



WILMINGTON KINDERGARTEN Fees Policy

Philosophy:

Wilmington Kindergarten is a community that prides itself on providing a safe, caring and welcoming atmosphere for children and their families. The kindergarten strives for excellence in providing educational activities that adhere to the Early Years Learning Framework, which governs the kindergartens programming through play and inquiry based learning. Within this site, learning is carried within a positive environment that values children's individual agency and autonomy.

Children's learning is documented and assessed based on their own individual skills and abilities. Wilmington kindergarten values children's prior knowledge and embraces opportunities that allow children to use their own skills and knowledge to teach others. The educators within this site interact with parents/caregivers on a daily basis and highly value and encourage regular feedback and input about children's learning, the learning environment and teachings.

The Wilmington community also involves wider community member's participation within the education site. As a community, we strive to make the educational setting a positive, trusting, learner centered atmosphere that understands that children's learning is guided by interest, curiosity, exploration and experience.

| PRESCHOOL FEES | |
|--|---|
| Fees: | \$60.00 for attendance of 3 full day a fortnight per term |
| Pre entry: | \$30.00 for attendance of 1 session a week per term |
| Odd Weeks (1,3,5,7,9) Tuesday, Wednesday & Thursday 9am - 3:00pm | |
| Even Weeks (2,4,6,8,10) Tuesday and Thursday 9am - 3:00pm | |

IMPLEMENTATION:

1. Procedure

- Governing Council will set fees annually. Fees are expected to increase with CPI.
- Families will be invoiced at the beginning of each term via an envelope in their child's pocket.
- Eligible preschool children who are attending less than 3 sessions per week on a regular basis will be charged \$2.00 per session (e.g. a child attending only full days over a 10 week term will be charged \$40.00 for 2 sessions a week at \$2.00 per session over 10 weeks).
- Reduced rates are available where 3 or more children from the same family are attending the preschool at the same time.

2. Payment of Accounts

- Fees are due before the end of each term.
- Cash and cheque payments are accepted. These should be handed to the Director or ECW.
- A receipt will be issued upon payment.
- A friendly reminder will be issued if fees have not been paid.
- Families experiencing difficulty with payment of fees due to financial hardship are invited to negotiate a payment plan with the Director.

3. Handling of Payments

- All payments are receipted and recorded on the Fees Checklist.
- Cash and cheques are kept in a locked filing cabinet and banked by the ECW or Director as soon as possible. Amounts over \$XX are not to be stored on the preschool premises overnight.

4. Confidentiality

All information regarding children and their families is confidential.

| Associated Programme FEES | |
|---------------------------|-----------------------|
| Fees: | \$5 per session |
| Sessions: | Tuesday 9am - 11:30am |
| | Thursday 9am- 11.30am |

IMPLEMENTATION:

1. Procedure

- Governing Council will review the fees annually.
- Parents are to pay at the beginning of each session.
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2. Payment

- Payment is due at the beginning of each session. Parents are able to pay in advance.
- Cash and cheque payments are accepted. These should be handed to the Director or ECW.
- Receipts will be issued at the end of the term.
- A friendly reminder will be issued if fees have not been paid.
- If payments fall 4 weeks behind, the Director may decide to cancel the care position.

3. Handling of Payments

- All payments are recorded on the Fees Checklist and will be receipted at the end of the term.
- Cash and cheques are kept in a locked filing cabinet and banked by the ECW or Director as soon as possible. Amounts over \$XX are not to be stored on the preschool premises overnight.

4. Confidentiality

All information regarding children and their families is confidential.

Signed:

Director
Wilmington Kindergarten
2015

Signed:

Chairperson
Governing Council
2015

Ratified: March 2015
Review Date: March 2016