

FEES POLICY

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, Person with Management and Control, 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 funding for each child who is enrolled and attending a funded kindergarten program in the year before school. 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 children to attend a funded kindergarten program free of charge in the year before school.

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

DET requires that funded services have a comprehensive written fees policy, 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 Funding 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*, including Quality Area 7: Governance and Leadership

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.

Approved care: Approved child care services, such as long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services, which have Australian Government approval to pass on Child Care Benefit (refer to Definitions) as a reduction in child care fees: www.humanservices.gov.au (Note: There will be changes to child care assistance from 2 July 2018. More information about the New Child Care Package can be found at: www.education.gov.au)

Child Care Benefit (CCB): A Commonwealth Government payment to help families who use either approved services or registered childcare (refer to *Definitions*). All eligible families can receive some Child Care Benefit. Details are available at: www.humanservices.gov.au. (Note: There will be changes to child care assistance from 2 July 2018. More information about the New Child Care Package can be found at: www.education.gov.au)

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 up to 15 hours per week. Details are available at: www.education.vic.gov.au

Enrolment Acceptance Deposit: A payment due in advance of commencing in 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.

Group Change request fee: an administration charge payable on request to change groups

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

Kindergarten Fee Subsidy (KFS): A state government subsidy paid in addition to per capita grants to subsidise the costs of parent fees and enable eligible children to attend a funded kindergarten for 15 hours free of charge (*The Kindergarten Funding 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 fees treasurer.

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

Registered carer: Registered child care is provided by individuals who are registered as carers with the Department of Human Services. A registered carer may include grandparents, relatives, friends, neighbours or nannies. In some cases, it can also include care provided by individuals in private preschools, kindergartens and some outside school hour services, including before and after school care, vacation care and holiday programs: www.humanservices.gov.au (Note: There will be changes to child care assistance from 2 July 2018. More information about the New Child Care Package can be found at: www.education.gov.au)

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. This 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 Funding Guide* (Department of Education and Training): www.education.vic.gov.au
- The constitution 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 and Person with Management and Control are 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 Funding 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
- reviewing 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
- ensuring that the *Fees Policy* is readily accessible at the service (Regulation 171)
- providing all parents/guardians with fee information (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
- providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 4 and 5)
- ensuring fees are collected and receipted
- 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 a minimum of 14 days of any proposed changes to the fees charged or the way in which the fees are collected (Regulation 172(2)), and ideally providing one term's notice.

The Nominated Supervisor and Person in Day-to-Day Charge is responsible for:

- assisting the Approved Provider in developing this policy, and ensuring that this policy is based on the *Kindergarten Funding Guide* (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 Funding 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, the availability of the Kindergarten Fee Subsidy and payment options to families in a culturally-sensitive way and in the family's first language where possible
- providing all parents/guardians with fee information (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 ensuring that the *Fees Policy* is readily accessible at the service
- providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 4 and 5)
- 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.

All other staff 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.

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)) unless a lesser period is necessary because of a risk.

ATTACHMENTS

- Attachment 1: Fee information for families
- Attachment 2: Statement of Fees and Charges – Fee schedule – Four-year-old (funded) kindergarten program
- Attachment 3: Statement of Fees and Charges – Fee schedule – 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 13th March 2018

REVIEW DATE: TERM 1, 2019

ATTACHMENT 1

Fee information for families



Wilson Street Kindergarten Inc.

2019 Fee Information for Families

1. Acknowledgement of Victorian Government Funding

Wilson Street Kindergarten Inc is supported by the Victorian Government



2. General information

The Department of Education and Training (DET) provides funding for each child enrolled and attending kindergarten in the year before school as a contribution toward the costs of providing the 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 kindergarten program free of charge in the year before school.

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 Funding Guide* (Department of Education and Training) available from the DET website: 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.

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 payment on acceptance of enrolment. The EAD is held by the kindergarten and will be applied as part payment of 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:** The 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:** At times throughout the year an additional excursion(s) or event(s) may be arranged where it is considered relevant to the service's program and the children's interests. At this time any additional costs to families are taken into consideration before a decision is made (refer to *Excursions and Service Events Policy*).
- **Group change request fee:** This \$50 fee is non-refundable and is required on request to change groups.
- **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.
- **Split purpose donation:** A charge may be introduced to raise funds for a major expenditure item such as playground re-development. 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 groups 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 15 hours of kindergarten free of charge. Eligibility conditions may change from time-to-time and must be checked in the most recent edition of the *Kindergarten Funding Guide* (refer to *Sources*).

Families may be eligible for the Kindergarten Fee Subsidy in the year before school if their child:

- is Aboriginal and/or Torres Strait Islander; or
- holds, or has a parent/guardian who holds a Humanitarian or refugee Visa; or
- is a multiple birth child (triplets or more); or
- holds, or has a parent who holds a Commonwealth Health Care Card, Pensioner Concession Card or Veteran's Affairs Card.

Exclusions and exceptions: Not available for long day care services in receipt of Commonwealth Child Care Benefit.

Where a child is identified by a parent, carer or legal guardian as an Aboriginal and/or Torres Strait Islander, no verification is required.

In all other instances, supporting documentation should be sighted by the service on acceptance of a place or on commencement in the program, however where there are delays, such as in obtaining health care cards for children in out-of-home care, the delay should not provide a barrier to the child accessing the Kindergarten Fee Subsidy. Families are eligible for the Kindergarten Fee Subsidy for the full term in which their concession is valid. Contact the service for further information.

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 service 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. Receipts will be provided for all fee payments on request.

Parents/guardians experiencing difficulty in paying fees are requested to contact the Fees Treasurer 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 (and fee deposit, where appropriate) 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 relevant Enrolment Officer.

12. Children turning three during the year of enrolment

Full payment from the first day 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 session

13. Support services

Families experiencing financial hardship often require access to family support services. Information on these services may be available from the kindergarten service provider or alternatively families may contact the local council.

14. Notification of fee changes 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 fee increase and will be offered the option to request a payment plan.

ATTACHMENT 2

Statement of Fees and Charges – 4 year old programs



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 ²	\$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 ¹		\$420	\$0		\$0
Total	\$2,480	\$125	\$2,605	\$0	\$125	\$125

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

² See below for an explanation of how the Working Bee Levy may be refunded.

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 ²	\$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 ¹		\$620	\$200		\$200
Total	\$3,280	\$125	\$3,405	\$800	\$125	\$925

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

² See below for an explanation of how the Working Bee Levy may be refunded.

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 the Fee Treasurer. 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 and 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

Statement of Fees and Charges – 3 year old program



Wilson Street Kindergarten Inc.

2019 Statement of Fees and Charges

Three year old kindergarten

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

	Fees	Other charges	Total
Enrolment Application Fee	\$0	\$25	\$25
Enrolment Acceptance Deposit (EAD)	\$200		\$200
Term 1	\$540	\$100 Working Bee Levy ²	\$640
Term 2	\$540	\$0	\$540
Term 3	\$540	\$0	\$540
Term 4	\$540 less \$200 EAD ¹		\$340
Total	\$2,160	\$125	\$2,285

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

² See below for an explanation of how the Working Bee Levy may be refunded.

3 Year Old Bush Kinder Gold Group – Hours 2 ¼ per week

	Fees	Other charges	Total
Semester 1 (Term 1)	\$200	\$0	\$200
Semester 1 (Term 2)	\$200	\$0	\$200
Semester 2 (Term 3)	\$200	\$0	\$200
Semester 2 (Term 4)	\$200	\$0	\$200

As the opportunity to attend Gold Group is offered for either semester 1 (terms 1 and 2), or semester 2 (terms 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.

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	INVOICE DATE	DATE FEES PAYABLE
<u>Term 1</u>	Invoice will be issued on 1 October in the year of offer, prior to commencement.	Fees are payable by 15 October.
<u>Term 2:</u>	Invoice issued on 1 March.	Fees payable by 15 March.
<u>Term 3:</u>	Invoice issued 1 June.	Fees payable by 15 June.
<u>Term 4:</u>	Invoice issued 1 September.	Fees payable by 15 September
<u>3yo Bush Kinder – Semester 1</u>	Invoice issued 12 November, in the year prior to attendance.	Fees payable by 26 November.
<u>3yo Bush Kinder – Semester 2:</u>	Invoice issued 28 May.	Fees payable by 11 June.

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.

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; and
- official photograph sessions.

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 one working bee per year. *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 the Fee Treasurer. 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 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 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: enrolments@wilsonstreetkinder.com.au and 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

Fee Payment Agreement – Four year old (funded) kindergarten



Wilson Street Kindergarten Inc.

2019 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 8th June, 2019.

2. Payment of fees

Invoices, receipts and collection of fees will be in accordance with the centre'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
<input type="checkbox"/>	Commonwealth Pensioner Concession Card	<input type="checkbox"/>	Commonwealth Health Care Card
<input type="checkbox"/>	Department of Veterans' Affairs Gold Card or White Card	<input type="checkbox"/>	Aboriginal and/or Torres Strait Islander
<input type="checkbox"/>	Humanitarian or refugee Visa	<input type="checkbox"/>	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 Fee Treasurer 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, with the balance of the funds coming from fees paid by parents/guardians, and that the place for our child is offered for the entire year, ie: for 4 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 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 centre. The centre may accept a payment plan at the discretion of the Fee Treasurer.
- ❖ I/we agree that if our financial circumstances change and I/we are unable to pay as agreed, we will immediately notify the Fee Treasurer to request alternative payment arrangements.
- ❖ I/we acknowledge that I/we have received and read the centre's *Fee Information for Families*, which sets out the centre's fee payment and collection procedures.

Signed: _____ (Parent/guardian) Dated: _____

ATTACHMENT 5 - FEE PAYMENT AGREEMENT

2019 FEE PAYMENT AGREEMENT – 3 YEAR OLD KINDERGARTEN

5. Three-year-old kindergarten program

Please complete this form and return it to Wilson Street Kinder by 8th June, 2019.

6. Payment of fees

Invoices, receipts and collection of fees will be in accordance with the centre’s *Fees Policy*.

7. 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 centre 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 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 centre. The centre may accept a payment plan at the discretion of the Fee Treasurer.
- ❖ I/we agree that if our financial circumstances change and I/we are unable to pay as agreed, we will immediately notify the Fee Treasurer to request alternative payment arrangements.
- ❖ I/we acknowledge that I/we have received and read the centre’s *Fee Information for Families*, which sets out the centre’s fee payment and collection procedures.

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

Signed: _____
(Parent/guardian)

Date: _____