

FINANCE POLICY Version 1.13

SESSIONAL PRE SCHOOL HOURS AND CONTRIBUTIONS

Sessional Preschool operates during the school terms and closes during the scheduled school holidays as authorised by the Department for Education (DE).

Sessional Preschool is offered to all children for the 12 months prior to school entry.

Sessional Preschool is offered in the morning 8.30 - 11.30 am and in the afternoon 12.15 - 3.15 pm

Eligible children (see Priority of Access policy) are entitled to attend a Preschool program for the equivalent of up to five sessions per week for up to four terms. Invoices for the Preschool contribution will be provided at the commencement of the Preschool year.

The Children's Centre is a not-for-profit organisation and relies on the contributions paid by the families who use the Children's Centre to maintain operation. When the Governing Council set a contribution increase, families will be given at least 2 months' notice and informed through the newsletter. A fundraising / building maintenance levy is incorporated with Preschool contributions. The Children's Centre is not able to split bills for families who are living separately. **Please ensure that one parent ONLY completes the Direct Debit form.**

Families will be offered two methods of payment:-

Payment by Direct Debit each month for 8 months – beginning February each year

Or

Payment in Full by Credit/Debit Card or Electronic Funds Transfer by the first month of the school term.

PROGRAMS THAT ARE ELIGIBLE FOR CHILD CARE SUBSIDY

The Children's Centre offers a range of programs, and these are:

- Long Day Care 7.00 am – 6.00 pm
- Before Preschool Care 7.00 am - 8.30 am
- Morning Session in conjunction with Preschool 7.00 am – 12.30 pm
- Afternoon Session in conjunction with Preschool 11.30 am – 6.00 pm
- After Preschool Care 3.15 pm – 6.00 pm
- Between Session Care (School terms only)

The Children's Centre operates for 49 weeks of the year, with a three week closure near the end of the calendar year, with dates to be advised. The Children's Centre will close at 12.30 pm on the last day of the school year, prior to the 3 week Christmas / New Year closure.

The FINANCE POLICY will be issued with enrolment forms. The parent / guardian signature indicates agreement to the terms and conditions outlined:

- **It is a requirement at enrolment that all families sign a Direct Debit Form to authorize the Children's Centre to automatically deduct the amount owing, via weekly payments. Payments are to be made from their nominated credit card/debit card or bank account each week. There is to be ONE Direct Debit per family, ie ONE parent will receive fees and be responsible for the payment of those fees. The Children's Centre is not able to split bills for families who are living separately.**
- Invoices will be issued each week for all care provided in the previous week.
- An Administration charge of \$2.00 will be applied each time the Direct Debit is rejected by your bank.
- **The Children's Centre reserves the right to give forty-eight hours' notice to cancel a child/ren's booking when a Direct Debit is rejected and their account is subsequently in arrears.**
- If the child has not attended for one week, the staff will inform the Director, who will then attempt to make contact with the parents/guardians.

Standard Fees Apply to: All absences from the Children’s Centre (including for illness and holidays)

No Fees will apply when: The Children’s Centre is closed. The closure dates at the end of the calendar year are set by the Governing Council and will include the 25th and 26th December and the 1st of January.

Public Holiday Charge: Full fees are charged for all other public holidays.

Families must give **two weeks’ notice of withdrawal** of their child/ren from the Children’s Centre.

A ‘late’ fee of \$5.00 per minute per child will be applied after 6pm if a parent fails to collect their child/ren on time.

CREATED: November 2007
REVIEWED: November 2008, March 2009, January 2010, January 2011, January 2012, January 2013, January 2014, October 2014, January 2015, January 2016, January 2017, January 2018, January 2019
TO BE REVIEWED: January 2020
SOURCED: Mercantile Collection Services
Spike Business Systems (Version 3, 2008)
DECS – Licensing and Standards Unit
Network SA
DECD Preschool Fee Policy 2012

I / we understand and accept the Keithcot Farm Children’s Centre Finance policy.

Signed Date