



Cumberland Pre-School Kindergarten
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Government of South Australia
Department for Education

POLICY & PROCEDURE – PRESCHOOL CONTRIBUTIONS AND OTHER CHARGES INSTRUCTION QUALITY AREA 7: GOVERNANCE AND LEADERSHIP

Background

Define requirements in relation to the implementation of preschool contributions and other charges

Principles

- A department preschool service may set levels of parent contributions as determined by the governing council. The preschool will invoice the parent/s of the child/ren for the preschool contribution.
- A preschool service can't exclude a child from government funded preschool education program because their parent, guardian or carer didn't pay the preschool contribution.
- The school card scheme does not apply to preschool services.
- The preschool contribution charge helps cover the costs of running a government funded preschool education program over the course of a year.
- Other charges cover optional extras (eg an excursion) that are not part of the preschool education program. When a parent, guardian or carer does not pay for an optional extra, the preschool is not obliged to provide the relevant service.
- Directors and principals of school-based preschools (principals) and governing councils are responsible for developing, approving and collecting preschool contributions and other 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.
- An international tertiary education student's child or dependant may attend a South Australian government preschool service. The preschool service can ask the student to pay the contribution. The contribution charge is the same as for a resident or citizen's child or dependant.
- Multiple-birth contribution subsidy

A preschool contribution subsidy is available to assist multiple birth families with the cost of preschool. Parents or guardians with multiple birth children (at minimum triplets) can apply for a preschool contribution subsidy of up to \$100 per term (dependent upon the contribution charged by the preschool service), if all the children are attending either the preschool education program or sessions provided under the early entry criteria. More information on early entry criteria is found in the school and preschool enrolment policy.

The parent, guardian or preschool service can request a subsidy in writing at the beginning of each term, or retrospectively on completion of the preschool education program. The request should be signed by the parent or guardian and the director or principal and emailed to education.ecsupport@sa.gov.au. Otherwise, the request can be mailed to:

Manager
Preschool Policy and Programs
Early Years and Child Development
Department for Education
15th Floor, 31 Flinders Street
ADELAIDE, SA 5000

For additional information, the Preschool Policy and Programs unit can be contacted on 8226 0095.

Scope

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

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 website.
3. Parent Contribution are \$190 per term effective Term 1, 2020. Parents will be invoiced at the beginning of each term by the Finance Officer and provided with a due date for payment.
4. Contributions can be paid by cash, cheque or direct debit:
Bank SA BSB:105-075 Account No 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 every two years, conducted by Governing Council members and the Director.

Version #	Approval Date	Approved By	Review Cycle	Review Date
1.0	July 2018	Governing Council	2 years	July 2020
2.0	June 2021	Governing Council	2 years	June 2023