



West Lakes Kindergarten and Early Childhood Centre

Fees Policy and Procedure

West Lakes Kindergarten & Early Childhood Centre aims to maintain fees at a manageable level for all families. Our centre receives funding from DfE, parent contributions and fundraising. Fees are used to cover costs associated with the running of the centre, purchasing equipment and cleaning. In addition to fees a charge may be added to the term fee where an incursion or excursion is planned. The centre attempts to keep these additional costs as low as possible.

Fee Procedure

At West Lakes Kindergarten:

- Invoices are issued within the first 4 weeks of each term.
- Invoices are emailed or printed and given to families with families notified via the Class Dojo App.
- Parents will receive a reminder via email, or a will be given a printed reminder invoice if fees are not paid.
- Fee reduction is not possible when families take leave to travel overseas or interstate.
- Fee reimbursement may be requested from families where the child will be transferring to another Department for Education preschool within South Australia.
- Fees are set by the Governing Council and reviewed at least bi-annually.

Payment of Fees

- Internet banking is the preferred method of payment.
- Families will be requested to make payment within 4 weeks of the invoice being issued.
- Families experiencing hardship are encouraged to speak with the Director to discuss a fee reduction or alternate payment options.
- All financial information will be managed confidentially.

Description of Fees charged

Preschool Fees – Charged for each term the child is enrolled.	\$185 per term
Preschool Fees for families with multiple-births – Charged each term. Detail - Full fee for first child, ½ fee for second child, no charge for additional children.	\$277.50 per term
Additional charges for Excursion or Incursion – Charged each term if planned.	Anticipated charge \$15 – 20 per term

Banking Details

BSB Number: 065 – 151
Account Number: 1009 1591
Account Name: West Lakes Kindergarten

Please include the following information for each internet banking transaction.

- Amount
- CHILD'S Name - So we can easily track and receipt your payment.
- Purpose of Payment (e.g. Term 3 Fees)

Record Keeping

- Internet banking records are checked regularly, and receipts issued.
- Site finances are managed through the Department for Education Centralised Finance Team.
- An annual budget is developed based on the sites' Resource Entitlement Statement and reflecting site priorities.
- Centre finances are overseen by the Director and Governing Council.

Endorsed: Governing Council
Date: 16 June 2025
Previous: March 2023
Next review: June 2027