

Fees Policy

Aim: To have a clear procedure for paying fees so families know when and how to do this and do so enabling the centre to run efficiently.

Explanation: Just like any business it is important that the Preschool maintains an adequate and regular flow of fees income to ensure that our staff salaries and other bills can be paid on time.

Implementation:

- For security reasons CASH CANNOT BE ACCEPTED.
- Fees are payable weekly, fortnightly - IN ADVANCE, monthly, half term or by full term rates.
- Fees must be kept 2 weeks in advance at all times as we are a non-profit organisation.
- Fees are to be paid even when your child is absent for any reason from Preschool.
- No fees are charged for public holidays, school holidays or staff development days.
- Cheques and money orders to be made payable to - Shoalhaven Community Preschool
- If cheques are cancelled - the parents will be held responsible for the extra costs that arise.
- Staff are not permitted to accept fees.
- Cheques and Money Orders to be placed in envelopes provided - write your child's name, group and amount enclosed on the envelope - post envelope in fees box at office window.
- Cash or cheques can also be paid with a deposit slip into any Commonwealth Bank - if more deposit slips are needed just ask a staff member.
- 2 weeks notice must be given if a child is going to leave, except in exceptional circumstances eg. life-threatening purposes.
- If experiencing difficulties meeting payments please see the administration officer or Director who will arrange for a confidential meeting to decide upon alternative arrangements.
- Receipts will be available in your child's pocket hangers on the walls in each room.
- Please be aware that failure to pay fees will mean refusal of re-enrolment.
- A deposit of 2 weeks fees must be paid on enrolment - this payment will be refunded at the end of the year or at the time of withdrawal providing 2 weeks notice has been given.
- Enrolment deposit also includes a membership fee, annual fee and insurance fee.

Procedures for late fee payments

- Three written reminders, stating that their child's place will be forfeited are issued, starting from the beginning of the Term, then 1 each week.
- Teachers verbally confront parents

- Administration Officer to telephone over holidays.
- Letter from Committee - after the next Committee Meeting
- Appointment of Sheriff to collect money.
- Any families in arrears will be asked to reduce the number of days of attendance.