

JUNEE PRESCHOOL POLICIES

Fee Collection

Quality Area 7: Governance and Leadership

Fees

The full fee for children turning 4 on or before the 31 July of the year of commencement is \$25/day and the subsidised fee is \$16/day.

The full fee for children who turn 4 after 31 July of the year of commencement (3 year olds) is \$40.00/day and the subsidised fee is \$16.00/day.

Children who turn 4 on or before 31 July of the year of commencement must enrol in preschool for 3 days per week. The three days can be chosen from Monday, Tuesday, Wednesday, Thursday or Friday. Children who turn 4 after 31 July of the year of commencement are only able to attend preschool on Thursday or Friday.

Casual Days

Casual days are available if we have positions free. If you would like to enquire about a casual day, please check with Kerri or Sara as to the availability of a position on the day you require. The fees for casual days are \$40/day (full fee) and \$16/day (subsidy).

Other Charges

A one-off enrolment fee of \$50 is charged when enrolling a child. This fee is non-refundable.

A maintenance levy of \$25.00 per family per term is payable at the commencement of each term.

JUNEE PRESCHOOL POLICIES

Procedure for payment for fees

◀ Accounts will be distributed via email at the commencement of each term and are to be paid regularly or by Week 5 of term. Payments can be made by term, weekly or fortnightly but must be paid in advance and finalised by week 8 of term.

◀ Cash or cheques for fees are to be placed in a sealed envelope with the following information: Name, Amount enclosed, Days attending.

◀ Fee envelopes can be found on top of the fee box, into which they need to be posted.

Fees can be paid by cash, cheque, direct deposit or EFTPOS/Visa/Mastercard. We are also able to accept Centrepay. Our direct deposit details are:

Bank: CBA

Account Name: Junee Preschool Inc.

BSB: 062 557

Account Number: 10135641

Outstanding Accounts

Outstanding accounts will be processed and dealt with in the following manner:

◀ In week 5 each term, the accounts will be checked, and anyone that has not made weekly or fortnightly payments, or paid their account in full will be sent a reminder letter, asking for prompt payment.

◀ In week 7, if there has been no attempt made to pay the outstanding fees a second reminder will be sent notifying the family that if fees aren't paid by the end of term, or specified date prior, the child's position will be in danger of being forfeited.

◀ If no payment has been made by the date set/end of term, a third letter will be sent to notify the child's family that his/her position is being cancelled.

Please note that Centrepay is available for families with Centrelink/FAO payments.