

Norman Park Community Kindergarten

FEES AND PAYMENT OF FEES POLICY

(Including late collection of children from kindergarten program)

This Policy is complementary to the *Lady Gowrie Fees and Payment Policy*.

Norman Park Community Kindergarten is a not for profit organisation reinvesting any surplus into the service and program to achieve better outcomes for all children and communities. The ongoing viability of our service relies on the prompt payment of fees. Fees are based on operational and financial considerations to ensure sustainability of our service.

Fees for Kindy Club, the 'additional hours levy', association membership and optional Building Fund donations are set at the beginning of the year and remain constant for the full year.

Payment of fees

The collection of fees is the responsibility of the Management Committee. Late payment of fees may attract a \$10 fee. All unpaid fees are referred to the Treasurer and Management Committee who will employ a Debt Collection Agency to recover these fees. Failure to pay fees will result in the forfeit of the child's position at the kindy.

Fees are due by the due date as indicated on the invoice. Fees may be made by direct deposit (preferred option) to the kindy bank account or by credit card, however a surcharge does apply for all credit card transactions.

Late collection process

If you are more than 10 minutes late to collect your child from the end of the kindergarten program they will be automatically booked into the Kindy Club service. You will be invoiced for the full session of Kindy Club at the casual rate. In all instances of late collection staff will contact parents/caregivers to ensure everything is okay and to reassure the child they will be collected soon.

There are additional safety precautions taken should a child be collected late from Kindy Club – please read below.

Kindy Club fees and payment

Kindy Club is an additional service offered by the kindergarten to provide longer hours for families requiring it.

Permanent bookings are invoiced at the beginning of each term.

Casual bookings are invoiced on a fortnightly basis in arrears. It is a requirement that all outstanding invoices are paid before further casual bookings may be made.

Kindy Club late fees

Pick up from Kindy Club is no later than 4:30pm on Kookaburras days and 5.00pm on Lorikeets days.

Late pick up will result in a \$1/minute fee being added to your invoice. Continual late pick-ups will result in a cancellation of your Kindy Club enrolment.

Late collection from Kindy Club

If a child has not been picked up 10 minutes after the close of the Kindy Club program, parents/guardians will be called in the first instance, followed by the listed emergency contacts. **If there has been no contact made with either parents/guardians or emergency contacts then staff will contact the Queensland Policy Service to arrange for the child to be collected from the service.**