

Rose Park Preschool - Fees & Payments Policy

Rationale - Rose Park Preschool is a not for profit DECD kindergarten that provides a preschool in which to operate a preschool program under Universal Access of 30 hours per fortnight. The Department fund our staff wages, bilingual and special needs programs, and preventative/breakdown maintenance.

Parent's fees fund the supply of materials, resources, lunch staff, grounds and building works, supply of electricity, water and gas heating/cooling. Once enrolled your fees are set to meet budget of this resources in advance of the school year and payment is required to meet the educational resources needed to operate this program.

Payment of Fees - Families will receive an invoice via their child's communication pocket during the first week of their term. Fees will be due by the Friday of the third week of term.

Payment for Incursion/Excursions - Each term an incursion or excursion is scheduled in the curriculum and an additional levy of \$20.00 is charged. Any over costs will be subsidised by the Governing Council Fundraising Levy.

Fundraising Levy - The fundraising levy is an optional payment however we would appreciate your support in paying this levy as it is in lieu of any fundraising event throughout the year.

Total Fees and Charges – The total fees payable including excursion and the fund raising levy are: \$180.00 per term. ***This total will change early 2015.**

Methods of Payment

- 1 By placing money in an envelope labelled with the child's name and into the fees box on the top of the back pack shelving, just to the right of the toilet entrance. A paper receipt will be issued within one week into your communication pocket. This receipt needs to be retained for proof of payment.
- 2 By paying electronically via EFT

BSB: 105-047 **Account Number:** 195005940

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

Trouble Paying - Please see the Director by the due date of fees and payments if you are experiencing difficulties in paying.

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

Enrolled families will be asked to confirm they have read and understood this policy by signing the Information & Consents Form at the time of enrolment.

Endorsed and ratified by Staff and Governing Council October 2014. To be Reviewed early 2015

I _____ acknowledge that I have read the above policy and that I am responsible for ensuring that the fees and excursion levy are paid by the due date.

Signed _____

Date ____/____/____