

# FEES POLICY 2020

---

## Mandatory – Quality Area 7

### PURPOSE

This policy will provide clear guidelines for:

- the setting, payment and collection of fees
- ensuring the viability of Wilson Street Kindergarten, by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by Wilson Street Kindergarten.

### POLICY STATEMENT

#### 1. VALUES

Wilson Street Kindergarten is committed to:

- providing responsible financial management of the service, including establishing fees that will result in a financially viable service, while keeping user fees at the lowest possible level
- providing a fair and manageable system for dealing with non-payment and/or inability to pay fees/outstanding debts
- ensuring there are no financial barriers for families wishing to access an early childhood program for their child/children
- maintaining confidentiality in relation to the financial circumstances of parents/guardians
- advising users of the service about program funding, including government support and fees to be paid by parents/guardians
- providing equitable access for families eligible for the Kindergarten Fee Subsidy.

#### 2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Person in day to day charge, educators and parents/guardians with an enrolled child, or who wish to enrol a child at Wilson Street Kindergarten.

#### 3. BACKGROUND AND LEGISLATION

##### Background

The Department of Education and Training (DET) provides per capita funding as a contribution towards the costs of the four-year-old kindergarten program. Income from other sources, primarily fees, is required to meet all the additional costs incurred by the service in the delivery of the children's program. In addition, the Kindergarten Fee Subsidy (refer to *Definitions*) enables eligible families to attend the four-year-old kindergarten program at minimal or no cost.

DET also funds eligible three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection, to access kindergarten programs as outlined in *The Kindergarten Guide* (refer to *Sources*).

DET requires that funded services have a comprehensive written fees policy in place, and the content of this policy must be communicated to families. The policy must include a written statement about the fees to be charged, as required under Regulation 168(2)(n), and the payment process. All families must be informed of applicable term and annual fees at the time of enrolment. Services must also advise eligible families of the Kindergarten Fee Subsidy arrangements. The fees charged must comply with the *Kindergarten Fee Subsidy – Fees Policy* (refer to *Definitions*), and be responsive to the local community and the viability of the service. *The Kindergarten Guide* (refer to *Sources*) outlines the criteria to be covered in the policy.

## Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Charter of Human Rights and Responsibilities 2006* (Vic)
- *Child Wellbeing and Safety Act 2005* (Vic)
- *Disability Discrimination Act 1992* (Cth)
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*: Regulation 168(2)(n)
- *Equal Opportunity Act 1995* (Vic)
- *National Quality Standard, Quality Area 7: Leadership and Service Management*
  - Standard 7.3: Administrative systems enable the effective management of a quality service

The most current amendments to listed legislation can be found at:

- Victorian legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth legislation – ComLaw: <http://www.comlaw.gov.au/>

## 4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

**Early Start Kindergarten:** A funding program that enables three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection to attend a kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours. Details are available at: <http://www.education.vic.gov.au/about/programs/learningdev/Pages/default.aspx>

**Enrolment Acceptance Deposit:** A payment due in advance of commencing at the kindergarten program to secure a place that has been offered. This deposit is held 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.

**Enrolment Application Fee:** A payment to cover administrative costs associated with the processing of a child's enrolment application for a place in a program at the service.

**Excursion/Service Event Charge:** An additional charge required to meet the cost of special events or excursions that occur in response to emerging children's program needs. Events that are planned ahead and are included as an expenditure item in the service's budget do not incur this additional charge (refer to *Excursions and Service Events Policy*).

**Fees:** A charge for a place within a program at the service.

**Health Care Card:** A Commonwealth Government entitlement providing concessions for low-income earners and other eligible people. Details are available at:

<http://www.humanservices.gov.au/customer/services/centrelink/health-care-card>

**Kindergarten Fee Subsidy (KFS):** A state government subsidy paid directly to the funded service to enable eligible families to attend a funded kindergarten program at no cost (or minimal cost) to promote participation. Details, eligibility requirements and a calculator are available in *The Kindergarten Guide* (refer to *Sources*).

**Kindergarten Fee Subsidy – Fees Policy:** Provides operational guidelines for services administering the Kindergarten Fee Subsidy and can be found in *The Kindergarten Guide* (refer to *Sources*).

**Late Collection Charge:** A charge that may be imposed by the Approved Provider when parents/guardians are late to collect their child/children from the program (refer to Attachment 1 – Fee information for families).

**Late Payment Penalty:** A charge that may be imposed if term fees are not paid by their due date without prior arrangement with the Fee Treasurer

**Refundable levy:** A levy that is paid up front which is later refunded on participation in a specific activity

**Special Purpose Donation:** A charge used to accumulate funds over more than one budget period for a special purpose, for example playground redevelopment

**Voluntary parent/guardian contribution:** A voluntary payment for items not directly related to the provision of the children's program. Attendance at the service is not conditional on this payment.

**Working Bee Levy:** This levy pays for replacing volunteer labour with paid labour / services. The levy is refunded provided a family member participates in a working bee or carries out other work allocated by the maintenance officer.

## 5. SOURCES AND RELATED POLICIES

### Sources

- *The Kindergarten Guide (Department of Education and Training)* is available under *early childhood / service providers* on the DET website: [www.education.vic.gov.au](http://www.education.vic.gov.au)
- The Rules of Wilson Street Kindergarten

### Service policies

- *Complaints and Grievances Policy*
- *Delivery and Collection of Children Policy*
- *Enrolment and Orientation Policy*
- *Excursions and Service Events Policy*
- *Inclusion and Equity Policy*
- *Privacy and Confidentiality Policy*

## PROCEDURES

### The Approved Provider is responsible for:

- reviewing the current budget to determine fee income requirements
- developing a fee policy that balances the parent's/guardian's capacity to pay, with providing a high-quality program and maintaining service viability
- implementing and reviewing this policy in consultation with parents/guardians, the Nominated Supervisor and staff, and in line with the requirements of DET's *The Kindergarten Guide* (refer to *Sources*)
- ensuring that this policy is based on the principles of the *Kindergarten Fee Subsidy – Fees Policy* (refer to *Definitions*)
- considering any issues regarding fees that may be a barrier to families enrolling at Wilson Street Kindergarten and removing those barriers wherever possible
- reviewing the number of families experiencing financial hardship and the effectiveness of the procedures for late payment and support offered
- considering options for payment when affordability is an issue for families
- clearly communicating this policy and payment options to families in a culturally-sensitive way, and in the family's first language where possible
- providing all parents/guardians with a copy of the document containing fee information for families (refer to Attachment 1)
- providing all parents/guardians with a statement of fees and charges (refer to samples in Attachments 2 and 3) upon enrolment of their child, and ensure that the *Fees Policy* is readily accessible at the service (Regulation 171)
- providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 4 and 5)

- collecting all fees and receipting upon request
- collecting all relevant information and maintaining relevant documentation regarding those with entitlement to concessions, where applicable
- complying with the service's *Privacy and Confidentiality Policy* regarding financial and other information received, including in relation to the payment/non-payment of fees
- notifying parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected (Regulation 172(2))
- ensuring a notice outlining fees charged by the service is displayed prominently in the main entrance to Wilson Street Kindergarten.

**The Nominated Supervisor is responsible for:**

- assisting the Approved Provider in developing this policy, and ensuring that this policy is based on the principles of the *Kindergarten Fee Subsidy – Fees Policy* (refer to *Definitions*)
- implementing and reviewing this policy, in consultation with parents/guardians, the Approved Provider and staff, and in line with the requirements of DET's *The Kindergarten Guide* (refer to *Sources*)
- considering any issues regarding fees that may be a barrier to families enrolling at Wilson Street Kindergarten and removing those barriers wherever possible
- considering options for payment when affordability is an issue for families
- communicating this policy and payment options to families in a culturally-sensitive way and in the family's first language where possible
- providing all parents/guardians with a copy of the document containing fee information for families (refer to Attachment 1)
- providing all parents/guardians with a statement of fees and charges (refer to samples in Attachments 2 and 3) upon enrolment of their child, and ensure that the *Fees Policy* is readily accessible at the service
- providing all parents/guardians with a fee payment agreement (refer to samples in Attachment 4)
- collecting all relevant information and maintaining relevant documents regarding those with entitlement to concessions, where applicable
- complying with the service's *Privacy and Confidentiality Policy* regarding financial and other information received, including in relation to the payment/non-payment of fees
- notifying parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected
- ensuring a notice outlining fees charged by the service is displayed prominently in the main entrance to Wilson Street Kindergarten.

**All other educators are responsible for:**

- informing the Approved Provider of any complaints or concerns that have been raised regarding fees at the service
- referring parents'/guardians' questions in relation to this policy to the Approved Provider
- assisting the Approved Provider, as required, in sighting supporting documentation for access to the Kindergarten Fee Subsidy.

**Parents/guardians are responsible for:**

- reading the Wilson Street Kindergarten Fee Information for Families (refer to Attachment 1), the Fee Payment Agreement (refer to Attachments 4 and 5) and the Statement of Fees and Charges (refer to Attachments 2 and 3)
- signing and complying with the Fee Payment Agreement (refer to Attachments 4 and 5)
- notifying the Approved Provider if experiencing difficulties with the payment of fees
- providing the required documentation to enable the service to claim the Kindergarten Fee Subsidy for eligible families (refer to Attachment 1 – Fee Information for Families).

## **EVALUATION**

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to affordability, flexibility of payment options and procedures for the collection of fees
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- monitor the number of families/children excluded from the service because of their inability to pay fees
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures (Regulation 172(2)).

## **ATTACHMENTS**

- Attachment 1: Fee Information for Families
- Attachment 2: Statement of Fees and Charges –Four-year-old (funded) kindergarten program
- Attachment 3: Statement of Fees and Charges –Three-year-old kindergarten program
- Attachment 4: Fee Payment Agreement – Four-year-old (funded) kindergarten program
- Attachment 5: Fee Payment Agreement – Three-year-old kindergarten program

## **AUTHORISATION**

This policy was adopted by the Approved Provider of Wilson Street Kindergarten on 14<sup>th</sup> March 2019

**REVIEW DATE:**           TERM 4 2019

## ATTACHMENT 1

### Fee Information for Families



### 2020 Fee Information for Families

#### 1. Acknowledgement of Victorian Government Funding

Wilson Street Kindergarten Inc is supported by the Victorian Government



#### 2. Why fees are necessary

The Department of Education and Training (DET) provides per capita funding as a contribution toward the costs of providing a four-year-old kindergarten program. Services meet the balance of costs through charging fees and fundraising activities.

DET provides a Kindergarten Fee Subsidy (see below) that enables children from eligible families to attend a four-year-old kindergarten program free of charge, or at a minimal cost.

DET also provides funding to assist eligible three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection, to access kindergarten programs.

Wilson Street Kindergarten provides a range of support options to parents/guardians experiencing difficulty with payment of fees (see below).

#### 3. How fees are set

As part of the budget development process, the Committee of Management sets fees each year for the programs of the service, taking into consideration:

- the financial viability of the service
- the level of government funding provided for the program, including the Kindergarten Fee Subsidy
- the availability of other income sources, such as grants
- the fees charged by similar services in the area
- the capacity of parents/guardians to pay fees
- reasonable expenditure in meeting agreed program quality and standards
- requirements of the *Kindergarten Fee Subsidy – Fees Policy* (details in *The Kindergarten Guide (Department of Education and Training)* is available under *early childhood / service providers* on the DET website: [www.education.vic.gov.au](http://www.education.vic.gov.au) ).

Fees set for the year are only reviewed in extraordinary circumstances, for example, if attendance rates fall below the budget 'break even' point. Parents/guardians will be notified one term in advance of any required fee increase for fees of that year and will be offered the option to request a payment plan.

#### 4. Other charges

Other charges levied by Wilson Street Kindergarten are included on the Statement of Fees and Charges. These include:

- **Enrolment Acceptance Deposit (EAD):** This payment secures a child’s place in the kindergarten program and is payable on acceptance of enrolment. The EAD is held 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 EAD will be retained by the centre. Families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the deposit. Families experiencing hardship should also discuss any difficulties with the service.
- **Enrolment Application Fee:** This payment is non-refundable and is required on submission of the enrolment application form for a place at the service. Any families experiencing financial difficulties may discuss this with the Enrolment Officer.
- **Excursion/Service Event Charge:** On occasion an additional charge may be required to cover the cost of excursions or special events that occur throughout the year in response to emerging children’s program needs and interests. Affordability and relevance to the children’s interests and the service program will be taken into consideration before a decision is made that will require families to pay this additional charge (refer to *Excursions and Service Events Policy*). Events that are planned ahead are included as an expenditure item in the service’s budget and do not incur this additional charge.
- **Late Collection Charge:** The Committee of Management reserves the right to implement a Late Collection Charge when parents/guardians are frequently late in collecting a child from the service.
- **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 the Fee Treasurer.
- **Special Purpose Donation:** A charge may be introduced to raise funds for a major expenditure item such as playground redevelopment. This would be implemented over more than one budget period
- **Working Bee Levy:** This levy pays for replacing volunteer labour with paid labour / services. The levy is refunded provided a family member participates in one working bee during the year. If you cannot attend your group’s working bee you may attend one of the other groups. Alternatively you may speak to the maintenance officer about other duties that may be available. Only one Working Bee Levy is payable per family.
- **Wilson Street Kindergarten Membership:** If you accept a place at Wilson Street Kindergarten each family must become an annual member of Wilson Street Kindergarten Incorporated. To become a member of the Kindergarten you are required to complete an “Application to Register as a Member” Form on enrolment for each year of attendance and pay a non-refundable entrance and membership fee of \$1.00.

## 5. Statement of fees and charges

A statement of fees and charges for four-year-old or three-year-old kindergarten will be provided to families on enrolment.

## 6. Fundraising

Not all service costs are covered by DET per capita funding and the fees charged. Fundraising is undertaken to meet the balance and/or pay for additional items for the service. While participation in fundraising is voluntary, the support of every family is encouraged. Fundraising activities are also an opportunity for families and communities to come together.

## 7. Subsidies

### 7.1 Kindergarten Fee Subsidy (four-year-old programs only)

The Kindergarten Fee Subsidy is provided by DET and enables eligible children to attend kindergarten free of charge or at minimal cost. Eligibility conditions change from time-to-time – contact the service for further information.

Families who may be eligible for the Kindergarten Fee Subsidy (four-year-old programs only) include those who are:

- Health Care Card holders
- Pensioner Concession Card holders

- Department of Veterans' Affairs Gold Card holders
- Bridging Visas A-E
- Refugee Visa (subclass 260)
- In-country Special Humanitarian Concern visa (subclass 201)
- Global Special Humanitarian Concern visa (subclass 2012)
- Temporary Humanitarian Concern visa (subclass 786)
- Protection visa (subclass 866)
- Emergency Rescue visa (subclass 203)
- Woman at risk visa (subclass 204)
- ImmiCard
- Aboriginal or Torres Strait Islander children
- Triplets or quadruplets attending a funded kindergarten program in the same year.

Supporting documentation must be sighted by the service on acceptance of a place or on commencement in the program. Families are eligible for the Kindergarten Fee Subsidy for the full term in which their concession is valid. 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 Enrolment Acceptance Deposit will be refunded once supporting documentation is provided.

## **7.2 Early Start Kindergarten fee subsidy**

Three-year-old Aboriginal and Torres Strait Islander children and children known to Child Protection are eligible to attend a funded early childhood program that is planned and delivered by a qualified early childhood teacher free of charge. The service receives funding for children who meet the eligibility criteria. Contact the kindergarten for further information.

## **8. Payment of fees**

The Committee of Management will regularly review payment options and procedures to ensure that they are inclusive and sensitive to families' cultural and financial situations.

Fees will be invoiced to parents/guardians directly and must be paid by the date indicated on the invoice. Each invoice will be accompanied by payment instructions. The first term's fees must be received in full prior to the child commencing at the service. For children enrolled after the commencement of a term, a pro rata invoice will be issued and must be paid in full within 14 days of the child's commencement at the service.

Parents/guardians experiencing difficulty in paying fees are requested to contact the Fees Manager to arrange a suitable alternative payment plan. The *Privacy and Confidentiality Policy* of the service will be complied with at all times in relation to a family's financial/personal circumstances.

## **9. Unpaid fees**

If fees are not paid by the due date, the following steps will be taken:

- An initial reminder notice will be sent to parents/guardians with an updated specified payment date, before the late payment penalty of \$20 will be applied.
- Where payment is still not received, families will be invited to discuss the range of support options available and establish a payment plan.
- Failure to agree to discuss, and continued non-payment may result in a second and final notice notifying parents/guardians that the child's place at the service may be withdrawn unless payment is made or a payment plan is entered into within a specified period of time. This letter will also include information on a range of support options available for the family.
- The Committee of Management will continue to offer support and will reserve the right to employ the services of a debt collector.

- If a decision is made to withdraw the child's place at the service, the parents/guardians will be provided with 14 days' notice in writing.

### **10. Refund of fees**

If a family becomes eligible for the Kindergarten Fee Subsidy during a term, a full refund of the applicable term fees (including the Enrolment Acceptance Deposit) will be provided. Fees may still apply for programs offering more than the required minimum hours per week.

In any other case, fees are non-refundable (exceptional circumstances may apply – these are at the discretion of the Committee of Management). There will be no refund of fees in the following circumstances:

- a child's short-term illness
- public holidays
- family holiday during operational times
- closure of the service for one or more days when a qualified educator is absent and a qualified reliever is not available
- closure of the service for staff training days
- closure of the service due to extreme and unavoidable circumstances.

In addition, there will be no refund where a family chooses not to send their child to the program for the maximum number of hours for which they are enrolled.

### **11. 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 Enrolments Manager.

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.

### **12. Children turning three during the year of enrolment**

Full payment prior to the commencement of term 1 is required if a place is to be reserved for a child in the three-year-old kindergarten program. Children can only commence the program when they have turned three. Children may (at the parent's/guardian's discretion) attend Wilson Street Kindergarten before they have turned three in the following circumstances:

- relevant social and welcoming events run by Wilson Street Kindergarten; and
- official photograph sessions.

### **13. Support services**

Families experiencing financial hardship often require access to family support services. Information is available on these services from the kindergarten and a list can be supplied to those families who require it.

### **14. Notification of fee change during the year**

Fees set for the year would only be reviewed in extraordinary circumstances, for example, if attendance rates fall below the budget "break even" point. Parents/guardians will be notified one term in advance of any required fees increase and will be offered the option to request a payment plan.

ATTACHMENT 2

**2020 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			Invoice Date	Fees Due
				Fees	Other charges	Total		
Enrolment Application Fee		\$30	\$30		\$30	\$30		
Enrolment Acceptance Deposit (EAD)	\$200		\$200	\$0		\$0		
Term 1	\$660	\$100 Working Bee Levy*	\$760	\$0	\$100 Working Bee Levy	\$100	1 <sup>st</sup> Oct 2019	15 <sup>th</sup> Oct 2019
Term 2	\$660		\$660	\$0		\$0	1 <sup>st</sup> Mar	15 <sup>th</sup> Mar
Term 3	\$660		\$660	\$0		\$0	1 <sup>st</sup> Jun	15 <sup>th</sup> Jun
Term 4	\$660 less \$200 EAD		\$460	\$0		\$0	1 <sup>st</sup> Sept	15 <sup>th</sup> Sep
<b>Total</b>	<b>\$2,640</b>	<b>\$130</b>	<b>\$2,770</b>	<b>\$0</b>	<b>\$130</b>	<b>\$130</b>		

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

	Fees	Other charges	Total	Families eligible for the Kindergarten Fee Subsidy			Invoice Date	Fees Due
				Fees	Other charges	Total		
Enrolment Application Fee		\$30	\$30		\$30	\$30		
Enrolment Acceptance Deposit (EAD)	\$200		\$200	\$0		\$0		
Term 1	\$890	\$100 Working Bee Levy*	\$990	\$230	\$100 Working Bee Levy	\$330	1 <sup>st</sup> Oct 2019	15 <sup>th</sup> Oct 2019
Term 2	\$890		\$890	\$230		\$230	1 <sup>st</sup> Mar	15 <sup>th</sup> Mar
Term 3	\$890		\$890	\$230		\$230	1 <sup>st</sup> Jun	15 <sup>th</sup> Jun
Term 4	\$890 less \$200 EAD		\$690	\$230		\$230	1 <sup>st</sup> Sept	15 <sup>th</sup> Sep
<b>Total</b>	<b>\$3,560</b>	<b>\$130</b>	<b>\$3,690</b>	<b>\$920</b>	<b>\$130</b>	<b>\$1050</b>		

\* 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.

### **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 2020, this amount is \$230 per term.***

### **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 the Fees Manager at the Kindergarten. The current 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 fee will be \$5 for every ten minutes 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 for the first 30 minutes from the conclusion of the session and then \$10 for every five minutes after that.

### **Group request change fee**

A non-refundable fee of \$50 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 to withdraw 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 Enrolments Manager, 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



## ATTACHMENT 3

### 2020 Statement of Fees and Charges

#### Three year old kindergarten

**Orange, Yellow and Purple Groups** - Hours: 6 hours per week

	Fees	Other charges	Total	Invoice Date	Fees Due
Enrolment Application Fee	\$0	\$30	\$30		
Enrolment Acceptance Deposit (EAD)	\$200		\$200		
Term 1	\$555	\$100 Working Bee Levy*	\$655	1 <sup>st</sup> Oct 2019	15 <sup>th</sup> Oct 2019
Term 2	\$555	\$0	\$555	1 <sup>st</sup> Mar	15 <sup>th</sup> Mar
Term 3	\$555	\$0	\$555	1 <sup>st</sup> Jun	15 <sup>th</sup> Jun
Term 4	\$555 less \$200 EAD		\$355	1 <sup>st</sup> Sept	15 <sup>th</sup> Sep
<b>Total</b>	<b>\$2,220</b>	<b>\$130</b>	<b>\$2,350</b>		

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

#### **3 Year Old Bush Kinder Gold Group** - Hours: 2 ¼ per week

	Fees	Other charges	Total	Invoice Date	Fees Due
Semester 1 (Term 1)	\$210	\$0	\$210	9 <sup>th</sup> Nov 2019	23 <sup>rd</sup> Nov 2019
Semester 1 (Term 2)	\$210	\$0	\$210		
Semester 2 (Term 3)	\$210	\$0	\$210	24 <sup>th</sup> May	7 <sup>th</sup> June
Semester 2 (Term 4)	\$210	\$0	\$210		

**As the opportunity to attend Gold Group is offered for either Semester 1 (Term 1 and 2), or Semester 2 (Term 3 and 4), the fees are applicable only for the semester that your child attends. Fees will be invoiced for the Semester, rather than term by term.**

#### **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 the Fees Manager 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 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 for the first 30 minutes from the conclusion of the session and then \$10 for every five minutes after that.

### **Early Start Kindergarten Fee Subsidy**

Three year old Aboriginal and Torres Strait Islander children and children known to Child Protection are eligible to attend a funded early childhood program that is planned and delivered by a qualified early childhood teacher free of charge. The service receives funding for children who meet the eligibility criteria. Contact the Maureen Rodbard-Bean at the kindergarten for further information.

### **Children turning three during the year**

Kindergarten places are offered for the entire year, so full payment prior to the commencement of Term 1 is required if a place is to be reserved for a child in the three year old kindergarten program. Children can only commence the program when they have turned three. Children may (at the parent's/guardian's discretion) attend Wilson Street Kindergarten before they have turned three in the following circumstances:

- for relevant social and transition/welcoming events run by Wilson Street Kindergarten
- official photograph sessions.

### **Group request change fee**

A non-refundable fee of \$50 payable on request to switch group.

### **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 to withdraw 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 Enrolments Manager, via email to: [enrolments@wilsonstreetkinder.com.au](mailto:enrolments@wilsonstreetkinder.com.au) and [wsk@wilsonstreetkinder.com.au](mailto:wsk@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.***

## ATTACHMENT 4

### 2020 FEE PAYMENT AGREEMENT – 4 YEAR OLD KINDERGARTEN

#### 1. Four year old (funded) kindergarten program

Please complete this form and return it to Wilson Street Kinder by **Friday 7<sup>th</sup> June, 2019**.

#### 2. Payment of fees

Invoices, receipts and collection of fees will be in accordance with the kindergarten's Fees Policy.

#### 3. Kindergarten Fee Subsidy

Please indicate if you have one of the following concessions by ticking next to any relevant type:

Tick	TYPE	Tick	TYPE
	Commonwealth Pensioner Concession Card		Commonwealth Health Care Card
	Department of Veterans' Affairs Gold Card or White Card		Aboriginal and/or Torres Strait Islander
	Humanitarian or refugee Visa		The child is identified on their birth certificate as being a multiple birth child (triplets or more).

*Supporting documentation will need to be sighted and recorded at the centre by the Fees Manager upon enrolment. If your eligibility status changes during the year, it is your responsibility to advise WSK and you will be invoiced for any outstanding amount.*

#### 4. Fee payment contract

Name of child: \_\_\_\_\_ Group: \_\_\_\_\_

Parent's/guardian's name: \_\_\_\_\_

- I/we acknowledge that the four year old kindergarten program is partly funded by the state government and that the place for our child is offered for the entire year, ie: for four terms.
- I/we understand that I am only entitled to obtain the Kindergarten Fee Subsidy while I have a current concession as listed in the above table. If my eligibility lapses, then full payment of fees is required from the beginning of the next term.
- I/we agree to pay fees by the due date on the invoice.
- I/we understand that term fees are non-refundable after the commencement of Term 1.
- I/we agree that if our financial circumstances change and I/we are unable to pay as agreed, we will immediately notify the Fees Manager to request alternative payment arrangements.
- I/we acknowledge that if fees are not paid by the due date, the committee will implement the *Fees Policy* late payment of fees procedures, which could result in the cancellation of my child's place at the kindergarten.
- I/we acknowledge that I/we have received and read the kindergarten's *Statement of Fees and Charges*, which sets out the kindergartens' fee payment procedures.

Signed: \_\_\_\_\_ (Parent/guardian) Dated: \_\_\_\_\_

**ATTACHMENT 5**

**2020 FEE PAYMENT AGREEMENT – 3 YEAR OLD KINDERGARTEN**

**1. Three year old kindergarten program**

Please complete this form and return it to Wilson Street Kinder by **Friday 7<sup>th</sup> June, 2019**.

**2. Payment of fees**

Invoices, receipts and collection of fees will be in accordance with the kindergarten's Fees Policy.

**3. Early Start Kindergarten**

Three year old Aboriginal and Torres Strait Islander children and children known to Child Protection are eligible to attend a funded early childhood program that is planned and delivered by a qualified early childhood teacher free of charge. The service receives funding for children who meet the eligibility criteria. Contact the service for further information.

Please advise if the child is Aboriginal or Torres Strait Islander *Please tick:* Yes  No

Please advise if the child is known to child protection *Please tick:* Yes  No

**4. Fee payment contract**

**Name of child:** \_\_\_\_\_ **Group:** \_\_\_\_\_

**Parent's/guardian's name:** \_\_\_\_\_

- I/we acknowledge that the three year old kindergarten program is not funded by the Victorian Government and that fees must be paid by parents/guardians.
- I/we acknowledge that the place for our child is offered for the entire year ie: for four terms, and the kindergarten cannot operate without fees paid by parents/guardians.
- I/we agree to pay fees by the due date on the invoice.
- I/we understand that term fees are non-refundable after the commencement of Term 1.
- I/we agree that if our financial circumstances change and I/we are unable to pay as agreed, we will immediately notify the Fees Manager to request alternative payment arrangements.
- I/we acknowledge that if fees are not paid by the due date, the committee will implement the *Fees Policy* late payment of fees procedures, which could result in the cancellation of my child's place at the kindergarten.
- I/we acknowledge that I/we have received and read the kindergarten's *Statement of Fees and Charges* which sets out the kindergarten's fee payment procedures.

**Signed:** \_\_\_\_\_  
(Parent/guardian)

**Date:** \_\_\_\_\_

6.