



Howlong Preschool Association Inc

Fee Schedule for 2024

PLEASE NOTE: FOR FAMILIES THAT ELECT US AS THEIR “FEE RELIEF SERVICE PROVIDER” FEES FOR THE FIRST 2 DAYS PER WEEK WILL BE AS FOLLOWS:

- **\$12.25 per day**
- **Equity FREE**
- **Any Additional Days will be charged as below**

OTHERWISE FEES WILL BE CHARGED AS BELOW. FEES ARE SUBJECT TO CHANGE.

Sessions are 7.5 hours, offered between 8.00am to 3.30pm, Monday to Friday

	<u>Fee per Day</u>
Daily Fee – Children Attending 2 Days	\$65.00
Daily Fee – Casual or Additional Day	\$65.00
Equity* – Attending 2 Days	\$45.50
Equity* – Casual or Additional Day	\$55.00

Equity – Children from low income families (HCC must be sighted upon enrolment and thereafter upon update of concession status), children with an Aboriginal and Torres Strait Islander background, and children with disability or additional needs (NDIS).

PAYABLE BY ALL FAMILIES

Enrolment Fee (inc)

** these amounts include GST*

Administration Fee (per enrolled child per year)	35.00	}	\$60.00
Children’s Insurance Premium (per enrolled child per year)	13.00*		
Incorporated Association Membership (per family per year)	12.00*		

Enrolment Levies

Entertainment Levy per Term	7.50	}	\$30.00
Gardening Levy per Term	22.50		

Late Collection Fee

A Late Collection fee will apply to families who arrive after the session finishing time.

- This fee is set at \$20 for first 10 minutes and an additional \$1 per every additional late minute.
- Committee will grant each family one instance per year without fees being charged. Each family will be made aware that they have received the first instance without charge at the time of the instance, via a letter of notice which they will be required to sign along with the staff/committee member administering the notice. The original signed notice will be kept on office files and a copy given to the family.
- All subsequent occasions will be charged and payable.

Invoices

Invoices will now be sent on a per term basis (4 invoices per year).

We have also introduced Ezidebit which will allow families to make regular recurring payments via direct debit. These payments can be processed from your bank account or credit card on a weekly, fortnightly, or monthly basis. We are hoping this will alleviate the stress of paying fees upfront. Ezidebit forms are available from the office or can be requested to be sent with your Term 1 invoice.

These are quite significant changes at the Preschool and we are more than happy to discuss these with anyone who has any questions or concerns.

All about Fees (taken from our Fee Policy 7.2.0)

Fees are calculated on a term basis, to cover all sessions. The yearly amount is charged in four instalments in terms one to four.

If a child is withdrawn from the Pre-School in Term 4, the family will be reimbursed for the Term 4 fees previously paid. The refund is calculated on a pro-rata basis.

The Committee of Management sets the fees in the 4th Term for the following year. Where funding has not been confirmed by the Department for a full calendar year, fees may be reviewed midyear to ensure they still meet the financial requirements of the Centre. The Committee of Management advises parents of attending children in writing of any changes to fees charged.

A ledger of account invoices and payments will be kept with relevant information recorded. Each family upon enrolment is required to complete an "information for the office" form, which has their account & contact information. The first invoice will be posted to families during the January holidays. Accounts for the remaining terms will be issued in the week prior to the commencement of each term. These will also be posted to families.

Each family upon enrolment is required to pay a \$60.00 for 1st child and \$48.00 for siblings, enrolment deposit to secure their child's placement.

Fees are due in full within 4 weeks of an issued account, however the January invoice will allow 5 weeks from issue, for payment. Fees may be paid by personal or bank cheque, made payable to Howlong Preschool Association Inc; by Direct Credit into the Centre's bank, by cash, EFTPOS or Ezidebit. Cash payments are to be placed in the locked 'Fee Tin' located outside the office, not handed to staff, and clearly identifying the name of the child enrolled, amount being paid and the date paid. Receipts will be issued by the Office during office hours.

The following procedure will be followed and adhered to:

1. An invoice will be issued which allows four (4) weeks for payment.
2. After the due date, a reminder will be given to those families who have not paid. These reminders will allow one week from the original due date for payment.
3. A 10% penalty will be issued to those who have not paid the fees by the end of the reminder week.
4. Due dates will be the first day of the week the child attends Pre-School.
5. Failure to pay fees in full may jeopardise the child's enrolment.
6. If parents are unable to pay in one instalment, they must contact the office and make an application to the Office Manager before the end of the second week period of receiving the account to arrange an alternative payment system.