



## 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)*

At Happy Valley Kindergarten, fees are to be paid by the child’s family termly. To determine this fee, the Governing Council determines the actual cost of items and services being provided to each child. Consideration of the following is required when determining the fee:

- *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) must **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.*

### **Happy Valley Kindergarten Termly Fee (as of Term 1 2017):**

#### ***Eligible Preschool Year - \$170 per term (\$680 total)***

*If paid upfront by the end of week 5 of term 1, a discount of \$20 per term will apply meaning you will pay \$600 for the year instead of \$680.*

#### ***Term 4 ‘Stay and Play’ Sessions - \$25***

- Families will be invoiced at the beginning of each term. This invoice is compiled by our Finance Officer who also handles the payments. This invoice will be placed into your child’s communication pocket.
- Payment of fees can take place by over the counter banking, internet banking, or in an envelope through a cash deposit into our locked, secure cash box. Please ensure that the child’s name is provided upon payment so it can be identified. Cash payments are receipted. Receipts of online payment are available on request.
- If families experience difficulty paying the fees, they are welcome to meet with the Director to discuss other payment options, such as through instalments, e.g, automatic payment schedules can be set up online (payments per week \$17, per fortnight \$34, per month \$68.