



Woodford Road, Elizabeth North 5113
phone: 8255 2327

Elizabeth North Preschool

Fees and Payment Procedure

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This procedure applies to all preschool and other charges and is done so in accordance with the Department for Education *Preschool contribution and other charges instruction* [Preschool contribution and other charges instruction \(edi.sa.edu.au\)](http://edi.sa.edu.au).

National Quality Standards

QA7	7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
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Legislative requirements

Regs	111	Administrative space
	168	Education and care services must have policies and procedures
	170	Policies and procedures to be followed
	171	Policies and procedures to be kept available
	172	Notification of change to policies or procedures

Procedure Statement

At the Elizabeth North Preschool we are committed to providing a quality early childhood education program that promotes children's health, safety and wellbeing, which includes ensuring the ethical spending and consumption of budgets and resources utilised to support the delivery of an intentionally planned, interesting, and stimulating active learning environment to promote sustained play that is embedded in joy, security, and trust.

Rationale

The *Education and Care Services National Regulations* require approved providers to ensure their services have policies and procedures in place for the payment of fees and the provision of a statement of fees charged by the service.

General Principles of Preschool Contributions and Payments

- A department preschool service may set levels of parent contributions as determined by the governing council.
- The school card scheme does not apply to preschool services.
- A child won't be excluded from a government funded preschool education program because their parent, guardian or carer didn't pay the preschool contribution.
- 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.
- We prioritise good governance and quality management. Our fee structure is clear and transparent, and our systems and practices ensure that payments are processed correctly and receipts and statements are provided to families.

Fees

We ask you to contribute to the cost of your child attending preschool.

The parent contribution is \$250 per year which includes \$50 for incursions. You can choose to pay the total amount at the beginning of the year or arrange with the front office to pay in instalments.

When to Pay

We will invoice you the full amount at the beginning of Term One via your child's note pocket

Payments are due by the end of Term One, or by the end of Term Two in regular weekly payments until paid in full.

We invite you to discuss any difficulty paying with the Finance Officer, with fee reduction being at the discretion of the Finance Officer/Preschool Leader.

How to Pay

Cash

You can pay cash at the front office or at the preschool. If you are paying cash at the preschool, the money will be placed in an envelope with your child's name, date, amount and payment reason on the front. This will be submitted to the front office for processing.

Qkr! App

Upon receipt of the invoice you can utilise your unique family code to set up a profile for your child/ren against Elizabeth North Primary School and pay your fees electronically.

Bank Transfer / Electronic Funds Transfer

Upon receipt of the invoice you can utilise the BSB and Account details and unique family code provided as a reference to pay your fees electronically.

ELIZABETH NORTH PRIMARY SCHOOL
BSB: 105-115
ACC: 417 003 340

Version Number	Details of Changes Made	Date Issued
1	Policy creation	December 2021
2	Contribution increase approved	December 2022
3	Inclusion of principles to align with DfE contributions and other charges instruction	March 2023

Endorsed by the staff of Elizabeth North Preschool and the Governing Council: March 2023

Next Review Due: December 2024

Sources:

Australian Children's Education & Care Quality Authority website: www.acecqa.gov

Department for Education: Preschool contribution and other charges instruction