

# FEES POLICY

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## Mandatory – Quality Area 7

### PURPOSE

This policy will provide clear guidelines for:

- the setting, payment and collection of fees
- ensuring the viability of Gardiner Pre-School, by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by Gardiner Pre-School.

### POLICY STATEMENT

#### 1. VALUES

Gardiner Pre-School 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, Certified Supervisor, educators and parents/guardians with an enrolled child, or who wish to enrol a child at Gardiner Pre-School.

#### 3. BACKGROUND AND LEGISLATION

##### Background

The Department of Education and Early Childhood Development (DEECD) 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.

DEECD 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*).

DEECD 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.

**Approved Provider:** Gardiner Pre-School

**Approved care:** Care given by a service provider that has been approved by the Family Assistance Office to receive Child Care Benefit payments on behalf of eligible families. Most long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services are approved providers. Details are available at:

[www.humanservices.gov.au/customer/services/centrelink/child-care-benefit](http://www.humanservices.gov.au/customer/services/centrelink/child-care-benefit)

**Child Care Benefit (CCB):** A Commonwealth Government payment to help families who use either approved or registered childcare services. All eligible families can receive some Child Care Benefit. Details are available at: [www.humanservices.gov.au/customer/services/centrelink/child-care-benefit](http://www.humanservices.gov.au/customer/services/centrelink/child-care-benefit)

**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 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: [www.humanservices.gov.au/customer/services/centrelink/health-care-card](http://www.humanservices.gov.au/customer/services/centrelink/health-care-card)

**Kindergarten fee deposit:** A charge to secure a place that has been offered in a program at the service. This is deducted from Term 4 fees, except for a \$50 enrolment administration fee.

**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).

**Registered care:** Care provided by nannies, grandparents, relatives or friends, individuals working within kindergartens, occasional care services and outside school hours care services that are registered with the Family Assistance Office. Eligible families can receive some reimbursement of costs when using a registered care provider. Details are available at:  
[www.humanservices.gov.au/customer/services/centrelink/child-care-benefit](http://www.humanservices.gov.au/customer/services/centrelink/child-care-benefit)

**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.

## 5. SOURCES AND RELATED POLICIES

### Sources

- *The Kindergarten Guide* (Department of Education and Early Childhood Development is available under *early childhood / service providers* on the DEECD website: [www.education.vic.gov.au](http://www.education.vic.gov.au))
- The constitution of Gardiner Pre-School

### 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 with the Nominated Supervisor and staff, and in line with the requirements of DEECD’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 Gardiner Pre-School 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 3 and 4)
- collecting and receipting all fees
- 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 Gardiner Pre-School.

**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 DEECD's *The Kindergarten Guide* (refer to *Sources*)
- considering any issues regarding fees that may be a barrier to families enrolling at Gardiner Pre-School 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 Attachments 3 and 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 Gardiner Pre-School.

**Certified Supervisors and 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 Gardiner Pre-School 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 consider feedback received from anyone 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 not paying fees when they are due
- 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 the commencement date of any updated version of this policy or its procedures (Regulation 172(2)).

### **ATTACHMENTS**

- Attachment 1: Fee information for families
- Attachment 2: Statement of Fees and Charges – Fee schedule – Four-year-old (funded) kindergarten program (separate statement for the current year and the next year)
- Attachment 3: Statement of Fees and Charges – Fee schedule – Three-year-old kindergarten program (separate statement for the current year and the next year)
- 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 Gardiner Pre-School on 13 November 2017.

### **COMMENCEMENT DATE**

This policy is to come into effect on 1 January 2018.

### **NEXT REVIEW DATE**

30 June 2018 or earlier at the discretion of the Committee of Management.

# ATTACHMENT 1

## Fee information for families

### Gardiner Pre-School

#### 1. Why fees are necessary

The Department of Education and Early Childhood Development (DEECD) 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.

DEECD 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.

DEECD 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.

Gardiner Pre-School provides a range of support options to parents/guardians experiencing difficulty with payment of fees (see below).

#### 2. 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 *The Kindergarten Guide*: (Department of Education and Early Childhood Development) available under *early childhood / service providers* on the DEECD 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.

#### 3. Other charges

Other charges levied by Gardiner Pre-School are included on the Statement of Fees and Charges. These include:

- **Kindergarten fee deposit:** This payment secures a child's place at the service and is payable on acceptance of enrolment. The deposit is retained as part payment on Term 4 fees of the year to which it relates, except for the \$50 enrolment administration fee which is retained by the service in all cases. Eligible concession card holders and families experiencing hardship should contact the service to discuss options regarding the deposit.
- **Refundable levy:** The participation of parents/guardians in maintenance of the services is encouraged. A refundable levy system has been introduced. Payment will be refunded to parents/guardians on participation in specified activities which may include working bees, maintenance and gardening etc. Eligible concession card holders will not be required to pay this levy.
- **Non-refundable levy:** This levy is retained by the service and is included in the total fees charged by the service.

- **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. Statement of fees and charges**

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

#### **5. Fundraising**

Not all service costs are covered by DEECD 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.

#### **6. Subsidies**

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

The Kindergarten Fee Subsidy is provided by DEECD and enables eligible children to attend kindergarten free of charge or at minimal cost. Eligibility conditions change from time-to-time. If a family thinks they may be eligible, they should contact Gardiner Pre-School 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 or White Card holders
- Bridging Visas A–E
- Refugee Visa (subclass) 200
- In-country Special Humanitarian visa (subclass 201)
- Global Special Humanitarian visa (subclass 202)
- 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.

##### **6.2 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. If a family thinks they may be eligible, they should contact Gardiner Pre-School for further information.

##### **6.3 Child Care Benefit (CCB)**

Child Care Benefit (CCB) is an Australian Government payment that can assist eligible families with the costs of childcare at an approved or registered care provider. Gardiner Pre-School is a registered care provider with the Family Assistance Office (FAO).



Approved care is childcare that meets certain standards and requirements, and is approved by the Australian Government. Approved care providers must hold a licence to operate, have qualified and trained staff, be open certain hours and meet health, safety and other quality standards. Most long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services are approved providers.

Registered care is childcare provided for work-related purposes, including training and studying, maternity leave, sick leave or voluntary work, and the work-related purpose must have occurred at some time during the week in which the registered care was used. Registered care is provided by individuals registered with the Department of Human Services and may include care given by kindergarten staff.

The amount payable is set by the Australian Government. Further details are available at: [www.humanservices.gov.au/customer/themes/families](http://www.humanservices.gov.au/customer/themes/families)

## **7. Payment of fees.**

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

### *Term 1 fees:*

Gardiner Pre-School will issue an invoice for Term 1 fees, to be paid by the due date on the invoice (usually 14 days). This invoice will usually be issued in November of the prior year. If the Term 1 fees are not paid by the due date (or if the family states in writing that the fees will not be paid by that date), then Gardiner Pre-School may in its discretion and without further notice withdraw the offer, and offer that place to another family. If this occurs, any deposit paid by the applicant will not be refunded.

### *Term 2, 3 and 4 fees:*

Invoices for terms 2, 3 and 4 will be issued to parents/guardians directly approximately 3-4 weeks before the end of each term and must be paid by the due date indicated on the invoice.

Each invoice will be accompanied by payment instructions. Payments are to be made in full by internet banking or cheque.

Gardiner Pre-School may choose to offer an on-site payment facility. If so, the payer will be notified prior to using the on-site payment facility and the charges associated with using it.

### *Pro-rata invoices for part of a Term:*

For children enrolled after the commencement of a term, a pro-rata invoice will be issued and must be paid by the due date on the invoice (usually 14 days).

### *Invoices for period of approved absence:*

For a period of approved absence agreed to by the Pre-School, an invoice will be issued. For further information, refer to the Enrolment and Orientation Policy (Attachment 2).

## **8. Unpaid fees**

If Term 1 fees are not paid by the due date, then Gardiner Pre-School may in its discretion and without further notice withdraw the offer, and offer that place to another family. If this occurs, any deposit paid by the applicant will not be refunded.

If Term 2-4 fees are not paid by the due date, the following steps will be implemented.

- A reminder email will be sent to Parents/Guardians after **7 days** of the due date stating fees are overdue. A specified payment date will be indicated and will include information on a range of support options available for the family.



- If payment has not been received by the specified date or no contact has been made, the Parents/Guardians will be contacted by a SMS reminder from the bookkeeper, this SMS will include the amount owing and payment methods including bank deposit details. Follow up will be conducted by the Nominated Supervisor if payment has not been made within **5 days** of the SMS reminder being issued.
- Where payment has still not been 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/or communicate needs and continued non-payment may result in a final letter issued by the Treasurer, 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.

## 9. Difficulty in paying fees

Parents/guardians experiencing difficulty in paying fees are requested to contact the **Nominated Supervisor** or **Pre-School Bookkeeper** to discuss suitable alternative payment arrangements, such as an instalment 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.

## 10. Debt recovery

The Committee of Management reserves the right to take action to recover debts owing to the centre, this can include the engagement of a debt collector and we reserve the right to recover any costs associated with the collection from the family owing the fees.

Using a debt collector will be considered as a final option after attempts to implement other payment procedures have been offered.

## 11. 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). Without limiting the situations when fees will not be refunded, 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.

## 12. Support services

Families experiencing financial hardship often require access to family support services. Information on these services is available from the kindergarten service provider and a list can be supplied to those families who require it. If your service does not already have this information a good place to start is with your local council.

### **13. 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 - 2017**  
**Statement of Fees and Charges**

**Gardiner Pre-School**

**Fee schedule 2017**

**Four-year-old (funded) kindergarten**

**Group 1: Banksia**

	Fees (\$)	Other charges (\$)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	\$250	\$100* (Working Bee)	\$350			
Term 1	\$1275		\$1275			
Term 2	\$1275		\$1275			
Term 3	\$1275		\$1275			
Term 4	\$1275	-\$200 (fee deposit refund)	\$1075			
<b>Total</b>			<b>\$5250</b>			

\*The Maintenance fees will be reimbursed following participation in a rostered working bee (\$100 per Working Bee)

**Group 2: Wattle**

	Fees (\$)	Other charges (\$)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	\$250	\$100* (Working Bee)	\$350			
Term 1	\$985		\$985			
Term 2	\$985		\$985			
Term 3	\$985		\$985			
Term 4	\$985	-\$200 (fee deposit refund)	\$785			
<b>Total</b>			<b>\$4090</b>			

**Payment of fees**

Invoices will be issued **2 weeks prior** to the end of each term and must be paid by the due date.

**Kindergarten fee deposit**

Parents/guardians are required to pay the fee deposit on offer of a place. This payment is retained and deducted from Term 4 fees (but only if fees for Terms 1-3 have been fully paid), except for the \$50 enrolment administration fee which is retained by the service in all cases. Payment will secure the child's place in the four-year-old (funded) kindergarten program.

**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.

**Child Care Benefit (CCB)**

For information on the Child Care Benefit, refer to Fee information for families.

**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 (refer to Fee information for families).

**ATTACHMENT 2 - 2018**  
**Statement of Fees and Charges**

**Gardiner Pre-School**

**Fee schedule 2018**

**Four-year-old (funded) kindergarten**

**Group 1: Banksia**

	Fees (\$)	Other charges (\$)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	\$450		\$450			
Term 1	\$1275	\$100* (Maintenance fee)	\$1375			
Term 2	\$1275		\$1275			
Term 3	\$1275		\$1275			
Term 4	\$1275	-\$400 (fee deposit refund)	\$875			
<b>Total</b>			\$5250			

\*The Maintenance fees will be reimbursed following participation in a rostered working bee (\$100 per Working Bee)

**Group 2: Wattle**

	Fees (\$)	Other charges (\$)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	\$450		\$450			
Term 1	\$985	\$100* (Maintenance fee)	\$1,085			
Term 2	\$985		\$985			
Term 3	\$985		\$985			
Term 4	\$985	-\$400 (fee deposit refund)	\$585			

Total			\$4090			
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**Payment of fees**

Invoices will be issued **approximately 3-4 weeks prior** to the end of each term and must be paid by the due date.

**Kindergarten fee deposit**

Parents/guardians are required to pay the fee deposit on offer of a place. This payment is retained and deducted from Term 4 fees (but only if fees for Terms 1-3 have been fully paid), except for the \$50 enrolment administration fee which is retained by the service in all cases. Payment will secure the child's place in the four-year-old (funded) kindergarten program.

**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.

**Child Care Benefit (CCB)**

For information on the Child Care Benefit, refer to Fee information for families.

**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 (refer to Fee information for families).

**ATTACHMENT 3 - 2017**  
**Statement of Fees and Charges**

**Gardiner Pre-School**

**Fee schedule 2017**

**Three-year-old kindergarten**

**Hours: 7.5 hours per week**

	<b>Fees (\$)</b>	<b>Other charges (\$)</b>	<b>Total (\$)</b>
Kindergarten fee deposit	\$250	\$100* (Working Bee)	\$350
Term 1	\$730		\$730
Term 2	\$730		\$730
Term 3	\$730		\$730
Term 4	\$730	-\$200 (fee deposit refund)	\$530
<b>Total</b>			<b>\$3070</b>

\*The Maintenance fees will be reimbursed following participation in a rostered working bee (\$100 per working bee)

**Payment of fees**

Invoices will be issued **2 weeks prior** to the end of each term and must be paid by the due date.

**Kindergarten fee deposit**

Parents/guardians are required to pay the fee deposit on offer of a place. This payment is retained and deducted from Term 4 fees (but only if fees for Terms 1-3 have been fully paid), except for the \$50 enrolment administration fee which is retained by the service in all cases. Payment will secure the child's place in the three-year-old kindergarten program.

**Early Start Kindergarten fee subsidy**

Families who are eligible for the Early Start Kindergarten fee subsidy (refer to Fee information for families) will not be required to make fee payments.

**Child Care Benefit (CCB)**

For information on the Child Care Benefit, refer to Fee information for families.

**Children turning three during the year**

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.

**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 (refer to Fee information for families).



## ATTACHMENT 3 - 2018 Statement of Fees and Charges

### Gardiner Pre-School

### Fee schedule 2018

### Three-year-old kindergarten

Hours: 7.5 hours per week

	Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	\$350		\$450
Term 1	\$730	\$100* (Maintenance fee)	\$830
Term 2	\$730		\$730
Term 3	\$730		\$730
Term 4	\$730	-\$300 (fee deposit refund)	\$430
Total			\$3070

\*The Maintenance fees will be reimbursed following participation in a rostered working bee (\$100 per working bee)

#### Payment of fees

Invoices will be issued **approximately 3-4 weeks prior** to the end of each term and must be paid by the due date.

#### Kindergarten fee deposit

Parents/guardians are required to pay the fee deposit on offer of a place. This payment is retained and deducted from Term 4 fees (but only if fees for Terms 1-3 have been fully paid), except for the \$50 enrolment administration fee which is retained by the service in all cases. Payment will secure the child's place in the three-year-old kindergarten program.

#### Early Start Kindergarten fee subsidy

Families who are eligible for the Early Start Kindergarten fee subsidy (refer to Fee information for families) will not be required to make fee payments.

#### Child Care Benefit (CCB)

For information on the Child Care Benefit, refer to Fee information for families.

#### Children turning three during the year

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.

#### 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 (refer to Fee information for families).

## ATTACHMENT 4 Fee Payment Agreement

### Four-year-old (funded) kindergarten program

Please complete this form and return to Gardiner Pre-School in order to accept an offer of enrolment. Your place will only be secured once we have received both this form and payment of the relevant deposit.

#### Fee payment contract

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

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

- I/we acknowledge that the four-year-old kindergarten program is partly funded by the state government, with the balance of funds coming from fees paid by parents/guardians.
- I/we understand that I/we am/are entitled to obtain the Kindergarten Fee Subsidy if I/we meet one of the criteria below. If my/our eligibility lapses, then I/we understand that full payment of fees is required from the beginning of the following term.
- I/we agree to pay fees by the due date on the invoice.
- I/we understand that term fees are non-refundable.
- I/we acknowledge that if fees are not paid by the due date, the Committee of Management will implement the procedures outlined in the *Fees Policy*.
- 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 Book Keeper, to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's Fee information for families, which outlines the procedure for payment of fees.
- I/we will abide by all policies of Gardiner Pre-School that relate to parents, including in particular the Code of Conduct Policy (Attachment 5 – Code of Conduct for Parents and Guardians).

#### Kindergarten Fee Subsidy

Please indicate below which concession you are eligible for – the criteria is outlined in 'Fee information for families' (Fees Policy Attachment 1), Section 6.

Concession: \_\_\_\_\_

Supporting documentation will need to be sighted on commencement at Gardiner Pre-School by the Educators.

**Note: the eligibility of concessions may vary from time-to-time. Up-to-date information can be found in *The Kindergarten Guide* (Department of Education and Early Childhood Development) available under *early childhood / service providers on the DEECD website:***

[www.education.vic.gov.au](http://www.education.vic.gov.au)

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

\_\_\_\_\_  
Date

Note: Invoices, receipts and collection of fees will be in accordance with the Gardiner Pre-School *Fees Policy*.

## ATTACHMENT 5

### Fee Payment Agreement

#### Three-year-old kindergarten program

Please complete this form and return to Gardiner Pre-School in order to accept an offer of enrolment. Your place will only be secured once we have received both this form and payment of the relevant deposit.

#### Fee payment contract

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

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

- I/we acknowledge that the three-year-old kindergarten is not funded by the state government and that the program cannot operate without receiving fees (the only exception is where a child is eligible for the Early Start Kindergarten fee subsidy – see below).
- I/we agree to pay fees by the due date on the invoice.
- I/we acknowledge that if fees are not paid by the due date, the Committee of Management will implement the procedures as outlined in the *Fees Policy*.
- I/we understand that term fees are non-refundable.
- 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 Book Keeper, to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's Fee information for families, which outlines the procedures for payment of fees.
- I/we will abide by all policies of Gardiner Pre-School that relate to parents, including in particular the Code of Conduct Policy (Attachment 5 – Code of Conduct for Parents and Guardians).

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

\_\_\_\_\_  
Date

Note: invoices, receipts and collection of fees will be in accordance with the Gardiner Pre-School *Fees Policy*.

#### 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.