



West Moonah Community Preschool

Fee & Payment Contract

This agreement has been made with The West Moonah Community Preschool and

_____ (Mother) or _____ (Father) or

_____ (Guardian) of _____ (Child's Name)

on _____ (Date)

- West Moonah Community Preschool charges a flat rate of \$35.00 per child per day.
- \$60.00 Administration Levy will be added to all fees for resources at the beginning of the year or to secure a booking.
- All fees are payable via EziDebit directly from your bank account or credit card.
- Fees are required to be paid in full by the end of each school term.
- Should an account be more than 2 weeks in arrears, families will receive a courtesy phone call from West Moonah Community Preschool, followed by a letter outlining payment arrears. If prompt payment is not received, a collection agency will be notified and procedures put in place to recover the debt. This may result in cancellation of the placement.
- We understand that at times there may be authentic reasons for delays with payments. In such circumstances, a payment plan may be implemented at the discretion of the Director of the West Moonah Community Preschool. Any payment plan may be no longer than a 10 week period. Should the payment plan be inconsistent, the debtor procedure will be implemented.

- To secure in advance an upcoming place at West Moonah Community Preschool, an administration fee of \$ 60.00 is required. This is non-refundable. The placement can only be held for a maximum period of 2 weeks and is non-refundable.
- Full fees will apply for absences relating to family sickness and holidays, including public holidays.
- Should you wish to cancel your child’s placement, two weeks’ notice is required.
- The Director in consultation with the West Moonah Community House Manager reserves the right to terminate this contract at their discretion, when it is considered that to do so is in the best interest of West Moonah Community Preschool.

I have read and understood this contract. I have also received a copy of handbook which describes the service offered by West Moonah Community Preschool.

Parent 1/Guardian: _____

Parent 2/Guardian: _____

Name: _____

Signature: _____

Driver’s License: _____

Date: _____

Signed by West Moonah Community Preschool Staff Member

Name: _____

Signature: _____

Date: _____