



St. Mary's Preschool

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Fees Policy And Procedure

St. Mary's Preschool believes that early childhood education should be available to all children regardless of economic status. To this end we endeavour to keep fees to a minimum.

Fees are charged at the following hourly rates:

	Hourly rate incl. GST
2 year olds	\$2.50 capped at \$35/week
Over 3 years ECE	FREE
Over 3 years (non ECE)	\$4.00

Licensing Criteria for Early Childhood Education & Care Services 2008 , GMA 3, 9

We will also offer the following:

1. Twins discount: 2nd child free
2. Family discount: 25% discount if more than one child is incurring fees.
3. Staff children: 50% discount

Fees are invoiced on a fortnightly cycle.

One reminder will be provided if the invoice is in arrears by three billing periods.

If no further payment is received after seven days, Senior Teacher will be notified and will discuss with family.

If no action is received after another seven days, the outstanding bill will be escalated to the Board Of Governors who will

- Write to family
- Consider options including referral to a debt collection agency and/or cancelling the child/children's booking until full payment has been made (or suitable arrangement in place)

Office manager will provide the Board of Governors with a list of any overdue invoices at scheduled Board of Governors meetings.

NOTES

If all ECE hours are attested to our preschool, children over 3 years of age who attend preschool 5 full days each week (total 32.5 hours) will not be charged fees for the additional 12.5 hours.

If 20 ECE hours are allocated to another provider, the rate charged at St Mary's Preschool will be \$4.00 an hour.

Children whose parents stay with them to help the settling process after their official starting date will not be charged fees until the child is left solely in our care. The centre will claim funding in this period.

Fees are charged when your child is absent due to sickness or any other reason.

No fees will be charged for statutory holidays or during St Mary's Preschool close down periods over the school holiday breaks (dates will vary)

St Mary's Preschool reserves the right to charge a late fee of \$5 for the first 5 minutes, and \$1 per minute thereafter.

Fees may be waived in extreme cases of hardship or as deemed appropriate in the light of our Catholic philosophy, by the Senior Teacher in consultation with the Board Of Governors.

Direct Credit and internet banking options are available to parents/caregivers.

Fees are reviewed annually at the AGM.

Date Reviewed	May 2022
Date Ratified	May 2022
Next Review	2023