

### **Extract from The Fees Policy**

*Payment of fees is compulsory.*

*However, confidentiality and a compassionate attitude will be maintained as priorities in dealing with this issue.*

*Two weeks before the end of term, each family will receive an invoice notice and payment slip regarding the payment of fees for the following term. Fees must be paid no later than the first day of term; otherwise your child will not be permitted to attend Pre-School until fees have been paid.*

*Payment methods are detailed on the payment slip supplied, and the payment slip must be completed as requested, marked "Attention: Assistant Treasurer" and placed in the Parent box with physical payment, or as soon as payment is made via the internet.*

*If you are experiencing difficulties in paying fees by the due dates, please contact the Management Committee's Assistant Treasurer to discuss payment options. All such arrangements will be treated confidentially and compassionately.*

*Full payment of fees is required for the term in advance, even if your child is going to be absent, eg on holidays.*

*If fees have not been paid by the first day of term, and alternate arrangements not made with the Assistant Treasurer, there will be a late fee of \$10 per week charged, applicable from the first week of term. This will apply to any unpaid fees or non-return of payment slips as required.*