

# Dernancourt Kindergarten

## Payment of Fees Policy

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### Rationale:

Dernancourt Kindergarten is a not for profit DfE kindergarten. The Kindergarten receives funding from DfE to fund staffing and operating costs but we budget on families paying fees to purchase materials and resources used by the children on a daily basis.

### Guidelines:

#### Payment of Fees

- Families will receive an invoice via an educator at the end of the day within the first two weeks of the term. Fees will be due by the date outlined on the invoice (generally within three weeks of issue).
- Families are required to pay for the minimum 2 sessions per week, total cost for the year is \$480.
- The fees are broken into four part payments of \$120 each. Completion of fees are due by the specified date in term four of attendance.
- Fees are charged for public holidays.
- Fees are charged for days missed due to illness.
- Families who have extended holidays are required to pay for the time they are away to hold their child's position at the Kindergarten.

### Procedures:

Payment can be made in two ways:

- By either placing money in an envelope labelled with the child's name and into our secured letter box at the front entrance or handed in person to a staff member. A paper receipt will be issued within one week into your communication pocket. This receipt needs to be retained for proof of payment.
- To avoid having cash on the premises we prefer payment via internet banking:

**BSB Number**        **065 - 145**

**Account Number**    **00900256**

Please enter your **child's name** as "**Reference**". A print of your transferred funds is your receipt. Please retain for proof of payment.

**Please see the Director by the Due Date of Fees and Payments if you are experiencing difficulty with payments, all matters will be handled in the strictest confidence.**

This Policy will be shared with all new staff and families, and available to view in the Preschool Policies Booklet.