

## WAYBURNE PRE-SCHOOL ASSOCIATION INC., A0002384S

### FEES POLICY JAN 2008

FEE SETTING – FEES SHALL BE SET ON AN ANNUAL BASIS OR AS REQUIRED BY THE WAYBURNE PRE-SCHOOL COMMITTEE OF MANAGEMENT AND WILL TAKE INTO ACCOUNT:

- The running costs of the centre,
- Affordability to parents and families,
- Extra charges such as **Excursion levies**, may be charged if deemed necessary by the Directress and/or Committee of Management,
- An annual **Fundraising Levy of \$120.00** is payable in four equal instalments of **\$30.00** with the term fees. This fee is charged per family per kindergarten (group) level – however, twins incur only one Fundraising levy fee. This levy is reviewed annually at the Annual General Meeting (AGM),
- An annual, **Maintenance Levy of \$110.00** will be charged with Term 1 fees. \$100 of this levy is **refundable only after a full 3-hour attendance** at one of the four working bees held during the calendar year. The refund is made in the term following full attendance at a working bee in the previous term. If more than one child (ie sibling) attends the Pre-school during the same calendar year, only one levy is payable. This levy is reviewed annually at the AGM,
- **Sibling Rebate:** applies to families with two (ie twins) or more children in the same year level. A **\$50.00 rebate** will be deducted from the family's third term fees.
- **Application for Enrolment Fees of \$20.00 for 3 year old and \$25.00 for 4 year old** will apply and must be submitted with enrolment form/s. The amount of **\$15.00 from 3 year old and \$14.00 from 4 year old** will be deducted from first term fees when the child commences at Wayburne Pre-school.
- **Placement Acceptance Fee:** A further **\$100.00** is requested to confirm your child's place for the following year. This \$100.00 will be deducted from your first term fees.
- **Commonwealth Health Care Card holders** will receive the Department of Human Services Rebate. Please notify the Directress to ensure that this rebate is applied to your child's fees notices.

**Due Date Of Fees:** Will generally be in the second week of each term. Notification of fees will be distributed by the Fees Officer in the first week of term.

**Method of Payment:** fees are to be paid by cheque, direct deposit, internet transfer or postal money orders made payable to Wayburne Pre-school Association Inc. unless a separate arrangement has been made with the Fees Officer. **Cheques**, with attached payment slip, must be **Deposited in the Red Box** located in the Classroom.

**IF fees are paid by cheque which is dishonoured, all bank charges relating to the cheque as well as original fees payment will be incurred by the drawee.**

**CASH WILL NOT BE ACCEPTED.** Bank details can be obtained from the Preschool for Direct Deposit into the Preschools account.

**WAYBURNE PRE-SCHOOL WILL NOT BE RESPONSIBLE FOR CASH FEES WHICH ARE PAID IN ANY OTHER MANNER OR LEFT IN THE RED BOX.**

**Late Pick Up (of children from scheduled lessons) Fee:** Parents who continually pick up their children late (ie more than 5 minutes after session ends) from the appointed sessions, will incur a **\$15.00 fee for each day (this fee also applies to late pick up from Lunch Sessions)**. The Committee of Management may deem it necessary to enforce this fee after the second week of first term should late pick up occur. Emergency situations will be taken into consideration, but notification must be given to the teachers at the time of the difficulty.

**LATE OR NON PAYMENT OF FEES:**

**Late Payment:** Where fees have not been paid by the due date and no alternative arrangement has been made, the Fees Officer, on behalf of the Committee, will arrange for letters to be sent to those concerned requesting payment. The Fees Officer will issue the **First Reminder** within 7 days of original due date for payment of fees, the **second reminder** 14 days after due date. In addition, any Extended Hours Care used by families will be cancelled at the 14 day mark. To reinstate your place on the Extended Care Hours waiting list, all fees must be paid in full. A late payment fee of **\$5.00** will be added to term fees for each week that payment is late.

**Parents should approach the Fees Officer if they are having difficulties with payment of fees as the Pre-school has a process for negotiating alternative arrangements.**

The last letter will be from the Committee of Management to advise parents/guardians that unless fees are paid or a Committee Member is contacted to discuss alternative arrangements, the Committee of Management will have no choice but to consider alternative arrangements for the child concerned until payment is made. This may be exclusion of the child from sessions, shorter hours, alternate sessions, or any other arrangements deemed appropriate. Wayburne Pre-school may withdraw the enrolment if the child concerned does not attend the kindergarten or the fees are not paid.

In the event of parents/guardians still refusing to pay fees after negotiations have been held, they will be warned that the service will be withdrawn and a date given. This would be from the beginning of the next kindergarten week. Parents/guardians will be notified of this decision in writing after the meeting.

The Committee of Management takes full responsibility for this process and staff will not be involved in this final stage of fee collection.

**Notification to Parents/Guardians:** Kindergarten Parents Victoria (KPV) has sought advice on the matter of fees payment and it is essential for all families to receive a copy of the Fees Policy during enrolment process and sign the "Placement Acceptance" forms accompanying the Fees Policy (see attached).

**AN IMPLIED CONTRACT OF SERVICE EXISTS, TO WHICH BOTH PARTIES ARE LEGALLY BOUND.**

**WAYBURNE PRE-SCHOOL ASSOCIATION INC., A0002384S**

**Contract for Payment of Fees 2008**

Name of the  
Child \_\_\_\_\_ I/We, \_\_\_\_\_ Parent/Guardian

1. Acknowledge that kindergarten is a service partly funded by the State Government and partly funded by fees paid by parents/guardians. The kindergarten cannot operate without fees paid by parents/guardians.
2. Agree to pay the fees stipulated in my invoice issued for each term, subject to the kindergarten's policies and State Government Regulations.
3. Agree to pay each term's fees within the first two weeks of each term and accept the terms stated in the policy for Late and/or Unpaid Fees.
4. Agree that if our financial circumstances change and we are unable to pay as agreed, we will immediately notify the Fees Officer or President of the Committee of Management of the Centre to request alternative payment arrangements.
5. Acknowledge having received the Centre's Fee Policy which sets out the procedure in the case of hardship, and agree to having signed the "Placement Acceptance," which implies that there is now a contract of service between the Pre-school and the parents/guardians, to which both parties are legally bound.

**Dated:** ..... **Signed:** .....

**Fees Officer:** ..... **Dated:** .....