difficulty with payments. All matters will be handled in the strictest confidence.

Families are required to pay for 2 sessions per week, total cost for the term is \$160.

The excursion levy is a one-off payment added to term 1 fees and is compulsory for children to attend planned excursions and events throughout the year (Approx cost \$80 per year subject to change)

Fees can be paid termly adding up to \$720 for the year or they can take the option to pay an upfront payment at a reduced price of \$70 if your child attends for the January Intake.

Fees are charged for public holidays. Fees are charged for days missed due to illness.



Families who have extended holidays are required to pay for the time they are away to hold their child's position at the Kindergarten.

Any unpaid excursions or extracurricular activities will be added to the fee invoice.

This Policy will be shared with all new staff and families, and available to view in the Preschool Policies Booklet and on the Preschool Website.

Enrolled families will be asked to confirm they have read and understand this Policy by signing the Information & Consents Form at the time of enrolment.

## Record history

Published date: June 24

## Approvals

Status: Approved

Version: 2.0

Approved by: Tina Wise | Director, Rostrevor Kindergarten

Approved by: Lucy Monteiro | Governing Council, Rostrevor Kindergarten

Approval date: 26 June 2024

Next review date: 26 June 2025 (must be 3 years from the approved date)

## Revision record

Version: 1.0

Approved by: Tina Wise | Director, Rostrevor Kindergarten

Approved date: 1 August 2022

Next review date: August 2023

Amendment(s): document creation.

