



FEEES CONTRACT AND POLICY

Rationale:

Payment of optional charges and / or fees on a regular basis will allow for the Pre School to add to and maintain a well resourced and therefore stimulating environment for all children to learn in.

Intended Objectives:

All Parents/Caregivers must be aware of their obligation to keep fees up to date and paid.

POLICY AND PROCEDURE:

- 1 A \$75.00 administration fee is charged for new enrolments payable at the time of enrolment (Not refundable). You may pay on line. Please ensure you use your child's full name as a reference. Your child will not be enrolled until this fee has been received. Invoices show current week and the next week are sent via email. These **MUST be paid by Friday that week.** Payments are to be made by:-
- 2 On Line or Direct Debit (for security reasons) Any unpaid fees for the week will incur a \$20.00 penalty each week they are not paid. Not negotiable
Please note We do charge for sick and absence days, but not when closed during the Christmas break. (Other school holidays we are open)

We request that your child attends the hours booked as their absence may effect our funding and result in an increase of fees. This impacts on everyone so your co-operation is requested.

Account details for fee payments
: 123233 0047874 00 -ASB Botany Downs
Please add your child's name as a reference

- 3 An additional fee may be charged for all children dropped off or picked up outside the hours stated on the Enrolment form, and includes all children . \$15.00 after first 15 minutes then \$15.00 every 15 minutes. Not negotiable
- 4 One weeks notice in writing **MUST** be given if your child is to be absent due to holidays.
Holidays: 2 weeks at Christmas closedown – NO FEES
Any other holidays: 3 weeks normal fees, then full fees OR give notice and pay \$100.00 to re-enrol on returning.
- 5 Three weeks notice in writing **MUST** be given if your child is permanently leaving the Pre School, failure to do this will result in full fees being charged. You cannot start your child at another facility until after 3 weeks, as this will effect the child's funding and you will be required to pay it back.
- 6 For the safety of children and teachers please notify Superstart if your child is absent due to sickness.

I have read, understand and accept all of the above terms of this Policy. Failure to sign will deem you accept these terms, as this is part of Enrolment.

(Please return along with \$75.00. Your child will not be on the waiting list or be able to commence until the Enrolment fee has been received)

Child's Name:

Parent Signature::

Date:

