

## Procedure

# Payment of Preschool Fees

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**The Governing Council approves the fees for the preschool year based on budget requirements.**

**Fees reflect actual costs and do not include any items covered by Department for Education funding.**

**Other charges are identified separately, and clearly presented as optional.**

**Fees are invoiced using tax compliant invoices based on enrolments.**

**Fee amendments are approved by the Preschool Director.**

**Children are not excluded from attendance on account of unpaid fees**

Parents /caregivers are notified of their requirement to pay preschool fees during the enrolment process, eg at the New Parent Meeting, in the Parent Handbook and when completing their child's enrolment form.

Parents are required to sign the Permissions attachment on the Preschool Enrolment form acknowledging their responsibility to pay preschool fees.

The current fee rate is itemised in the Parent Handbook. The yearly fee rate is divided over 3 terms – Terms 1, 2 and 3.

Fee Invoices are issued to each family during weeks 1 or 2 of Terms 1, 2 and 3. These are placed in student communication pockets or emailed to families.

Payment is requested within 14 days.

Payment is accepted in the form of cash or cheque, as a Centrelink payment or via direct credit into the Loxton Preschool Centre bank account.

Fees may be paid in instalments with arrangement made with the preschool director.

Receipts will be issued upon payment via email or children's communication pockets.

Overdue notices will be issued for any outstanding fees at the end of Week 5.

Payment of Preschool Fees Procedure v4.0 December 2023

Issue Number 2  
Issue Number 3  
Issue Number 4

Issue Date: 01/12/2016  
Issue Date: 15/08/2021  
Issue Date: 31/12/2023

Review Date: 15/08/2021  
Review Date: 29/06/2023  
Review Date: 08/12/2025

Reviewed 30/07/2019  
Reviewed 29/06/2021  
Reviewed 08/12/2023

If fees are still not paid by the end of Week 6, personal contact will be made with families in question by the preschool director or book-keeping assistant.

It is expected that all families will pay preschool fees.

Where families are experiencing financial hardship, the Nominated Supervisor (preschool director) has the power to consider waving or reducing the preschool fees. This will be dealt with confidentially and documented.

All reasonable efforts are to be made to collect outstanding fees by the end of each term. Documentation of follow up with families with outstanding fees will be kept.

In the event of fees needing to be written off due to non-payment, the matter will be brought to the Governing Council meeting and voted upon and recorded in the minutes.

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