

TERMS OF TRADE

Yorkeys Knob Community Kindergarten

Yorkeys Knob Community Kindergarten & Preschool is partially funded by the State Government. We receive 45% of our **TOTAL** running costs in quarterly grants. The remainder of our costs are met by parent fees and fundraising. As funding is received at the end of each term it is important that fees are paid as soon as possible to ensure the consistent financial operation of the centre.

Any person who enters into an agreement with the Kindergarten is obliged to pay any fees owed by the specified due date.

Invoices are issued in the second week of each term and are put in your family pocket on the front door.

Fees including Parent Levy being paid in full must be received by the fourth week of term.

All fees being paid weekly, fortnightly or monthly must be in advance and the policy advised must be adhered to. All fees need to be paid in full by the second last week of each Term. Please advise Sharron if you wish to pay fees in installments.

ALL FEES NOT PAID BY FOURTH WEEK OF TERM WILL RECEIVE A \$50.00 LATE FEE.

In the event where the account is not paid within the above mentioned trading terms the following shall apply:

The family will be contracted in writing by Office Administrator and given seven (7) days to clear any outstanding debt.

In the event whereby the Customer fails to pay the whole amount due within seven (7) days of being so requested the family will be contacted by telephone. A payment plan will need to be agreed upon to ensure the placement for your child remains available.

In the event whereby the Customer fails to comply with the payment plan Yorkeys Knob Community Kindergarten & Preschool shall be at liberty to instruct a collection agency and/or solicitors to recover the monies outstanding and the Customer shall be liable for any costs, charges, commissions and expenses reasonably and properly payable by the Yorkeys Knob Community Kindergarten & Preschool to such Collection Agency and/or solicitors relating to the recovery of such sum;

FEES MORE THAN 2 WEEKS IN ARREARS MAY MEAN THE LOSS OF YOUR CHILDS PLACE AT THE CENTRE.