



Wilson Street Kindergarten Inc.

**2019 Statement of Fees and Charges**

**Four year old (funded) kindergarten**

**Green and Blue Groups** - Hours: 15 hours per week

	Fees	Other charges	Total	Families eligible for the Kindergarten Fee Subsidy		
				Fees	Other charges	Total
Enrolment Application Fee		\$25	\$25		\$25	\$25
Enrolment Acceptance Deposit (EAD)	\$200		\$200	\$0		\$0
Term 1	\$620	\$100 Working Bee Levy <sup>2</sup>	\$720	\$0	\$100 Working Bee Levy	\$100
Term 2	\$620		\$620	\$0		\$0
Term 3	\$620		\$620	\$0		\$0
Term 4	\$620 less \$200 EAD <sup>1</sup>		\$420	\$0		\$0
<b>Total</b>	<b>\$2,480</b>	<b>\$125</b>	<b>\$2,605</b>	<b>\$0</b>	<b>\$125</b>	<b>\$125</b>

<sup>1</sup> See below for an explanation of how the Enrolment Acceptance Deposit is retained and applied.

<sup>2</sup> See below for an explanation of how the Working Bee Levy may be refunded. Only payable once per family.

**Red Group** - Hours: 18.75 hours per week

	Fees	Other charges	Total	Families eligible for the Kindergarten Fee Subsidy		
				Fees	Other charges	Total
Enrolment Application Fee		\$25	\$25		\$25	\$25
Enrolment Acceptance Deposit (EAD)	\$200		\$200	\$0		\$0
Term 1	\$820	\$100 Working Bee Levy <sup>2</sup>	\$920	\$200	\$100 Working Bee Levy	\$300
Term 2	\$820		\$820	\$200		\$200
Term 3	\$820		\$820	\$200		\$200
Term 4	\$820 less \$200 EAD <sup>1</sup>		\$620	\$200		\$200
<b>Total</b>	<b>\$3,280</b>	<b>\$125</b>	<b>\$3,405</b>	<b>\$800</b>	<b>\$125</b>	<b>\$925</b>

<sup>1</sup> See below for an explanation of how the Enrolment Acceptance Deposit is retained and applied.

<sup>2</sup> See below for an explanation of how the Working Bee Levy may be refunded. Only payable once per family

**Enrolment Acceptance Deposit**

Parents/guardians are required to pay an Enrolment Acceptance Deposit (**EAD**) of \$200 to secure a child's place in the program, payable at the time of acceptance of the place. The EAD is retained by the kindergarten and will be applied as part payment of the term 4 fees in the year of the child's attendance. If a child who has accepted a place that has been offered does not commence kinder in the proposed year of attendance or withdraws before the commencement of term 4 in the year of attendance, the Enrolment Acceptance Deposit will be retained by the centre.

**Payment of fees**

Families will receive invoices for term fees in accordance with the following timeframes. Fees must be paid by the due dates which are two weeks from the dates of the invoices.

Term 1: Invoice will be issued on 1 October in the year of offer, prior to commencement. Fees are payable by 15 October.

For the remaining terms, fees are sent out in the year of attendance:

Term 2: Invoice issued on 1 March and fees payable by 15 March.

Term 3: Invoice issued 1 June and fees payable by 15 June

Term 4: Invoice issued 1 September and payable by 15 September

### **Kindergarten Fee Subsidy**

Families who are eligible for the Kindergarten Fee Subsidy (refer to Fee information for families) will not be required to make fee payments. Eligibility conditions change from time-to-time – contact the service for further information.

Families eligible for the Kindergarten Fee Subsidy are not required to pay the enrolment acceptance deposit if a copy of supporting documentation can be provided at the time of offer. Otherwise the deposit will be refunded once supporting documentation is provided.

**Please note: As Red Group is offered for 18 ¾ hours, and government funding is only provided for 15 hours, the difference in fees is still payable by Kindergarten Fee Subsidy eligible families. In 2019, this amount is \$200 per term.**

### **Working Bee Levy**

A refundable Working Bee Levy is payable by all families. The Working Bee Levy is refunded provided a family member participates in a working bee. Only one Working Bee Levy is payable per family.

### **Late payment penalty**

If fees are not received by the due date a late payment penalty may be implemented unless prior arrangement has been made with Fiona Carney at the Kindergarten. Currently the penalty is \$20 per term.

### **Late collection charge**

The Committee of Management reserves the right to implement a late collection charge when:

- The parent/guardian is between 15 and 30 minutes late in collecting their child. The fees will be \$5 for every ten minutes, or part thereof, from the conclusion of the session.
- The parent/guardian is over 30 minutes late in collecting their child. The fee will be \$5 for every ten minutes, or part thereof, for the first 30 minutes from the conclusion of the session and then \$10 for every five minutes or part thereof, after that.

### **Group request change fee**

A non-refundable fee payable on request to switch groups

### **Withdrawal of a kindergarten place**

Kindergarten places are offered for the entire year, however the Committee understands that a family's circumstances may change during that time. Written notice of withdrawal of a child from the kindergarten program is required a full term prior to the date of withdrawal. If a full term's notice is not possible, the following term's fees are payable in place of the notice requirement. Notice should be given to both the Operations Manager and the relevant Enrolment Officer, via email to: [wsk@wilsonstreetkinder.com.au](mailto:wsk@wilsonstreetkinder.com.au) and [enrolments@wilsonstreetkinder.com.au](mailto:enrolments@wilsonstreetkinder.com.au)

***Should the situation arise where multiple vacancies exist across a year level, irrespective of which group, as vacant positions are refilled with an incoming family, any applicable refunds will be applied to exiting families in the order of date of withdrawal.***

### **Acknowledgement of Victorian Government Funding**

Wilson Street Kindergarten Inc is supported by the Victorian State Government

