



Payment of Fees Policy

“Revenue to additional grants from the Minister shall be derived from contributions by parents of children attending the centre, donations from others, fundraising, and any other arrangements approved by the Minister. The centre may set the level of parent contribution, as determined by the Council, in relation to the programs at the centre.”

(Taken from the Preschool Constitution, Clause 10.1)

Education and Care Services National Regulation 2011:

Regulation 168 (2) (n)

Links to the National Quality Standards:

National Quality Standard 7.1

<https://edi.sa.edu.au/library/document-library/user-guides/finance/site-instructions/Site-instruction-Preschool-contribution.pdf>

PURPOSE

For parents to gain a clear understanding of the kindergarten’s fee structure, how fees are determined and monitored and what fees are used towards.

SCOPE

This policy applies to families enrolling their children at Seaford Rise Kindergarten. It is reviewed by the Governing Council members, in conjunction with the kindy Director.

IMPLEMENTATION

Kindergarten fee contributions are a very important source of income and are used to purchase materials and learning resources that are used to support the curriculum program. A small amount of fees also contributes towards the site’s amenities.

Fundraising contributions help support improvements and larger purchases at the kindy.

Excursion contributions go directly towards the cost of activities, either held at the kindy (incursions from visitors) or attended off site (eg. Theatre performance)

It is a priority of the kindergarten (and Department for Education) to ensure families are not disadvantaged by the payment of their child’s kindergarten fees.

Families who are experiencing financial difficulty are encouraged to speak to either the Director or Finance Officer to discuss fee options, which can include paying by instalments, payment extensions. Families who hold a health care card are able to pay a reduced rate. This is not the ‘school card scheme’ and is not funded by the Department. It has been implemented by the kindergarten to support families who are on a lower income.

At Seaford Rise Kindergarten, fees are invoiced, to be paid by the child’s family, each term. To determine this fee, the Governing Council discuss the actual cost of items and services being provided to each child, as well as future plans for the year. Consideration of the following is required when determining the fee. The kindergarten’s finance officer provides budget information to the Governing Council, to assist in the decision making process:

- The fee is a contribution to towards the cost for an individual child undertaking the program and must not exceed the actual cost of items and services provided.
- Items or services that are funded (e.g., through State or Commonwealth Government grants/programs) are **not** be included in the fee.
- In determining the fee, the capacity of parents to meet the cost of the fee must also be considered.
- Parents should be informed of the **total** fee payable prior to enrolling, irrespective of the method of billing.
- Details of the fee must be made available to parents, and where requested, an explanation as to how the fee was established.

Seaford Rise Kindergarten Term Fee Breakdown (as of Term 4 2021):

Transition Package	
(Kindy t-shirt, hat & roll on sunscreen)	\$40.00
Kindergarten fee Materials and Resources -	\$130
Health Care Card Concession fee -	\$80 (\$50 discount)
Multiple sibling discount -	\$100 (\$30 discount)

Further costs may be added to each term’s invoices for additional activities (ie. Excursions, incursions, provision of additional materials to standard program).

- Families will be invoiced at the beginning of each term. This invoice is compiled by our Finance Officer who also handles the payments. Invoices are emailed, or provided in paper where requested.
- Payment of the invoice is due by the end of the second week of the term.
- Payment of fees can take place by internet banking (preferred method), or in an envelope through a cash deposit into our locked, secure cash box. If payment is made by cash, a staff member is to sign off as received.
- Please ensure that the child’s name and account code (located on the child’s invoice) is provided upon payment so it can be identified. Payment without identification will not be receipted until evidence of payment is provided.
- If families experience difficulty paying the fees, they are welcome to meet with the Director to discuss other payment options such as through instalments.

Responsibility of Management

- The Finance Officer is responsible for the billing and following up of fees owing, in consultation with the Director.
- Should families wish to discuss fees, they are to speak to the director or finance officer.
- Any alteration to fee charges are made by the Director.

This Policy has been developed in conjunction with the Seaford Rise Governing Council.

Signed: (Director) Date:

Signed:(Chairperson) Date: