BALHARRY MEMORIAL KINDERGARTEN AND RURAL CARE FEES POLICY

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 must be paid promptly to cover operating costs.

FEES FOR KINDERGARTEN

- The kindergarten fees are set at the Annual General Meeting held in February each year.
- Fees are charged in accordance with the type of service used
- Preschool fees per term
  - Full time (4 sessions) $50
  - Part time (2 sessions) $35
  - Pre-entry (1 session) $25
- 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 or cheque (Made payable to Balharry Memorial Kindergarten) and should be put into the envelope and given to staff.
- 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 DECS.
- Invoices are sent to the service to be delivered to families each week.
- Casual care needs to be paid for on the day of use
- 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 DECS.
- Fees need to be paid on a weekly basis, unless an extended payment period has been negotiated with the Director.
- Reminders will be given to families if the agreed time for payment has lapsed.
- Should payment not be made at the agreed time, then care cannot continue, unless payment is made within a week or alternative payment schedule 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 an administrative body to direct debt collection processes.
- Please refer to Rural care fees policy for further information on fee charging, CCB, after hours fees and changes/cancellations of booked care

Related Policies
Rural care fee Policy (June 2007)
Rural care fee schedule (July 2007)

First endorsed April 2009