

## Payment of Kindergarten Fees Policy



### Rationale

Holden Hill Kindergarten is a not for profit Department for Education Kindergarten. The kindergarten received funding from the Department for Education to fund staffing and operation costs, but we budget on families paying fees to purchase materials and resources that the children use on a daily basis.

### Guidelines

Payment of Fees:

- Kindergarten families will receive an invoice via their child’s communication pocket within the first two weeks of each term. Fees will be due by the date outlined on the invoice (generally within four weeks of issue).
- Kindergarten families are requested to pay \$140 for each term.
- Fees are charged for public holidays.
- Fees are charged for days missed due to illness.
- Kindergarten families who have extended holidays or choose to send their children to child care for a periods of time are required to pay for the time their child is away to hold their child’s position at kindergarten.

### Procedure

Payment can be made in two ways:

- By placing money in an envelope labelled with the child’s name, the amount paid and what it’s for (e.g. John Smith, term 1 kindy fees, \$140) and putting it into the secured collection box that is located on the wall by the adult toilet. We do not keep cash on the premises so correct money is preferred.
- By making payment via internet banking:

**BSB number: 105-129**

**Account number: 478112240**

Please enter your **child’s name as “Reference”** and print a receipt or email yourself a receipt and retain as proof of payments.

- A paper receipt will be issued by the kindergarten as soon as possible and placed in your child’s communication pocket.

**Please see the Director by the due date of fees and payments if you are experiencing difficulty with payments, all matters will be handled in the strictest of confidence.**

Signed: ..... *P.N. Indya* ..... Director Date: 05/05/2000

Reviewed: ..... *P.N. Indya* ..... Director Date: 10/03/2023