



# Elizabeth Park Preschool

## Preschool Fees Policy

### **Rationale**

Fees are requested for all children attending Elizabeth Park Preschool to assist with materials and services expenses. Elizabeth Park Preschool is administered by the South Australian Government Department of Education and Child Development (DfE). A yearly budget is provided and staff salaries are paid by DfE. However, approximately 80% of all expenses are carried by fees and fundraising. Therefore, we rely heavily on family financial support to pay for resources and consumables used in supporting children's learning experiences.

### **National Quality Standards**

Regulation 168 (policy) of the Education and Care Services National Regulations 2018.

### **Quality Area 7: Governance and Leadership:**

At our preschool:

- Systems are in place to manage risk and enable the effective management and operation of a quality service

### **Educators Responsibilities**

- The preschool will follow the procedures set out in the 'Preschool Contribution Instruction', DfE, 2022.
- The Governing Council will set the prices of fees.
- Fees will be published and accessible to families.

### **Additional Information and Fee Schedule:**

1. Education fees are GST free.
2. Families can choose to pay the year fees as one bulk payment, pay by term (4 instalments) or contribute to ongoing instalments over the year e.g. fortnightly contributions.
3. Fees are charged each term by Elizabeth Park Preschool and are \$75. A total of \$300 for the year.
4. Children attending 12 hours of preschool (Children in Care, 3 year old Aboriginal children) are required to pay \$60 fees per term. A total of \$240 for the year.
5. School Card Applications are not offered to any preschools and kindergarten families in South Australia. School Card Applications can be applied for when children reach school age and attend school.
6. Fees are determined by the Governing Council.
7. Elizabeth Park Preschool generally has two fundraising events a year that families are encouraged to participate in e.g. raffle. Money raised is used to buy resources for the preschool.
8. Invoices will be pigeon holed to families by the end of Week 2 of Term 1 if your child starts preschool at the beginning of the year and by the end of Week 2 Term 3 if your child starts mid-year.
9. Payment of fees is required by the end of Week 5 of each Term.
10. Payment options include direct deposit (use child's surname to identify payment) to BSB: 105-183 and Account Number: 598682240. Payment can also be made by cash or EFTPOS to the finance window which is located in the school front office.
11. Alternatively, Pay Way forms are provided in your child's enrolment folder. This is if you are opting to pay your child's fees in instalments.
12. Alternatively, Centerpay is another payment option for your preschool fees and information is provided in your

child's enrolment folder. Centerpay is a voluntary bill-paying service which is free for Centerlink customers.

13. Receipts will be issued for all fee payments and placed in your child's pigeon hole.

14. Reminder notices will be issued for all unpaid fees each term.

15. Families are invited to discuss any financial difficulty with preschool Educators to support you with options on how to pay required preschool fees.

**References:**

- Education and Care Services National Regulations, 2018.
- National Quality Standards, 2018.
- 'Preschool Contribution Instruction', DfE, 2022
- Department Policies available at: <https://www.education.sa.gov.au/department/policies>

**Revision Record**

Version	Approved by	Approved date	Amendments
1.1	Governing Council		
1.2			

**Created:** March 2023

**Reviewed:**

**Approved at Governing Council on (Date):** \_\_\_\_\_

**Approved by Principal:** Kath Best \_\_\_\_\_

**Approved by Governing Council Chairperson:** \_\_\_\_\_

**To be reviewed:** 2025