

## **FEE POLICY**

Highland Grove Preschool is open 8.30am – 4.30pm Monday to Friday for 49 weeks of the year. We close for three weeks over the Christmas/ New Year period and all Public Holidays. Fees are payable for each day that your child is enrolled to attend, including days that they are absent due to sickness or holidays.

Highland Grove Preschool does not charge for Public Holidays.

The Director or Office Manager requires two full weeks' notice in writing of intention to **leave or change days**. This two-week period excludes our three-week Christmas holiday break. A form is provided.

We do not accept notifications of a termination of your enrolment position in the month of December.

Highland Grove charges a bond of two weeks' full fees, which is payable upon enrolment. This will be refunded to you provided that two weeks' notice is given when you leave the centre. An Enrolment Fee of \$77.00 is payable on enrolment. This fee is non-refundable. It includes a HGP broad brimmed hat and t-shirt on enrolment.

A non-refundable re-enrolment fee of \$33.00 is charged to the accounts of returning families.

If a child, who is not yet age-eligible to commence their enrolment is offered a position, a 'Holding Fee' of \$25.00 per day will be charged. (This is mostly applicable at the start of the preschool year for late January, February and March birthday children in the Sunshine Room).

The 2024 daily fee for both the Starlight and Moonbeam Room is \$120.00 per day. The 2024 daily fee for the Sunshine Room is \$130.00. This daily fee can be reduced by a Childcare Subsidy (CCS) eligibility.

It would be appreciated if all fees could be kept up to date. Families are welcome to pay their fees in the manner that best suits them, whether that be weekly, fortnightly or monthly, providing those fees are paid in advance and not in arrears. Please do not hesitate to come and see the Director or Office Manager if you are experiencing any difficulties meeting your fee commitments, so that a suitable arrangement can be made and to avoid putting your child's enrolment in jeopardy.

Highland Grove's preferred payment method is by Direct Deposit, which families set up themselves. (Highland Grove does not do Direct Debiting). Other payment methods include, eftpos, cheque and cash.

Extra days of preschool are available to purchase (at your daily fee rate), only when fees are up to date. (Please see Absence Diary).

Statements are issued regularly for families to check their payments, attendances, subsidy payments and absences. These documents are not issued as an account to be paid, (as fees are to be kept up to date).

A CWA (Complying Written Arrangement) is issued to families by Highland Grove asking families to confirm the arrangement for fee payment and days of attendance and return to us.

### **LATE FEES**

Highland Grove Preschool is licenced to care for children between the hours of 8.30am and 4.30pm from Monday to Friday. This means that all children must be collected and off the premises by 4.30pm. We understand that there may be occasions where circumstances beyond your control may prevent you from arriving on time to collect your child and assure you that there will always be staff available to care for your child, however this will incur a late fee.

The late fee charged is \$30.00 for the first 15 minutes or part thereof, followed by a fee of \$15.00 for each five minutes or part thereof following. GST will then be added to this fee. This fee is in line with paying overtime for staff to remain to supervise your child. Should this occur, you will be advised in writing and this charge will be included on your account and payable with your next fee payment.

Reviewed 3.8.23

Sources; Childcare Service Handbook 2023-24