



# Blackwood Kindergarten Fee Policy

**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. Transition Visits and Playgroup are unfunded programs. 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 and fundraising.

**SCOPE** All families using the site services including Preschool, Transition, and Playgroup

**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 Playgroup, Transitions, lunch care and Nature Kindy supervision have site funded ECW wages taken into account.

Fees are currently set as follows

- \$150 per term for 15 hrs (2 full +1 half days) Preschool including lunch care.
- \$60 (3 weeks X 2 hours) Transition Visits. This Fee includes a Kindy hat and Litter Free Lunch wrap.
- \$3 per week per family for Playgroup when attending
- Preschool and Transition Fees are to be a flat fee paid in full per term regardless of how many sessions a child attends, or if parents are choosing to use another service part time. The site budget and site funded staffing is calculated on the number of enrolments. Part time enrolments prevent another child from attending the service if session places are close to capacity.
- 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 and deposited in the fees drawer near the office in a named envelope marked with child's name, reason for payment and amount included written on the envelope. Staff do not handle fees or give change, so please include correct payments.

Fees may also be deposited by direct debit into the kindergarten'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 Blackwood Kindergarten Governing Council

Signed Chairperson

Director

Date

This Policy will be reviewed by Governing Council

Date AUGUST 2016