


St JOHN'S

PRESCHOOL CENTRE



FEES POLICY

AIM:

To promote responsible financial management of the Pre-School by clearly setting out the arrangements for payment of attendance Fees.

IMPLEMENTATION:

1. Bond:

- (a) *A bond of two weeks fees must be paid, in advance, to confirm that you have accepted a place in the Pre-School.*
- (b) This bond is to be paid within the time frame given on the acceptance letter.
- (c) Where a child is returning for a second year, the bond is carried forward, but must be topped up to reflect the number of days attending and any changes to the daily fee.
- (d) A place WILL NOT BE HELD for your child if the bond is not received.
- (e) The two weeks bond is not refundable, but will be applied to the last two weeks attendance at Pre-School if the appropriate notice is given.
(Note: (i) Special circumstances may be considered on written application to the Management Committee.
(ii) This sum does NOT affect the obligation to pay at least two weeks fees in advance each time fees become due.
(iii) For information regarding cancellations, see point 5.)

2. Attendance Fees:

- (a) At least two weeks fees must be paid in advance:
 - (i) on the first day of a child's attendance at Pre-School (that is, on Monday, Wednesday or Thursday; no fees will be accepted on Tuesday or Friday)
 - (ii) on or before each due date after that.
- (b) A discount of 5% will be allowed for payment of the whole years fees in advance, if those fees are paid in one payment, and during the first 3 weeks of term.
- (c) Fees are to be paid between the hours of 9.00am and 10.00am on Monday, Wednesday and Thursday only, during term, in one of the following ways.
 - (i) By EFTPOS, Visa Card or Master Card;
OR
 - (ii) By placing exact cash, money order, personal cheque or bank cheque in an envelope, with your child's name, and the amount of money, written on the front of the envelope and depositing the envelope in the post box in the front of the office wall, in the hallway (under the sliding window).
Note: Fees are processed and banked in the morning. In the event that cash in the envelope does not match the amount shown on the front, the Office Assistant will phone you. Any dispute arising from this procedure will be referred to the Management Committee, which reserves the right to make the final decision
 - (iii) When the parent cannot personally attend the office to pay fees, they may be paid over the telephone by credit card.
Note: For security reasons, no staff member will accept fees or other payments
- (d) Receipts will be available for collection in the afternoon. Receipts should be kept for support of any claims for Child Care Benefit.

- (e) Due Date for Fees: A statement will be issued at the beginning of each Term, setting out details of dates and amounts due for that term. In addition the receipt will show the balance of fees remaining for the rest of the term.
- (f) These Statements and Receipts should be kept secure and used for determining the due dates and amounts of payments.

3. Calculation of Fees Payable:

- (a) Daily fee:
 - (i) Fees are calculated at the daily rate, for the number of days attendance and for at least two weeks in advance.
 - (ii) There is no charge for public holidays or school holidays.
- (b) Fees payable during periods of absence:

Fees are payable in respect of any periods of absence from Pre-School, including days missed through illness, holidays within term, or for other reasons. (Parents may apply in writing to the Management Committee for a review of their situation.)
- (c) Fees Must be Paid by Due Date
 - (i) It is important for the financial stability of the Pre-School all fees be paid by the due date.
 - (ii) If fees fall two weeks in arrears, the child's place in the Pre-School may be cancelled and the days re-assigned. (In the event of such re-assignment the child concerned can only be re-admitted if a vacancy becomes available.)
 - (iii) Arrears are calculated from the date on which attendance fees are due. *Note that the two weeks Bond does not affect this calculation of arrears (See point 2).*
- (d) Economic Subsidy
 - (i) A limited amount of Economic Subsidy funding is received by the Pre-School as part of the funding from the Department of Community Services. This is only available to lowest-income families who are in the possession of a health care card.
 - (ii) Distribution of Economic Subsidy is strictly in according with guidelines set by the Department of Community Services.
 - (iii) Proof of total gross family income (which includes pensions) must be produced to the Pre-School; eligibility for subsidy will then be determined based on this Gross Family Income.
 - (iv) Subsidies available are frequently insufficient to satisfy the demand; available subsidies are then divided among all eligible applicants whose applications were received by the due date, as nominated on the application form.
 - (v) New application must be made for each term, and must be submitted before the end of the preceding term.
 - (vi) Note that under this policy re-applications receive no special advantage, and the relief provided may vary each term according to the number of applications received.
- (e) Child Care Benefit
 - (i) Commonwealth Child Care Benefit is not available through the Pre-School but may be claimed through Centrelink or the Family Assistance Office (Medicare).

- (ii) However, the Pre-School is a registered carer for Child Care Benefits, and our receipts (but not Statements) can be used in support of claims for benefits.

4. Cancellation of a Place at Pre-School:

(a) In Terms 1, 2 and 3

A minimum of two weeks written notice of cancellation of a place in Pre-School must be given, otherwise the bond will be forfeited.

(b) In Term 4

When a position is cancelled during Term 4, the fees remaining until the end of the school year are required to be paid. (This is necessary as it is too difficult to fill positions in Term 4.)

(c) Non-application of Cancellation Charges

Cancellation charges may be waived if a position is able to be filled, or a child or children already attending the Pre-School immediately takes up the extra days.

5. Late Collection Fees

- (a) St John's Preschool is open between 9am - 3pm. Staff are legally unable to accept children in the service outside of these licensed hours.
- (b) In the event of a caregiver running late the centre must be contacted.
- (c) Failure to contact the centre will incur a late fee of \$2 per min (up to 10 min, minimum of \$10), then \$3 per minute thereafter

6. Acceptance of Fees Policy:

- (a) Acceptance of a place in the Pre-School constitutes acceptance of the conditions set out in this Fees Policy.
- (b) Any variation to this fees policy *can only be made under the authority of the Management Committee.*
- (c) Applications for variation of the policy must be made in writing to the Management Committee, for consideration. (Any such applications will generally be considered at the next regular Committee meeting.)

APPROVED FOR THE MANAGEMENT COMMITTEE,
22nd October, 2009.

Peter J. Bliss,
Honorary Secretary.

