

## **BERRY COMMUNITY PRE-SCHOOL INCORPORATED - FEE POLICY**

### **AIM**

To ensure that all fees are paid in advance and the financial management of the Pre-School is secured.  
To ensure that the children's positions are secured before the end of each term in readiness for the following term.

### **BASIC POINTS**

- Each term's fees are to be paid in FULL at the beginning of term.
- The due date for fees is the end of Week 2 of each term.
- A Payment Schedule may be considered in cases of difficulty. If a schedule is arranged, the first instalment must be paid by the end of Week 2.
- If fees are not paid or a schedule not arranged by the due date, a \$30 late fee will apply.
- Failure to comply with this fee policy will mean the child's enrolment will be cancelled and their position will be made vacant and filled by a waitlisted child.

### **PROCEDURE**

- Pre-School Term accounts are placed in the child's message pocket in the last week of the previous term (or in Week 1 of Term 1).
- Payment of accounts can be made directly at any branch of the National Australia Bank using the deposit slip issued by the Pre-School. Internet banking is also available. Details are on the bottom of each invoice.
- A pro-forma reminder notice will be issued in Week 3 to families who have not paid their fees by Week 2.
- Families have until the end of Week 2 in which to pay fees in full or make a payment arrangement with the Director and pay the first instalment.
- If payment has not been received by the end of Week 2 and a payment schedule has not been arranged, a reminder letter will be issued warning of the impending \$30 late fee.
- If payment has not been received by the end of week 4, a \$30 late fee will be applied to the family account. In addition, a note advising the child's position is in jeopardy and will cease at the end of week six unless a schedule of payment is organised or payment received in full, including the \$30 late fee. The position will be filled with someone on the waiting list.

### **ENROLMENT**

- Payment for all fee invoices is the responsibility of the parent(s) signing the enrolment form.
- Only one enrolment form per child is allowable.
- On enrolment, each family is asked to pay a \$45 deposit to hold their position. This will be refunded on the final account with the Pre-School. A \$5 non-refundable membership fee will be charged per year for each family to be a member of the Berry Community Preschool Inc. A \$20 enrolment administration levy will be charged.

### **DIFFICULTY WITH PAYMENT – ARRANGED PAYMENT SCHEDULE**

- If a parent(s) is having difficulty with payment in full, they must notify the Director as soon as possible. This will allow a payment schedule to be arranged and avoid the charging of a late fee.
- A payment schedule will not allow fees to be in arrears.
- All fee discussions with the Pre-School's Director will remain in complete confidence.
- If fees do fall into arrears, enrolment day/s will be reduced or cancelled.
- Fees must be paid in full by the end of the current term and cannot be carried over to the next term. If payment of outstanding fees is not settled before the following term, the child's position will be declared vacant and will be filled with a waitlisted child.

### **GENERAL**

- The Pre-School reserves the right to forward information to a debt recovery agency to recover any outstanding fees as necessary.
- Fees are not payable for public holidays and school holidays.
- In the event of a parent(s) withdrawing a child from Pre-School, two weeks' notice must be given or two weeks' fees must be paid. This enables us to make arrangements to fill the vacancy.

- All Occasional Care fees to be paid at Pre-School on the day of occasional care, unless other arrangements have been made. A receipt will be written by the Director and placed in the child's message pocket within seven days.

#### **FEE SUBSIDIES**

- Fee Subsidy is available and is offered to families on limited gross income which is less than \$48,000 per year. Additional information is available from the Director. Proof of income must be in the form of a current Health Care Card for Low Income and it must be sighted. All enquiries and applications will be handled with the utmost confidence.

#### **EXTENDED HOURS**

- The Pre-School offers extended hours and in 2019 the extra hours are at no extra cost.
- The extended hours are 8.30-9.00am morning session and 3.00-4.00pm afternoon session.
- Parents can book their child in advance or on a casual basis but they must notify staff in advance to ensure correct staff: child ratios.

#### **SHARED PARENTING**

- The Pre-School will not arbitrate between disputing parties over the responsibility for payment of invoices and will not be involved in the interpretation of court orders regarding matters of payment.
- Where both parties have agreed to share responsibility for payment of invoices, both parents can sign an Invoicing Arrangement form for divorced and separated parents, which is available upon request from the Director. This form is optional and if parents do not sign this form our standard policy for invoicing applies.

#### **LATE COLLECTION CHARGE**

- The Pre-School reserves the right to implement a late collection charge when parents/guardians have not collected their child from the service before closing time at 4.00pm. Children must be picked up and left the premises before that closing time or the charge will be \$1 per minute. The charge is determined by the Management Committee.

#### **FEE SCHEDULE**

##### **FEES – 2019**

- Full Fee for 4-5 year olds - \$25 per day
- Non-Equity Fee for 3 year olds – To be determined, dependant on funding availability.
- Fee subsidies are available for Aboriginal/Torres Strait Islanders and low income families. Subsidised Fees - \$10 per day. Fee Subsidy Available on Application,
- In addition, an Annual Maintenance Levy of \$25 per term, per family is charged on Term invoices. This fee is used to cover Grounds, Equipment and Building Repairs/Maintenance.