

BALHARRY MEMORIAL KINDERGARTEN AND RURAL CARE FEES POLICY

NQS: 7.3.2 Administrative systems are established and maintained to ensure the effective operation of the service.

The Balharry Memorial Kindergarten is a non-profit Government subsidised centre which offers both child care and preschool services. The centre is managed by a Governing Council which consists of parent, community and staff members. This council is responsible for all aspects of the service. As a non-profit service your fees and contributions must be paid promptly to cover operating costs.

CONTRIBUTIONS FOR KINDERGARTEN

- The kindergarten contributions are set at the Annual General Meeting held in February each year.
- Contributions are charged in accordance with the type of service used
- Preschool contributions per term
 - Full time \$80
 - Pre-entry \$35

- Each term families are provided with an envelope which states the amount owed for that term.
- Payment should be made by the due date referred to in the accompanying newsletter
- Payment can be made by cash, Direct Deposit or cheque (Made payable to Balharry Memorial Kindergarten) and should be put into the envelope and given to staff. Receipts for internet payments should also be placed in the envelope.
- Reminders will be sent out before the end of each term, if necessary.
- If you are having difficulties with payments, please see the Director to make alternative arrangements. All matters will be handled in confidence

FEES FOR RURAL CARE

- The fees for Rural Care are set by DECD. All accounts/invoices are managed by DECD rural care. All monies which are paid by families are sent to DECD each month.
- Payments can be made by cheque (Made payable to Balharry Memorial Kindergarten), cash or direct deposit. Direct deposit details are available from RC staff. Please ensure you provide receipt numbers for direct deposits to the RC staff so that they can be receipted.
- Payments will be receipted by RC staff and the details of payments received will be made weekly to DECD.
- Invoices are sent weekly via email from DECD rural care office directly to families. Fees need to be paid on a weekly basis, unless a Negotiated Payment Plan has been negotiated with the Director.
- A bond for care is required and will be refunded, when care ceases.
- Casual care needs to be paid for on the day of use.
- Should payment not be made at the agreed time, then care cannot continue, unless payment is made within a week or Negotiated Outstanding Payment Plan is negotiated. Care will be discontinued if payment is not made by the extended date and will not be resumed until the outstanding debt is settled in full.
- Where fees can not be collected by the service, then the matter will be referred to DECD who will implement debt collection processes.
- Please refer to Rural Care fees policy for further information on fee charging, bonds, CCB, after hour's fees and changes/cancellations of booked care.

Related Policies

Rural care enrolment and fee payment policy 2015

Rural care fee schedule 2015