



The Meeting House Inc

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PAYMENT OF FEES

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Aim: The Meeting House Kindergarten aims to provide quality services that are affordable and accessible.

Background Information: Fee levels are assessed and set each year according to the Meeting House Inc. budgetary requirements and are comparable with other preschools in the Lane Cove area.

Note: In this policy “staff” refers to staff employed by The Meeting House Inc.

Statement of Fees and Charges

The Meeting House Inc. Committee reviews its Operational Plan and Budget annually. The proposed fees and charges are notified to parents utilising the preschool as well as to the wider community. The schedule of fees and charges are provided to all parents on enrolment and throughout any review period via The Meeting House Inc. Committee and website.

Practices:

Non-refundable Enrolment Fee

An Enrolment Fee of \$200 is payable upon acceptance of offer of a place at the preschool and prior to the child’s commencement date. This fee is non-refundable and covers the administrative requirements associated with maintaining a waiting list and processing applications. At present there is no charge to families to place their child on the Preschool wait list.

Holding fee

If you accept a position for the following school year a fee of \$240 will be charged to hold the spot and this will be credited to your first term’s fees. If you withdraw your child, \$240 will not be refunded.

Additional Charges

- **Equipment and Maintenance Levy** – Parents are required to pay an equipment and maintenance levy of \$60 per term in lieu of fund-raising.
- **Hat - \$10**

Payment of Fees

Fees are required to be paid for all days of enrolment, including when the child may be absent due to illness, holiday or Public Holidays.

Fees are not payable during holiday period when the preschool, which operates only during term time, is closed.

Fees for the whole of each term are payable by the end of the second week of each term. Fees can be paid at the Centre by cash, cheque or direct deposit. Parents will be invoiced approximately one month prior to the due date unless a child commences mid-term when two weeks' notice will be given. A receipt will be provided for each payment.

Casual Bookings

A casual booking is where a child who normally attends the preschool is booked in for an additional day. Additional days are charged at the same daily rate and will be added to the family account.

Change of Permanent Bookings.

Parents may change a child's days to suit but it is requested that this be done in consultation with the Preschool Director in order to comply with child to staff ratios and age compatibility of the children.

Changes to, cancellation of or suspension of a child's place at the preschool for families wishing to take time away from the centre for any reason (i.e. holidays) then return to the centre after their time of absence will not be accepted. Parents are required to pay for their child's place during absences including holidays etc. Where a family cancels their booking to take time away their place will not be held and if the family wishes to return they will be placed on the preschool waiting list. An Administration Fee (equivalent to the non-refundable enrolment fee) will be charged to re-enrol the child in the service.

A minimum of **4 weeks** in term notice is required if a child is withdrawn from the preschool during terms 1, 2 and 3. However, if you wish to withdraw your child in term 4 we require **8 weeks** notice.

Please note if insufficient notice is given, normal fees will be incurred.

Overdue Fees

Parents are encouraged to discuss any difficulties related to payment of fees with the Director. Payment plans may be established to assist families during difficult times.

A Late Fee of 10% applies when fees are in arrears and no discussion has been held with the Director.

Continued failure to pay fees will result in the matter being referred to The Meeting House Inc. Committee for debt recovery. The child's placement at the Centre will be forfeited.

Dishonoured cheques will incur a \$50 administration fee.

Late Pick-up Fee

We understand that everyone is busy but you must be at the preschool before 3:30 pm to collect your child by the closing time of 3:30 pm so that the preschool can adhere to its regulations and lock our doors promptly at 3:30 pm. The preschool is only licensed for the operating hours of 8.00 am to 8:30 pm, Monday to Friday. Please remind any other carers who are authorised to pick up your child of these times too.

Our operational hours must be enforced for license and insurance reasons. When children are not collected from the service by 3:30 pm, the preschool is breaching public liability insurance which only covers accident claims in conjunction with the conditions of our license, i.e. between the hours as stated as above. We thank you for your attention and understanding.

Children are to be collected by 3:30 pm and please allow time to sign out and communicate with staff. The procedure for late pick up is:

- Any parent who collects their children after 3.30 pm will be charged a late fee of \$10 per every 10 mins (or part thereof) as two members of staff must remain on the premises until the child is collected.

- Where possible, parents should advise the preschool if they are running late to collect their child. This ensures that staff do not commence contacting the Emergency Contacts and that they are able to provide reassurance to the child.