

Noarlunga Downs Preschool Parent Contribution Policy

Purpose

- To inform parents and caregivers about our fee structures and responsibilities regarding fee payment.

Context

- Our preschool depends on parent fee contributions to provide the high quality service available to our families. Whilst The Department for Education provides staff salaries and other grants as a contribution calculated per child enrolment. Preschool fees are used to provide materials and services to students to support their learning including information technology, art and craft supplies, printing and photocopying and resource centre materials. It is not a fee for education and is GST free.

Objectives

- That parents and caregivers accept the responsibility of providing fee payments as contribution to the materials and services costs of our preschool.

Fees

- Fees are established by the governing council committee in consultation with the Principal and finance advisory committee. Fees are reviewed annually with consideration given to inflation and rising costs of consumables.
- Fees are currently set as \$230 per year. Parents are invoiced at the beginning of Term 1 and have the option to pay throughout the year by instalments.
- Early entry fees are dependent on the sessions a child is accessing in negotiation with the Principal.
- Preschool fees are to be paid as a flat fee regardless of how many sessions a child attends, or if parents are choosing to use another service part time.
- There are no refunds for public holidays, pupil free days, family holidays or illness.

Payment of Fees

- Fee invoices will be mailed out by the end of **Week 1** Term 1.
- Payment is due within 30 days.
- Reminder notes will be placed in Newsletters and on the notice board in the preschool. Statements for outstanding fees will be posted out each term. Follow up phone call/messages for overdue fees will also occur.
- Parents experiencing difficulty paying fees can contact the Business Manager to arrange a mutually acceptable payment plan – should this be the case, a negotiated written payment agreement will need to be signed and dated by parent/caregiver as well as the Business Manager. Unfortunately, there are no discounts or subsidies available for your preschool fees.
- Separated parents need to negotiate responsibility for fee payments so that fees are paid on time.



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- Fees or other payments may be made by cash, cheque or EFTPOS at the school front office or over the phone.
- Centrepay payments are accepted.
- Fees may be deposited by direct debit into the Noarlunga Downs Primary Schools account. See invoice for details.
- Receipts will be issued by the Business Manager.

Excursion and Incursion Fees

- Excursion and incursion fees are calculated by staff to cover costs of the transport (if applicable) and the cost of the performance, entrance, experience or artist.
- With Principal approval, excursions and incursions may sometimes be subsidised to reduce costs for families if the excursion/incursion costs are deemed excessive.
- Excursions are planned to complement the learning experiences of children within the curriculum content of the learning programme.
- While it is desirable that all children attend, excursions are not compulsory.
- All children wishing to participate in an excursion must pay the excursion fee before the due date to be included.
- No refunds due to absences will be given for incursions or excursions until all base costs have been met.
- If an incursion/excursion is cancelled due to unforeseen circumstances, a refund of fees paid will be made.

Please keep this policy for future reference.

Updated: March 2023 (fee updated 2023)

Approved by: Approved at Governing Council Meeting

Date of approval: Monday 20 March 2023

Source: Governing council committee, Principal, finance advisory committee, School Business Manager

Next review date: March 2026



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