



# Oakbank Kindergarten

## Fees Policy

### PURPOSE

Fees are charged for all children attending Oakbank Kindergarten to assist with payment for materials and service expenses in accordance with the Department of Education Preschool Fees Policy 2012.

Oakbank Kindergarten is operated by the Department of Education which funds staff salaries, preventative maintenance and grants. Fees are necessary because there is a shortfall between government funding and the costs of operating a viable, quality service. Each year the site prepares a budget to ensure costs are met. The kindergarten relies on parental financial support through the payment of fees and fundraising, to assist with the payment of utilities e.g. telephone, consumables, equipment and resources for the curriculum, cleaning, garden maintenance and site improvements. Fees are determined in consultation with the Governing Council and are comparable with other local kindergartens.

### PROCEDURE

At Oakbank Kindergarten:

- Education fees are GST free.
- Parents are informed of the fee payable on enrolment. Fees are currently \$200 per term.
- A fee instalment plan can be negotiated.
- Invoices are placed in parent pigeon holes at the beginning of each term.
- Fees are required to be paid each term by the date on the invoice.
- Payment options include:
  1. Cash or cheque placed in a named envelope in the fees box.
  2. Electronic Funds transfer as written on the invoice. Please enter your child's name as the 'Reference'. Your printout of the funds transferred is your receipt.
- Families should inform the Director if they have difficulty paying fees immediately and an instalment plan can be negotiated. All conversations will be in strictest confidence.
- Separated parents need to negotiate responsibility for fee payments in order for fees to be paid on time.
- Reminder notices for unpaid fees will be given if required.
- Receipts for all cash and cheque payments will be issued.
- Families will be informed in advance of any policy or fee structure changes.
- Excursions/ incursions are paid for prior to the event. Parents will be notified of these in newsletters and excursion notes.

### REFERENCES

**Preschool Fees Policy – DECD 2012**

**Preschool Fees Instruction – DECD18 June 2014**

Policy endorsed 31<sup>st</sup> October 2018

Next Review: October 2020