Mt Compass Preschool Centre

Procedure : Preschool Fees

This procedure is based on DECD Preschool Fees Policy 1961/2012

This procedure is based on the following two premises:

- At Mt Compass Preschool we value early childhood education. We aim to make our kindergarten welcoming and the program accessible to all families.
- At Mt Compass Preschool we see it as the responsibility of each family to contribute to the running of the preschool.

The Director will follow these guidelines in relation to the collection of preschool fees and notifications to families. Families can choose to pay preschool fees through Centrelink payment deductions. Families can choose to commit to a payment schedule on a weekly or monthly basis.

At the beginning of the year invoices will be sent out to families:

- Term 1 week 2, invoice for child’s remaining time at preschool is issued. Families have the option of paying total preschool fees for the year or paying term by term.
- Term 1 week 5, reminder invoice for any overdue amounts issued.
- Term 1 week 7 a direct approach to parents with overdue accounts made by Director. Director can then discuss with family whether a payment schedule is required.

At the beginning of each term invoices as above will be sent out to families who have chosen not to pay their fees in full.

When a child leaves the preschool with fees owing the Director will send invoice during next term and attempt to contact by phone.

Families will receive a copy of this policy at enrolment.

Endorsed by the Governing Council Term 1 2013

Endorsed and Updated March 2014