



Cumberland Pre-School Kindergarten
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Government of South Australia

Department for Education and
Child Development

POLICY & PROCEDURE – PRE SCHOOL CONTRIBUTIONS (FEES)

Background

Define requirements in relation to the implementation of preschool contributions

Principles

This policy has been developed to:

- Ensure fees are paid in a timely manner.
- Pursuant to clause 10.1 of the DECD preschools model constitution the preschool may set levels of parent contributions as determined by the Governing Council
- Optional student activities not covered by the preschool contribution can be charged for at the discretion of the preschool eg optional excursions.
- The Preschool Director and Governing Council are responsible for developing, approving and collecting preschool contributions and charges.
- Parents are to be informed of the total amount payable prior to enrolling irrespective of the method of billing.
- Preschool contributions and other charges must be published (eg in the parent information book or on the preschool website) and accessible by families.
- No child shall be excluded from a Government funded preschool program because of the inability of a parent/guardian or carer to contribute financially.
- The School Card Program does not apply to preschools.
- International student charges
- Dependants of international tertiary education students may attend South Australian Government preschools.

In each case, the preschool is required to invoice the parent/s of the student/s for the preschool contribution.

Further information regarding charges relating to international students can be obtained from the International Education Services , website www.internationalstudents.sa.edu.au

- Multiple-birth contribution subsidy

To assist multiple-birth families with the cost of preschool, a preschool contribution subsidy is available. Parents or guardians with multiple-birth children can apply for a preschool contribution subsidy of up to \$100 per term (dependent upon the contribution amount charged by the preschool) *for the third and subsequent multiple-birth child attending the service* for either their preschool program or sessions provided under the Early Entry criteria.

Requests should be made in writing at the beginning of each term, or retrospectively on completion of the preschool program.

Requests should be signed by the parent/guardian and the Preschool Director and forwarded to:
Manager Preschool Policy and Programs Unit Early Childhood Services Early Years and Child Development Division Department for Education and Child Development 7th Floor, 31 Flinders Street ADELAIDE, SA 500

Scope

This policy and procedure applies to parents / carers and Governing Council at Cumberland Kindergarten

Context

There are links to:

- Quality Area 6: Collaborative partnerships with families and communities
- Quality Area 7: Leadership and service management

Documents and information supporting this instruction including related policies, instructions, guidelines, factsheets and forms are available on the DECD Intranet.

Links to relevant legislation and SA Government guidelines are also available on DECD webpages

Approval Date	Approved By	Review Date	Version #
	Governing Council	May 2019	1.0

PROCEDURE

1. Parent Contributions will be set by Governing Council and reviewed annually.
2. The contribution amount is to be documented in the Centre Handbook and the policy accessible on centre web site.
3. Parent Contribution are \$180 per term effective term 1, 2018

4. Contributions can be paid by cash, cheque or direct debit
 Bank: bank SA BSB:105-075 Account Nos 293 039 440

WHEN PAYING CONTRIBUTIONS BY DIRECT DEBIT YOU MUST INCLUDE YOUR CHILD'S NAME AS A REFERENCE

Payments by cash or cheque must be put in a sealed envelope clearly marked with your child's name and the amount enclosed, then placed in the fees box under the clock at the northern end of the building. PLEASE MAKE SURE THE CORRECT AMOUNT IS ENCLOSED IF PAYING BY CASH as the banking Treasurer is unable to give change

5. Receipts will be issued for all fees paid via cash / cheque and will include your child's name, the amount paid, the term the fees were paid and the date received.

6. Overdue contributions

Fee Invoices are issued with a final due date for payment. Any family having difficulty meeting the due date can speak in confidence with the Director to make an arrangement for fee payment in instalments or to extend the due date.

A reminder note will be sent to families with overdue contributions.

REVIEW

This policy will be reviewed annually, conducted by Governing Council members and the Director .