

# 2021 FREE KINDERGARTEN FEES POLICY

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## Mandatory – Quality Area 7

This Policy is in place of the existing 2021 Enrolment and Orientation Policy and is services in 2021 opting into the Victorian Government's Free Kindergarten initiative.

## PURPOSE

This policy will provide clear guidelines for:

- free kindergarten subsidies for funded sessional kindergarten programs
- reduced fees for children enrolled in a funded kindergarten program in a long day care centre and for children attending unfunded three-year-old programs in sessional kindergarten services.
- the application of surplus funding within Wilson Street Kindergarten ensuring it is only used to ensure the quality of program delivery and development of children enrolled in the service
- the setting, payment and collection of additional hours fees/gap fee where the Kindergarten is permitted to charge.
- ensuring the viability of Wilson Street Kindergarten, by setting appropriate additional hours fees/gap fees

## POLICY STATEMENT

### 1. VALUES

Wilson Street Kindergarten is committed to:

- supporting the Victorian Government's 2021 Free Kindergarten initiative
- increasing access to quality kindergarten programs for all Victorian children
- 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

### 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

In response to the global coronavirus (COVID-19) pandemic, the Victorian Government is investing up to \$169.6 million in early childhood education by providing free kindergarten to each enrolled child participating in a funded kindergarten program in 2021. All families with a child enrolled in a funded kindergarten program are eligible for Free Kindergarten, this includes all children attending funded kindergarten programs in the year before school (four-year-old kindergarten) and services offering funded three-year-old kindergarten. The initiative also includes reduced fees for children enrolled in a funded kindergarten program in a long day care centre and for children attending unfunded three-year-old programs in sessional kindergarten services.

Regulation 168(2) (n) of the *Education and Care Services National Regulations 2011* requires that funded services have a comprehensive written fees policy, and the content of this policy must be communicated to families. Any voluntary parent donations and/or fundraising must comply with the 2021 Free Kindergarten subsidy guidelines and be responsive to the local community.

### 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 child care:** Approved child care services are services that have Australian Government approval to receive the Child Care Subsidy (refer to Definitions) on behalf of eligible parents. Approved child care includes centre-based day care, including long day care and occasional care, family day care, outside school hours care and in-home care.

**Child care subsidy (CCS):** A Commonwealth Government means tested subsidy to assist eligible families with the cost of child care. Payments are paid directly to approved child care providers. Further information can be found at: <https://www.education.gov.au/child-care-subsidy-0>

**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](http://www.education.vic.gov.au). Children that are eligible for Early Start Kindergarten (ESK) will continue to be enrolled, this ensure that service providers receive all funding entitlements and that these children have access to 15 funded hours of kindergarten across Victoria. ESK enrolments contribute to School Readiness Funding (SRF) calculations for service providers. It also allows the Department to continue to monitor efforts to engage the most vulnerable children in kindergarten across Victoria and provide additional targeted support where required through SRF or Early Childhood LOOKOUT.

**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 program hours over and above the 15 funded hours per week (600 per year) and/or wrap around care or where there is a gap in an unfunded 3 year old Program.

**Free Kindergarten 2021:** Kindergarten programs for four-year-old and eligible three-year-old children in Victorian Government funded services will be free in 2021 as part of a \$169.6 million investment in

early childhood education in the 2020/21 Victorian State Budget. Free Kinder forms part of the economic recovery support for Victorians as we recover from the global coronavirus (COVID-19) pandemic. The initiative is for 2021 only.

**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](http://www.humanservices.gov.au)

**Kindergarten fee deposit:** A charge to secure a place that has been offered in a program at the service, which is not applicable in 2021. Any deposit made prior to the commencement of Term One will be reimbursed to families.

**Voluntary parent/guardian payment/donation:** A voluntary payment/donation for items not directly related to the provision of the children's program. Explicit and written agreement from a parent is required for any voluntary payments. Attendance at the service is not conditional on this payment.

**Wrap around care:** care that is provided by a kindergarten service to kindergarten children outside of the 15 hours per week program.

## 5. SOURCES AND RELATED POLICIES

### Sources

- *Free Kinder 2021 - Information for Service Providers*  
<https://www.education.vic.gov.au/childhood/providers/funding/Pages/freekinder2021.aspx>
- *Free Kinder 2021 – Frequently asked questions about Free Kinder 2021*  
<https://www.education.vic.gov.au/childhood/providers/funding/Pages/freekinder2021.asp>
- *The Kindergarten Funding Guide (Department of Education and Training):*  
[www.education.vic.gov.au](http://www.education.vic.gov.au)
- The constitution of [Service Name]

### Service policies

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

## PROCEDURES

**The Approved Provider and Person with Management and Control are responsible for:**

- implementing and reviewing this policy in consultation with parents/guardians, the Nominated Supervisor and staff, and in line with the requirements of DET's Free Kindergarten initiative (refer to Definitions)
- reimbursing families in full for any deposit or fee payments that have already been made for 2021 within a reasonable timeframe (excluding any voluntary payments/donations that the parent has agreed to)
- ensuring families are not charged any compulsory out-of-pocket levies or maintenance fees (voluntary fundraising and payments/donations are permitted)
- ensuring families are only charged for kindergarten programs hours that are over and above the 15 funded hours per week (600 hours per year) and/or "wrap around" care or where there is a gap in an unfunded 3 year old program

- ensuring families that attend both sessional kindergarten and a long day care service nominate which service the child will participate in the funded kindergarten program
- ensuring that any surplus funding is used for directly supporting the quality of the teaching and learning in the kindergarten program and/or attendance at the service, including vulnerable children and families not yet enrolled and/or towards the change management required for preparing for three-year-old (in 2022 roll out areas)
- ensuring any voluntary parent payments/donations are explicitly agreed to in writing and receipted
- charging families only for excursions/special events that occur outside the normal program/curriculum
- ensuring that any child that is eligible for Early Start Kindergarten is still enrolled at the service and recorded on the KIM system
- collecting all relevant information regarding those with entitlement to concessions and recording it on the KIM system
- ensuring that the 2021 Free Kindergarten Fee Policy is readily accessible at the service (Regulation 171)
- providing all parents/guardians with information about Free Kindergarten (refer to Attachment 1)
- providing all parents/guardians with a statement of additional hours fees and charges (refer to samples in Attachments 2 and 3) upon enrolment of their child, if applicable
- providing all parents/guardians with an additional payment fee agreement (refer to samples in Attachments 4 and 5), if 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 additional hours fees
- notifying parents/guardians a minimum of 14 days of any proposed changes to the additional hours fees charged, 2022 kindergarten fees 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 DET's Free Kindergarten initiative (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 Free Kindergarten initiative (refer to Sources)
- ensuring families are only charged for kindergarten program hours that are over and above the 15 funded hours per week (600 hours per year) and/or "wrap around" care or where there is a gap in an unfunded 3 year old program
- ensuring families that attend both sessional kindergarten and a long day care service nominate which service the child will participate in the funded kindergarten program
- charging families only for excursion/special event that occur outside the normal program/curriculum
- ensuring that any child that is eligible for Early Start Kindergarten is still enrolled at the service and recorded on the KIM system
- collecting all relevant information regarding those with entitlement to concessions and recording it on the KIM system
- ensuring that the Free Kindergarten Fee Policy is readily accessible at the service (Regulation 171)
- providing all parents/guardians with information about free kindergarten (refer to Attachment 1)
- providing all parents/guardians with a statement of additional hours fees and charges (refer to samples in Attachments 2 and 3) upon enrolment of their child, if applicable
- providing all parents/guardians with an additional hours fee payment agreement (refer to samples in Attachments 4 and 5), if 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 additional hours fees charged or the way in which the fees are collected (Regulation 172(2)), and ideally providing one term's notice.

**Educators and 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 2021 Free Kindergarten information for families (refer to Attachment 1), the Additional Hours Fee Payment Agreement (refer to Attachments 4 and 5) and the Statement of Additional Hours Fees and Charges (refer to Attachments 2 and 3), if applicable
- signing and complying with the Additional Hours Fee Payment Agreement (refer to Attachments 4 and 5) if applicable
- notifying the Approved Provider if experiencing difficulties with the payment of additional hours fees
- providing agreement in writing if any additional payments are made to the Wilson Street Kindergarten

## 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
- keep the policy up to date with current legislation and government policy, 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: 2021 Free Kindergarten information for families
- Attachment 2: Statement of additional hours and/or wrap around fees
- Attachment 3: Statement of gap fee for unfunded sessional kindergarten for 3-year-olds
- Attachment 4: Additional hours and/or wrap around care fee payment agreement
- Attachment 5: Gap fee for unfunded sessional kindergarten for 3-year-olds payment agreement

## AUTHORISATION

This policy was adopted by the Approved Provider of Wilson Street on 16<sup>th</sup> February 2021

At the completion of the 2021 Free Kindergarten Initiative, Wilson Street Kindergarten will revert back to is WSK – Fees Policy.

# ATTACHMENT 1

## 2021 Free Kindergarten information for families

### Wilson Street Kindergarten 2021

#### 1. General information

Kindergarten programs for four-year-old and eligible three-year-old children in Victorian Government funded services will be free in 2021 as part of a \$169.6 million investment in early childhood education in the 2020/21 Victorian State Budget. Free Kindergarten forms part of the economic recovery support for Victorians as we recover from the global coronavirus (COVID-19) pandemic. The initiative is for 2021 only.

This investment will save families around \$2,000 for each child enrolled in a participating funded kindergarten program in 2021.

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.

#### 2. What free kindergarten means at our service

Wilson Street Kindergarten has opted in to the 2021 Free Kindergarten initiative. Applicable parent fees are outlined below:

- Funded sessional kindergarten for 4-year-old children (15 hours per week) - no parent fee
- Funded sessional kindergarten for 4-year-old children 18.5 hours per week (Red and Blue groups) gap fee of \$290 per term
- Unfunded sessional kindergarten for 3-year-old children – parent fee will be reduced by a \$1600 offset. Term fee of \$390 applies

Wilson Street Kindergarten will reimburse families in full for any deposit or fee payments that have already been made for 2021 within a reasonable timeframe (excluding any voluntary parent donations/payments that you agree to in writing.) The Enrolment Acceptance Deposit will be refunded in Term 2.

#### 3. Other charges

Other charges levied by Wilson Street Kindergarten are included on the Statement of Fees and Charges, that will be provided to families upon enrolment. These charges are only applicable to funded programs that provide more than 15 hours per week and unfunded 3-year-old programs. These include:

- **Excursion/service event charge (outside of the 15 hours per week program):** 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*).
- **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. This charge will be set at a level determined by the Committee of Management.

#### 4. Additional hours and/or wrap around care fees

Wilson Street Kindergarten's Red and Blue 4 year-old groups offer families 3.5 hours above the set 15 hours per week (600 hours per year). The additional hours fee is the cost of running the bush kinder session which is additional to Green's Groups 15 hour program.

## **5. Fundraising and voluntary parent payment/donations**

While **participation in fundraising/donation is voluntary**, the support of every family is encouraged. Fundraising activities are also an opportunity for families and communities to come together.

## **6. Unfunded three-year-old programs**

Families that have children attending unfunded three-year-old programs in sessional kindergarten services will receive a \$1,600 reduction in parent fees. Compulsory parent fees can be charged above this amount but must not exceed the gap between the payment made by the State and the fee for 2021. Services are required to directly offset the full \$1,600 payment from parent fees. Any deposits or payments made totaling \$1,600 will be refunded in a reasonable timeframe.

## **7. Payment of fees**

This is only applicable for Programs that offer over and above 15 hours per week and unfunded 3-year-old kindergarten (Red, Blue, Purple and Yellow Groups)

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.

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.

## **8. Unpaid fees**

This is only applicable for Programs that offer over and above 15 hours per week and unfunded 3-year-old kindergarten (Red, Blue, Purple and Yellow Groups)

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

- An initial reminder email 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.
- Where payment is not received, a phone call will be placed to the parent/guardian
- 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 second and 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.

## **9. Refund of fees**

Any fee payments including an enrolment deposit that would normally be taken off Term 4 fees will be fully refunded to families. Non-refundable enrolment administration fees paid prior to the kindergarten

year will be retained. Wilson Street Kindergarten will reimburse Enrolment Acceptance Deposits in term 2 for 4YO's and in term 3 for 3YO's.

In any other case, additional hours or unfunded 3 year old gap fees are non-refundable. There will be no refund of these 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.

#### **10. Children turning three during the year of enrolment for unfunded 3-year-old kindergarten**

Full payment of gap fee from the first day of Term 1 is required if a place is to be reserved for a child in the unfunded three-year-old kindergarten program. Children can only commence the program when they have turned three.

#### **11. 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.

#### **12. 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

### 2021 Statement of Fees and Charges – Four Year Old Kindergarten

#### Green Group - Hours: 15 hours per week

	Fees	Other charges	Total	Families eligible for the Kindergarten Fee Subsidy		
				Fees	Other charges	Total
Enrolment Application Fee		\$30	\$30		\$30	\$30
Enrolment Acceptance Deposit (EAD)	\$200		\$200 (to be refunded)	\$0		\$0
Term 1	\$0	\$125 Grounds Maintenance Contribution*	\$125	\$0	\$125 Grounds Maintenance Contribution*	\$125
Term 2	\$0		\$0	\$0		\$0
Term 3	-\$200		-\$200	\$0		\$0
Term 4	\$0		\$0	\$0		\$0
<b>Total</b>	<b>\$0</b>	<b>\$155</b>	<b>\$155</b>	<b>\$0</b>	<b>\$155</b>	<b>\$155</b>

#### Red and Blue Groups - Hours: 18.5 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	\$290	\$125 Grounds Maintenance Contribution*	\$165	\$290	\$125 Grounds Maintenance Contribution*	\$415	19 Oct 2020	2 Nov 2020
Term 2	\$290		\$290	\$290		\$290	18 Feb	4 Mar
Term 3	\$290 less \$200 EAD		\$90	\$290		\$290	13 May	27 May
Term 4	\$290		\$290	\$290		\$290	12 Aug	26 Aug
<b>Total</b>	<b>\$1160</b>	<b>\$155</b>	<b>\$1,315</b>	<b>\$1,160</b>	<b>\$155</b>	<b>\$1,315</b>		

\* A refundable Grounds Maintenance Contribution (formally known as the Working Bee Levy) has been paid by all families. This contribution will be refunded when a family member participates in a working bee. Wilson Street Kindergarten is seeking clarity around reimbursement for those families who choose not to attend a working bee. More information will be available on this shortly.

### **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 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.

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

### **Group request change fee**

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

***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 3

### 2021 Statement of Gap Fees and Charges

#### 3 Year Old Kindergarten

#### Yellow and Purple Groups - Hours: 9 hours per week

	Gap Fees	Other charges	Total	Invoice Date	Fees Due
Enrolment Application Fee	\$0	\$30	\$30		
Enrolment Acceptance Deposit (EAD)	\$200		\$200		
Term 1	\$390	\$125 Grounds Maintenance Contribution *	\$590	19 Oct 2020	2 Nov 2020
Term 2	\$390	\$0	\$390	18 Feb	4 Mar
Term 3	\$390	\$0	\$390	13 May	27 May
Term 4	\$190 less \$200 EAD		\$190	12 Aug	26 Aug
Total	\$1,560	\$155	<b>\$1,715</b>		

\* A refundable Grounds Maintenance Contribution (formally known as the Working Bee Levy) has been paid by all families. This contribution will be refunded when a family member participates in a working bee. Wilson Street Kindergarten is seeking clarity around reimbursement for those families who choose not to attend a working bee. More information will be available on this shortly.

#### 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 Operations Manager 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 One 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/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 Enrolment 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

### Additional hours and/or wrap around care fee payment agreement [only applicable to services that provide over and above the 15 hours per week (600 hours per year) and/or wrap around care]

#### 2021

Please complete this form and return to Wilson Street Kindergarten by \_\_\_\_\_

#### Fee payment contract

Child's full name: \_\_\_\_\_

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

- I/we acknowledge that the four-year-old 15 hours per week (600 hours per year) funded kindergarten program is fully funded by the state government, with the balance of additional hours over and above and/or wrap around care coming from fees paid by parents/guardians.
- I/we agree to pay any additional fees for services above the 600 hours by the due date on the invoice.
- I/we understand that fees for additional hours each term are non-refundable.
- I/we acknowledge that if fees for additional hours are not paid by the due date, the Committee of Management will implement the late payment of fees procedures, as outlined in the *2021 Free Kindergarten Fee Information for Families*, which could result in the withdrawal of my/our child's place at the service and no further enrolments until the outstanding fees are paid.
- I/we agree that if my/our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify the Fees and Enrolment Manager to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's *2021 Free Kindergarten Fee Information for Families*, which outlines the procedure for payment of fees.

\_\_\_\_\_  
Signature (parent/guardian)

\_\_\_\_\_  
Date

Note: Invoices, receipts and collection of fees will be in accordance with the Wilson Street Kindergarten *2021 Free Kindergarten Fee Policy*.

## ATTACHMENT 5

### Gap fee for unfunded sessional kindergarten for 3-year-olds payment agreement

**2021**

Please complete this form and return to Wilson Street Kindergarten by \_\_\_\_\_

#### Fee payment contract

Child's full name: \_\_\_\_\_

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

- I/we acknowledge that the unfunded kindergarten program for 3-year old's is only partly funded by the state government, with the balance of gap coming from fees paid by parents/guardians.
- I/we agree to pay the gap fee by the due date on the invoice.
- I/we understand that gap fees for each term are non-refundable.
- I/we acknowledge that if the gap fees are not paid by the due date, the Committee of Management will implement the late payment of fees procedures, as outlined in the *2021 Free Kindergarten Fee Information for Families*, which could result in the withdrawal of my/our child's place at the service and no further enrolments until the outstanding fees are paid.
- I/we agree that if my/our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify the Fees and Enrolments Manager to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's *2021 Free Kindergarten Fee Information for Families*, which outlines the procedure for payment of fees.

\_\_\_\_\_  
Signature (parent/guardian)

\_\_\_\_\_  
Date

Note: Invoices, receipts and collection of fees will be in accordance with the Wilson Street Kindergarten *2021 Free Kindergarten Fee Policy*