



School Fees Policy

Gecko Garden Preschool is parent-run. In light of the contribution parents make to the school every effort is made to keep fees low relative to other preschools in Phnom Penh*.

The Gecko Garden Preschool fee policy is:

- 1.0 A one-time, registration fee must be paid to secure a child's place at Gecko Garden Preschool. If the registration fee has not been paid, the child cannot start school.
- 2.0 For existing students, parents must secure their child's place for the following school year by paying the annual capital fee towards the end of the year prior, upon receipt of invoice from the school. This helps Gecko Garden Preschool confirm student numbers for the following year so the school then knows how many spaces can be opened up to the waiting list. For new students, the annual capital fee must be paid before the end of the second week of term 1; or before the end of the child's second week at Gecko Garden Preschool if he or she joins later in the school year.
- 3.0 The quarterly term fees must be paid before the end of the second week of each term.
- 4.0 There is a late payment fee of \$30 for every week that term fees are overdue and a late payment fee of \$20 for every week that the capital fee is overdue.
- 5.0 If the term fee and the capital fee have not been paid by the end of the fourth week of term, the child will no longer be allowed to attend Gecko Garden Preschool and his or her place will be given to a child on the waiting list.
- 6.0 The capital fee for children who join Gecko Garden Preschool in terms 2, 3 or 4 will be prorated – for example if the child attends three terms the family would pay 75% of the capital fee.
- 7.0 Where – for reasons beyond the control of the family, such as in the event of illness – a child attends Gecko Garden Preschool for four or fewer weeks of any term, only half of the term fee will be charged for that term.
- 8.0 With the exception of the above, all other school fees are non-refundable, unless agreed otherwise by the Director and Parent Management Group. Requests for fee refunds should be submitted in writing to the Director.
- 9.0 Families who have more than one child enrolled at Gecko Garden Preschool receive a 5% discount on term fees for the second and any subsequent children.
- 10.0 Children should be collected from school before the end of the school day (12pm for part-time students; 2:30pm for full-time students). A late collection fee of \$5 will apply for the second and succeeding incident(s) that a child is picked up within 20 minutes of the end of the school day. Time extending beyond the first 20 minutes will be billed at \$10 for every 30 minutes. Late collection fees will be invoiced at the end of each term.

***Tuition Change During the School Year**

Fees may be subject to change at any time during the school year as determined by the PMG. Any changes will be communicated to parents well in advance.

-- End of Policy --