




## 2025 Statement of Fees and Charges

**3YO Wattle** - Hours: 15 hours funded + 3.5 hours non-funded

	Fees	Other	Family Contribution	Total	Invoice Sent	Invoice Due
Enrolment Application Fee		\$40		\$40		
Enrolment Acceptance Deposit (EAD)	\$150			\$150	26 <sup>th</sup> June 2024	3 <sup>rd</sup> July 2024
Term 1	\$478	*Voluntary Ground & Maintenance Levy \$125	*Voluntary Family Contribution \$200	\$803	21 <sup>st</sup> Oct 2024	4 <sup>th</sup> Nov 2024
Term2	\$478 -\$150 EAD (refundable)			\$328	17 <sup>th</sup> Feb 2025	2 <sup>nd</sup> March 2025
Term 3	\$478			\$478	7 <sup>th</sup> May 2025	21 <sup>st</sup> May 2025
Term 4	\$478			\$478	6 <sup>th</sup> Aug 2025	20 <sup>th</sup> Aug 2025
Total	\$1912	\$165*	\$200*	\$2277		

Wilson Street Kindergarten Inc

 11 Wilson Street Brighton VIC 3186  
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 03 9592 8095






ABN: 22040768249  
Reg No: A032299L

**3YO Lilly Pilly** - Hours: 15 hours funded

	Fees	Other	Family Contribution	Total	Invoice Sent	Invoice Due
Enrolment Application Fee		\$40		\$40		
Enrolment Acceptance Deposit (EAD)	\$150			\$150	26 <sup>th</sup> June 2024	3 <sup>rd</sup> July 2024
Term 1	\$0	*Voluntary Ground & Maintenance Levy \$125	*Voluntary Family Contribution \$200	\$325	21 <sup>st</sup> Oct 2024	4 <sup>th</sup> Nov 2024
Term2	\$0 -\$150 EAD			-\$150	17 <sup>th</sup> Feb 2025	2 <sup>nd</sup> March 2025
Term 3	\$0			\$0	7 <sup>th</sup> May 2025	21 <sup>st</sup> May 2025
Term 4	\$0			\$0	6 <sup>th</sup> Aug 2025	20 <sup>th</sup> Aug 2025
Total	\$0	\$165*	\$200*	\$365		

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**4YO Blue Gum (a) - Hours: 15 hours funded**

	Fees	Other	Family Contribution	Total	Invoice Sent	Invoice Due
Enrolment Application Fee		\$40		\$40		
Enrolment Acceptance Deposit (EAD)	\$150			\$150	26 <sup>th</sup> June 2024	3 <sup>rd</sup> July 2024
Term 1		*Voluntary Ground & Maintenance Levy \$125	*Voluntary Family Contribution \$200	\$325	21 <sup>st</sup> Oct 2024	4 <sup>th</sup> Nov 2024
Term2	-\$150 EAD			-\$150	17 <sup>th</sup> Feb 2025	2 <sup>nd</sup> March 2025
Term 3					7 <sup>th</sup> May 2025	21 <sup>st</sup> May 2025
Term 4					6 <sup>th</sup> Aug 2025	20 <sup>th</sup> Aug 2025
Total	\$0	\$165*	\$200*	\$365		

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**4YO Blue Gum (b) - Hours: 15 hours funded + 3.5 hours non-funded**

	Fees	Other	Family Contribution	Total	Invoice Sent	Invoice Due
Enrolment Application Fee		\$40		\$40		
Enrolment Acceptance Deposit (EAD)	\$150			\$150	26 <sup>th</sup> June 2024	3 <sup>rd</sup> July 2024
Term 1	\$478	*Voluntary Ground & Maintenance Levy \$125	*Voluntary Family Contribution \$200	\$803	21 <sup>st</sup> Oct 2024	4 <sup>th</sup> Nov 2024
Term2	\$478 -\$150 EAD			\$328	17 <sup>th</sup> Feb 2025	2 <sup>nd</sup> March 2025
Term 3	\$478			\$478	7 <sup>th</sup> May 2025	21 <sup>st</sup> May 2025
Term 4	\$478			\$478	6 <sup>th</sup> Aug 2025	20 <sup>th</sup> Aug 2025
Total	\$1912	\$165*	\$200*	\$2277		

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**4YO Waratah** - Hours: 15 hours funded & 7.5 hours non-funded

	Fees	Other	Family Contribution	Total	Invoice Sent	Invoice Due
Enrolment Application Fee		\$40		\$40		
Enrolment Acceptance Deposit (EAD)	\$150			\$150	26 <sup>th</sup> June 2024	3 <sup>rd</sup> July 2024
Term 1	\$1155	*Voluntary Ground & Maintenance Levy \$125	*Voluntary Family Contribution \$200	\$1480	21 <sup>st</sup> Oct 2024	4 <sup>th</sup> Nov 2024
Term2	\$1155 -\$150 EAD			\$1005	17 <sup>th</sup> Feb 2025	2 <sup>nd</sup> March 2025
Term 3	\$1155			\$1155	7 <sup>th</sup> May 2025	21 <sup>st</sup> May 2025
Term 4	\$1155			\$1155	6 <sup>th</sup> Aug 2025	20 <sup>th</sup> Aug 2025
Total	\$4620	\$165*	\$200*	\$4985		

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Program fees are partly paid by the Victorian government directly to Wilson Street Kindergarten. This keeps fees low and encourages children to have an enjoyable kinder experience.

All kindergartens charge fees to help meet the cost of running kindergarten programs. Fees are set by individual kindergartens and depend on things like how many hours your child attends and whether there are extra costs such as excursions.

Some kindergartens have programs that are not funded by the department, which sometimes attract fees.

As a community run, not for profit kindergarten we pride ourselves on providing a high quality educational program. Maintaining this commitment to excellence and innovation in early childhood education is our priority and to uphold the quality of our program, we will be offering families to make a voluntary contribution of \$200 to cover the difference between the cost of our program and the government contribution. In 2024 99% of our families made this voluntary contribution; we are grateful to our community for supporting us to protect the future of our program and the ongoing viability of Wilson Street Kindergarten.

#### **How fees and voluntary contributions are set.**

As part of the budget development process, the Committee of Management sets out each year the cost of delivering 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 Best Start Best Life program and Early Start Kindergarten
- the availability of other income sources, such as grants
- the amounts charged by similar services in the area.
- the capacity of parents/guardians to pay voluntary contributions and/or fees.
- reasonable expenditure in meeting agreed program quality and standards
- requirements of The Kindergarten Funding Guide (Department of Education and Training) available from the DET website: [www.education.vic.gov.au](http://www.education.vic.gov.au)

Once fees are set for the year, they will only be reviewed in extraordinary circumstances, for example, if enrolments drop and the service is at risk of not being able to meet its expenses.

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

Wilson Street Kindergarten will not refund any fees should you choose to withdraw your child from the program after accepting a place. However, we understand that families circumstances can change. Please provide written notice to the Operations Manager and Enrolment Manager with your reasons for withdrawing your child. It will then be at the discretion of the kindergarten whether any fees will be refunded. Families who enrol their child to a group above 15 hours are committing to a full year of this program; it is not an opt in/ opt out system.

#### **Absent or on holidays during non-funded hours**

Wilson Street Kindergarten is a not-for-profit kindergarten that relies on the payment of fees and enrolments. Upon accepting a place in one of our programs, it is expected that the child will attend and pay for all the hours in the program for the duration of the year. If families choose to go on holiday, or your child is sick/ absent, you will not be refunded for the hours missed. Special circumstances will be reviewed on a case-by-case basis by the kindergarten.

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### **Enrolment Acceptance Deposit (EAD)**

Families are required to pay the EAD upon accepting an offer for a place in one of our 3 or 4-year-old programs. The EAD will be retained by the kindergarten and offered for refund during Term 1. Families who do not commence in 2025 at Wilson Street Kindergarten will not be refunded their EAD. The EAD is payable per child.

### **Enrolment Application Fee**

This payment is non-refundable and is required on submission of the enrolment application form for a place at the service.

### **Payment of fees**

Invoices will be issued per the above dates. Families are provided 14 days to make payment. Any late payments after the due date will incur a \$25 late fee (unless arrangements have been made with the Enrolment & Fee Manager prior to the due date of the invoice).

### **Late payment fee**

If fees are not received by the invoice due date, a late payment fee will apply. Please contact our Enrolment & Fee Manager should you need to make other arrangements prior to the due date of the invoice. The late payment fee is \$25 per fortnight after invoice due date.

### **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 a specified payment date and will include information on a range of support options available for the family.
- A second reminder and email will be sent to parents/guardians asking them to contact the Fees Manager immediately.
- A phone call from the Fee Manager requesting immediate payment otherwise a late payment fee will be applied.
- Where payment is still not received, families will be invited to attend a meeting to discuss the range of support options available and establish a payment plan.
- Failure to attend the meeting and continued non-payment may result in a final letter 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.
- No further enrolments of children from the parents/guardians will be accepted until all outstanding fees have been paid.

### **Group request change fee**

A non-refundable fee of \$25 is payable on request to swap group.

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### **Voluntary Ground & Maintenance Levy (Working Bee Levy)**

A refundable voluntary ground and maintenance levy is offered for all families to contribute. The levy is refundable upon request should a family member participate in one of our 4 working bees held throughout the year. One working bee levy refundable per family.

### **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.

### **Fundraising**

Not all service costs are covered by DET funding, voluntary contribution 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.

### **Early Start Kindergarten**

To be eligible, your child must be 3 by 30 April in the year they start kindergarten, and:

- from a refugee or asylum seeker background, or
- identify as Aboriginal or Torres Strait Islander, or
- your family has had contact with child protection.

Children can also access free or low cost Four-Year-Old Kindergarten through the Early Start Kindergarten Extension Grant. For more information, please visit <https://www.vic.gov.au/early-start-kindergarten> or contact our Operational Manager.

### **Children turning three during year of enrolment**

If your child turns 3 within 3 weeks of starting Term 1, your child's place will be held, and your child can attend after they turn 3. Children may (at the parent/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 photography sessions.

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