



## MANNING ADVENTIST SCHOOL

Cnr Urray Road & The Bucketts Way, Tinonee NSW 2430

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### PRE-KINDY FEE POLICY

#### FEE GUIDELINES

- There are no discounts available on Pre-Kindy fees.
- Special Days: students who do not normally attend Pre-Kindy on these days will be charged for the extra day.
- Missed days **cannot** be made up.
- Fees are charged for the number of days a child is registered to attend MAS Kids Pre-Kindy, not the days they do attend. For example, if you are registered for three days per week, you will be charged for three days per week, regardless of how many days your child attends during the week.
- A \$50 initial enrolment deposit is required to secure a place for 2014. While this deposit non-refundable, it will be credited to the fees at the completion of term 4 when all fees are finalised.
- Fees are set at \$25 per child per day. Fees for Pre-Kindy children who have a sibling attending Manning Adventist School are \$15 per day.
- A craft fee is charged at the commencement of each term, as follows:
  - Children attending one day per week: \$30 craft fee per term
  - Children attending two days per week: \$50 craft fee per term
  - Children attending three days per week: \$60 craft fee per term
- Unpaid fees may prevent children from remaining in the program.
- We are not committed to holding places for children whose fees are in arrears. Please ensure your fees are paid up to date each week.

#### FEE PAYMENT OPTIONS

There are several fee payment options available:

- OPTION A – Fees are paid up front for the year.
- OPTION B – Fees are paid up front for the term.
- OPTION C – Fees for the week are paid on the first day the child attends for that week.
- OPTION D – You may arrange weekly, fortnightly or monthly direct debit payments.

It is important that you notify the MAS office at the commencement of the year of the payment option you intend to use.

#### REGISTERED CHILD CARE REBATE RECEIPTS

If you are entitled to claim the government child care rebate, please contact the school office for your receipt.

While a general cash receipt is available for all PK fees, the official claimable receipts are only available to families who meet the following conditions and criteria:

1. An official receipt to claim the childcare rebate **must be requested by the family** – these will not automatically be issued by the school.
2. **Only those families who receive Family Tax Rebate B** (those who are entitled to claim the registered childcare rebate) will receive an official claim receipt upon request.
3. Claimable receipts will only be issued, upon request, to families who are **up-to-date with their fee payments**.

#### DEBT COLLECTION

If a family defaults on paying school fees, Manning Adventist School will initiate regular business practices for the procurement of these fees. In this event, all costs born through the recovery process will be added to the fee account.

The school reserves the right to instigate either one or both of the following actions:-

1. Your child's enrolment may be terminated.
2. Your account may be sent to our debt collection agency.

We regret having to take this course of action, however if school fees are not paid in full or a mutually acceptable payment plan is not in place, we will be left with no alternative.

#### NOTICE OF WITHDRAWAL

Parents/caregivers must **give 2 weeks-notice** and **inform the school in writing** if they wish to withdraw their child from the MAS Kids Pre-Kindy program. If the school is not provided with 2 weeks-notice in writing, they reserve the right to charge fees for the remainder of the school term.