

Payment and Fees Policy

Jack and Jill Preschool is committed to maintaining an open and transparent approach to fees and payments. As a non-profit school, timely fee payments are crucial for our continued operation. This policy outlines the procedures and expectations regarding fees, payment plans, late payments, and other related matters.



Payment Information:

1. Fees are due on the 1st -5th of every month for that respective month
2. The School Principal, will communicate the amount of fees due in writing to parents with enrollment
3. Payment methods accepted include bank transfer, and cash (we are in the process of moving all payments to bank transfer and would prefer not to keep any cash on the premises for the safety of everyone including your child)

Late Payment of Fees:

1. Failure to pay fees on time may result in actions such as excluding the child from preschool (suspension) and charging a late fee penalty
2. If a family has outstanding debt and does not agree to a repayment plan, the preschool reserves the right to suspension of the child

Payment Plan:

1. Parents/carers facing difficulties in meeting payment deadlines must inform the Principal, providing a genuine and valid reason
2. In exceptional circumstances, the preschool may agree to a payment plan detailing specific dates and amounts. Non-compliance may result in the implementation of the late payment policy and suspension

Keeping Your Child's Place:

1. Timely payment of fees is essential to maintain a child's place at the preschool.

Holidays

1. Fees must be paid during school holidays as we have to pay Teachers during school holidays and the school is still open (June Holidays) & December Holidays
2. School reserves the right to refuse admittance until past dues have been settled (both June and December)

Absent Children:

3. Fees must be paid even if a child is absent.

Changes in Attendance:

1. 30 Days' notice is required for withdrawing a child or changing attendance days. Failure to provide notice will result in a penalty and or refusal of future admittance to the school until penalty has been settled.

Administrator's Contact Information: For all payment-related queries, please contact Principal's Office

This policy was reviewed and updated by Jack and Jill Preschool in December 2023 and will be reviewed in December 2024.

This policy was adopted at a meeting of	Jack and Jill Pre-school	<i>(name of provider)</i>
Held on	December 2023	<i>(date)</i>
Date to be reviewed	December 2024	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Cheryl Jacobs	
Role of signatory (e.g. chair, director or owner)	Chair	

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