

# Fees Schedule and Charges

## Policy Statement and Procedures

The 2019 Committee of Management upon completion of the 2020 budget determined the annual 2020 fees. This budget takes in to account all the expenses involved in running Pinemont Pre-School. The pre-school also receives funding for each child in the 4-year-old group and this is included in the budget. Please note, however, that as this government contribution does not cover all the expenses in running the 4-year-old group that there is a shortfall that parents of 4 year old parents are required to pay. The 3-year-old programs do not receive any government funding and are totally financed by fees.

The following is a breakdown of the fees:

### Deposits

Joeys and Koalas/Possums (4 and 3 year old groups). A deposit of \$100 per child paid in 2019 to secure your child's place is **Non Refundable**. The deposit is broken down as follows:

- **Maintenance Bond** - \$100 is held as your maintenance bond and will be fully refunded to those who have completed their rostered working bee. Some may wish to donate the bond to assist the pre-school in operating financially. If exceptional circumstances prevent a family attending their scheduled working bee, alternative duties can be arranged. A formal written request to the Committee of Management would be required. This Maintenance Bond is paid only once per family. If you have more than one child in the pre-school in the same year, then you do not pay a maintenance bond per child.

### Fundraising

Fundraising activities will be arranged throughout the year for specific declared purposes. In line with current legislation, Pinemont Pre-School does not charge a fundraising levy.

### 4 Year Old Program - Joeys

The annual fee for 2020 will be **\$1,680.00 per child**, invoiced in equal installments of **\$420.00 per term** independent of the duration of the term. Fees are payable prior to the beginning of each term, i.e. Term 3 fees are payable at the end of Term 2. Families with more than one child in the pre-school program at the same time (for example, twins in 4 year old or 1 child in 4 year old and 1 child in 3 year old) will receive a \$20 discount off this fee per term, for each child after the first child.

2020 Gumnut Program. The 4 year old extended hours program will be offered at an additional fee of **\$160.00 per term** for one session per week.

### 3 Year Old Program - Koalas and Possums (2 sessions)

The annual fee for 2020 will be **\$1,680.00 per child**, invoiced in equal installments of **\$420.00 per term** independent of the duration of the term. Fees are payable prior to the beginning of each term, i.e. Term 3 fees are payable at the end of Term 2. Families with more than one child in the pre-school program at the same time (for example, twins in 4 year old or 1 child in 4 year old and 1 child in 3 year old) will receive a \$20 discount off this fee per term, for each child after the first child.

Subject to availability extra hours may be offered for the 3 year old program and will be offered at the additional fee of **\$160 per term** for one additional session per week.

**Unpaid fees will result in the loss of the child's position. This position will be offered to the next child on the waiting list.**

The following points are noted in relation to fees:

Fee notices will be issued each term and must be paid by the due date stated on the invoice. The fees are due one term ahead with the first payment being due at the Information Night (AGM) the year before pre-school commences. Therefore, there will be no fees owing in the last term.

### **Enrolment packs will be issued upon payment or receipt of payment at the AGM.**

Payment to be made using Internet banking's "pay anyone" facility to the Pinemont Pre-School bank account by the invoice due date.

Account Name: Pinemont Pre-School  
BSB: 633-000  
Account Number: 143 192 383

Parents should approach the Fees Officer immediately if they are having difficulty with payment of fees, as there is a process for payment of fees by installments. Any installment plan will take the form of a written contract between parents and the pre-school. The parent's right to confidentiality will be maintained at all times. The Treasurer and Fees Officer will keep an updated checklist on payments of fees for the 4 year old and 3 year old Program groups.

If a child is withdrawn from pre-school in the first half of the term, 50% of that term's fee will be refunded.

If a child is withdrawn from pre-school in the second half of the term, no refund will be forthcoming.

If a child is withdrawn prior to scheduled maintenance duty, the bond will be refunded.

If a child commences pre-school part way through a term because a place becomes available, fees will be calculated on a pro-rata basis.

In the event of a child not being able to attend the pre-school for the first term, until reaching the age of 3, 100% of the first term's fee will be payable as a holding fee. If this is not paid, their position is forfeited and given to the next family on MIKA's waiting list.

Children repeating 4 year old pre-school who have not been deemed eligible to receive 2<sup>nd</sup> year government funding will be required to pay full fees for the year. This includes both the Pinemont Pre-School's fees and the amount of funding which the pre-school would have received from the government.

The pre-school does not refund portions of the fees to families whose child has missed pre-school due to any absences (i.e. holidays, illness, arriving late or leaving early etc.).

### **Late Payment of Fees Procedure**

All fees per term are fully payable **within the first 2 weeks of each term**. If fees are not paid by the due date, the Fees Officer, or nominated person will:

- Step 1** Inform the Executive Committee of all persons that have failed to pay their fees. Issue a written reminder notice to the parents/guardians stating fees are overdue and the amount overdue, giving 10 calendar days for payment from the date of the letter. A copy of this letter will be kept on file.
- Step 2** Follow up the reminder with a telephone call to the parents/guardians within five working days of sending the letter. The parents/guardians will be invited to attend a meeting to discuss alternative payment options and to develop an agreed payment plan. The Fees Officer will invite a member of the Executive Committee to assist with this meeting. Minutes of this meeting will be kept on file. If a payment plan is agreed upon both parties will sign the agreed plan and a copy will be kept on file.
- Step 3** If, following the letter, the parents/guardians fail to attend the meeting and if payment is still not received, the President on behalf of the Executive Committee will issue a second and final request for full payment within ten calendar days. **This letter will also advise the family that if payment is not received, MIKA will be informed in writing, possibly resulting in the child's place at the centre being cancelled.**
- Step 4** If the payment plan drawn up and signed by both parties is not adhered to, the follow-up process will commence at Step 2.
- Step 5** The Executive Committee will inform the Staff of the removal of the child from attending the program.

### **Debt Recovery**

The Committee of Management reserves the right to take action to recover debts owing to Pinemont Pre-School, this can include the engagement of debt collectors to recover the monies owed on behalf of the pre-school. Where a family owes more than one terms payment to the preschool, no further placements in programs will be provided to any child in the family, until all outstanding monies are paid, or a payment plan is agreed to by both parties.

The Committee of Management will inform MIKA of this decision.

**Date of Approval:** 09/09/2019

**Date of Review:** 09/09/2020