



Parent Contribution Fee 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 for Education Preschool Parent Contribution Policy 2020.

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 \$195 per term.
- A fee instalment plan can be negotiated.
- Invoices are placed emailed 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 placed in a named envelope in the fees box. (staff door)
 2. Electronic Funds transfer as written on the invoice. Please enter your child's name as the 'Reference'. Forward a copy of transfer to Director's email for our records.
- 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 electronic 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, emails and excursion notes.

REFERENCES

Preschool contribution and other charges instruction (edi.sa.edu.au) Oct 2020

[Governing council fees for stand-alone preschools \(education.sa.gov.au\)](https://www.education.sa.gov.au/governing-council-fees-for-stand-alone-preschools)

Related legislation

Education and care services national regulation 168 (2) (n)

National quality standard 7.3

Policy endorsed 19th September 2018

Reviewed Oct 2021

Next Review: September 2023