

# Preschool Payment Policy



## QUALITY AREA 7: Governance and Leadership

Rationale: This policy is based on the following:

- At Mount Compass Preschool we value early childhood education. We aim to make our preschool welcoming and the program assessable to all families.
- At Mount Compass Preschool we see it as the responsibility of each family to contribute to the running of the preschool.

The Director will follow the above guidelines in relation to the collection of preschool payments and notifications to families.

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service.
Element 7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

Fees are charged for all children attending Mount Compass Preschool Centre to assist with materials and service expenses. Mount Compass Preschool Centre is administered by the South Australian Government Department for Education (DfE). Fees, fundraising and donations are fundamental to our preschool budget.

All families will sign a preschool payment agreement on enrolment that outlines when payments will be made during the preschool year.

Fees will be \$110 per term or \$440 per year.

Invoices will be sent out to families who have chosen to make payments over the course of the year:

- Week 2 invoice
- Week 5, reminder invoice for any overdue amounts issued.
- Week 7 a direct approach to parents with overdue accounts made by Director. Director can then discuss with family whether a payment schedule is required.

Families will receive a copy of this policy at enrolment.

Payments can be made in cash at the preschool (no change available) or on line, please put invoice number and child's surname in the reference.

Bank Account details are:

Mt Compass Preschool Inc

BSB 105-166

Account number 743536540

## Sources

1. Education and Care Services National Regulations
2. National Quality Standards
3. Preschool Contribution Instruction, DfE, 2023
4. Department Policies available at: <https://www.education.sa.gov.au/departments/policies>

Endorsed by Governing Council May 2024 Review May 2026

Table 1: Revision Record – Started April 2024

<b>VERSION</b>	<b>APPROVAL DATE</b>	<b>NEXT REVIEW</b>	<b>REVISION DESCRIPTION</b>
1.1	May 2024	May 2026	Whole of policy reviewed, and wording changed to line in up with DfE Policy changes. Fees changed to be \$110 per term rather than charged over three terms. Change to accommodate midyear intake.



Government  
of South Australia  
Department for Education