

Flinders Children's Centre & Tji Tji Wiltja Preschool

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PURPOSE

To inform parents and care providers re fee structures and responsibilities regarding fee payment.

CONTEXT

Our kindergarten depends on parent fee contribution to provide the high quality service available to our families. Whilst DECD provides staff salaries and other grants as a contribution calculated per child attendance, our Kindergarten budget includes utilities costs, cleaners and gardener, consumables such as cooking, bathroom products and art materials, photocopying costs, staff training costs, sand and bark replenishment and any site funded improvements such as landscaping, furniture, computers, painting etc. We may also subsidise the cost of incursions and buses for excursions. We would not be able to manage all of this without parent contributions.

SCOPE

All families using the site services

OBJECTIVES

That parents and caregivers accept the responsibility of providing fee payments as contribution to the running and improvement costs of our centre.

PROCEDURE DETAILS

- **Termly Fees** are set by Governing Council in consultation with the Director. Fees are reviewed yearly with consideration given to inflation and rising costs of consumables. Extra services such as lunch program and the bus service need to be taken into account.

Fees are currently set as follows

- \$50 per term for 15 hrs (2 and a half days) Preschool including lunch care.
- \$50 (2 full days) 3 years old children. This Fee includes a Kindy hat, Free Lunch and a bus service for those identified as needing the bus service.
- There is an Early Bird payment fees offer of \$45:00 if fees are paid in the first two weeks of term.
- There are no refunds for public holidays, family holidays, parent choice absences or illness.

- **Excursion and Incursion fees** are calculated by staff to cover costs of the transport and the cost of the performance, experience, artist etc. With Governing Council approval, excursions may sometimes be subsidised to reduce costs for families if the ticket and bus hire fees combined are deemed prohibitive. Excursions are planned to compliment the learning experiences of children in regards to curriculum. While it is desirable that all children attend, excursions are not compulsory. Non-attendance does affect the amount of subsidy needed however as costs are worked out per head of the total group. If a child does not attend an excursion, parents must make alternative arrangements for the child's care during this time. All children wishing to participate in an excursion must have the permission note signed and returned, and the excursion fee paid before the due date to be included. In case of financial hardship, please see the Director.
- **Payment of fees** are due by the date given on the invoice provided by the Treasurer, (or in the case of excursion/incursions on the form provided to parents by staff.) One reminder notice will be sent for term fees. If parents have financial difficulty affecting the payment of fees, then a confidential discussion will be initiated either by the Director or the parent regarding the payment of fees in instalments or other negotiated means. Separated parents need to negotiate responsibility for fee payments so that fees are paid on time please.

Fees or other payments may be paid by cash or cheque to a staff member. Staff would prefer not to handle fees money or give change, so please try to include correct payments. Fees may also be deposited by direct debit into the Centre's account. Please see invoice for Account and BSB details. Receipts will be issued by the Treasurer and placed in parent notice tubes.

MONITORING, EVALUATION AND REVIEW This Policy has been ratified by the Flinders Children's Centre Governing Council Signed:

Director

Governing Council Chairperson

Reviewed: February 2018

Review: January 2019