

# 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 North Brighton Kindergarten, by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by North Brighton Kindergarten.

### POLICY STATEMENT

#### 1. VALUES

North Brighton Kindergarten is committed to:

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

#### 2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, the committee and parents/guardians with an enrolled child, or who wish to enrol a child at North Brighton Kindergarten.

#### 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 *Victorian kindergarten policy, procedures and funding criteria* (refer to *Sources*). Where there is a shortage of places, they may access the three-year old program free of charge. There is no other funding available for the three-year-old program.

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 *Victorian kindergarten policy, procedures and funding criteria* (refer to *Sources*) outlines the criteria to be covered in the policy.

- The fee information for Families (Attachment 1) provides a summary of the Fees policy.
- The fee schedules (Attachment 2, 2A, 3 and 3A) detail the fees charged by the centre and the Fee Payment Agreement (Attachment 4 and 5) details the arrangements for the payment of fees.

### Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Charter of Human Rights and Responsibilities 2006* (Vic), as amended 2011
- *Child Wellbeing and Safety Act 2005* (Vic), as amended 2012
- *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

## 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:** 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.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/](http://www.familyassist.gov.au/payments/family-assistance-payments/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.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/](http://www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/)

**DVA Gold Card:** A Department of Veterans' Affairs health card for all conditions for Australian veterans.

**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 [www.education.vic.gov.au/ecsmanagement/careankinder/earllystart/](http://www.education.vic.gov.au/ecsmanagement/careankinder/earllystart/)

**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 expenditure items 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. This fee covers the cost of providing the program above any government funding.

**Health Care Card:** A Commonwealth Government entitlement providing concessions for low-income earners and other eligible people. Details are available at [www.centrelink.gov.au/internet/internet.nsf/payments/conc\\_cards\\_hcc.htm](http://www.centrelink.gov.au/internet/internet.nsf/payments/conc_cards_hcc.htm)

**Kindergarten fee deposit:** A charge to secure a place that has been offered in a program at the service. This fee is non-refundable.

**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 are available at <http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfeesubsidy.aspx>

**Kindergarten Fee Subsidy – Fees Policy:** Provides operational guidelines for services administering the Kindergarten Fee Subsidy and can be found in the *Victorian kindergarten policy, procedures and funding criteria* available at [www.education.vic.gov.au/ecprofessionals/kindergarten/](http://www.education.vic.gov.au/ecprofessionals/kindergarten/)

**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).

**Maintenance Levy:** A charge that covers the estimated cost of the maintenance of the Kindergarten's premises.

**Other Charges:** A charge for items not directly related to the provision of the children's program, such as sun hats.

**Refundable Levy:** A payment that is refunded on participation in a specific activity.

**Retained (non-refundable) Levy:** A charge that covers the cost of replacing volunteer labour with paid labour/services.

**Three-year-old kindergarten:** An unfunded program for three-year-old children provided by an early childhood teacher.

**Visas A-F:** Bridging visas for asylum seekers.

**Visas 447, 451, 785 and 786:** Temporary Commonwealth Protection/Humanitarian visas.

**Visas 200-217:** Temporary Commonwealth refugee and special humanitarian visas.

**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.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/](http://www.familyassist.gov.au/payments/family-assistance-payments/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

- *Victorian kindergarten policy, procedures and funding criteria:*  
[www.education.vic.gov.au/ecprofessionals/kindergarten/](http://www.education.vic.gov.au/ecprofessionals/kindergarten/)
- The constitution of North Brighton Kindergarten

### Service policies

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

## PROCEDURES

### The Approved Provider is responsible for:

- reviewing the current budget to determine fee income requirements
- developing a fee policy that balances the parent's/guardian's capacity to pay, with providing a high-quality program and maintaining service viability
- implementing and reviewing this policy in consultation with parents/guardians, the Nominated Supervisor and staff, and in line with the requirements of DEECD's *Victorian kindergarten policy, procedures and funding criteria* (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 North Brighton Kindergarten and removing those barriers wherever possible
- reviewing the number of families experiencing financial hardship and the effectiveness of the procedures for late payment and support offered
- considering options for payment when affordability is an issue for families
- clearly communicating this policy and payment options to families in a culturally-sensitive way, and in the family's first language where possible
- providing all parents/guardians with a copy of the document containing fee information for families (refer to Attachment 1)
- providing all parents/guardians with a statement of fees and charges (refer to Attachments 2, 2A, 3 and 3A) upon enrolment of their child, and ensure that the *Fees Policy* is readily accessible at the service (Regulation 171)
- providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 4 and 5)
- collecting and receipting all fees as per the guidelines outlined in Attachment 1 of this policy.
- 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 North Brighton Kindergarten.

**The Nominated Supervisor is responsible for:**

- assisting the Approved Provider in developing this policy, and ensuring that this policy is based on the principles of the *Kindergarten Fee Subsidy – Fees Policy* (refer to *Definitions*)
- considering any issues regarding fees that may be a barrier to families enrolling at North Brighton Kindergarten and removing those barriers wherever possible
- Assisting the Approved Provider (or Treasurer) in 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
- ensuring a notice outlining fees charged by the service is displayed prominently in the main entrance to North Brighton Kindergarten.

**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 (or Treasurer)
- assisting the Approved Provider, as required, in sighting supporting documentation for access to the Kindergarten Fee Subsidy

**Parents/guardians are responsible for:**

- reading the North Brighton 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, 2A, 3 and 3A)
- 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 /Committee of Management 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
- review the current budget to determine fee income requirements
- monitor the number of families/children excluded from the service because of their inability to pay fees
- review the number of families experiencing financial hardship and the effectiveness of the procedures for late payment and support offered
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures (Regulation 172(2)).

## **ATTACHMENTS**

- Attachment 1: Fee information for families
- Attachment 2: Statement of Fees and Charges – Fee schedule – Four-year-old (funded) kindergarten program
- Attachment 2A: Statement of Fees and Charges – Instalment fee schedule – Four-year-old (funded) kindergarten program
- Attachment 3: Statement of Fees and Charges – Fee schedule – Three-year-old kindergarten program
- Attachment 3A: Statement of Fees and Charges – Instalment 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 North Brighton Kindergarten on 10th November 2014.

**REVIEW DATE: SEPTEMBER 2015**

## ATTACHMENT 1

### Fee Information for Families

### North Brighton Kindergarten 2015

#### 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.

North Brighton Kindergarten 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:

- funding requirement to provide a minimum of 15 hours per week (four-year-old program)
- funding requirement to provide eligible concession card holders with access to 15 hours per week of the funded kindergarten program at no cost
- 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 *Victorian kindergarten policy, procedures and funding criteria* document available at <http://www.education.vic.gov.au/Documents/childhood/providers/funding/kinderpolicycriteria.pdf>)

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 North Brighton Kindergarten 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 fees. 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.
- **Excursion/service event charge:** This additional charge is required to cover the cost of excursions or special events that occur throughout the year in response to emerging children's program needs and interests. Affordability and relevance to the children's interests and the service program will be taken into consideration before a decision is made that will require families to pay

this additional charge (refer to *Excursions and Service Events Policy*). Events that are planned ahead are included as an expenditure item in the service's budget and do not incur this additional charge.

- **Refundable levy:** The participation of parents/guardians is encouraged by the service and can help to keep costs more affordable. However not all families are able to assist at the service. A refundable levy system has been introduced by the service and replaces voluntary labour with paid labour. 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. The levy is not intended to be a barrier to participation and families experiencing difficulties should discuss this with service. Currently there are no refundable levies.
- **Non-refundable levy:** This levy is retained by the service and is included in the total fees charged by the service. This includes the Fundraising Levy and the Maintenance Levy.
- **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. In these situations the following procedures will apply:
  - The qualified staff member will inform the parents/guardians/carer that if it continues the committee will be notified and the family will be charged a late fee.
  - If after the reminder, the parents/guardians/carer is more than 10 minutes late, a fee of \$1 for every minute, or part thereof, from the conclusion of the session/day will be invoiced by the committee.

#### 4. 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.

#### 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. Fundraising activities are also an opportunity for families and communities to come together.

#### 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 – contact the service for further information.

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

- Health Care Card holders
- Pensioner Concession Card holders
- Department of Veterans' Affairs Gold Card holders
- Temporary Protection/Humanitarian Visas 447, 451, 785 or 786
- Asylum seekers on Bridging Visas A–F
- Refugee and Special Humanitarian Visa 200–217
- Resolution of Status (RoS) visa, Class CD, subclass 851
- Aboriginal or Torres Strait Islander children
- triplets or quadruplets attending a funded kindergarten program in the same year.



Supporting documentation must be sighted by the service on acceptance of a place or on commencement in the program. Families are eligible for the Kindergarten Fee Subsidy for the full term in which their concession is valid. Contact the service for further information.

Note: Due to privacy reasons, unique identifiers such as concession card numbers will not be recorded. The type of concession card and expiry date will be recorded on the child's file. Further documentation will be required upon the expiry of the card to maintain eligibility.

The kindergarten fee subsidy for four-year-old kindergarten is a state government subsidy paid directly to the funded organisation to enable eligible families to attend a funded four-year-old kindergarten program.

## **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. Contact the service for further information.

### **Eligibility Criteria**

The child:

- is identified by parent/guardian at enrolment as being Aboriginal or Torres Strait Islander
- is aged three years on 30 April of the year of enrolment in a funded kindergarten program
- individually holds or his family is in receipt of a Commonwealth Health Care Card, Pensioner Concession Card, Department of Veterans' Affairs Gold Card, Temporary Protection/Humanitarian Visas 447,451, 785 or 786, Asylum-seeker Bridging Visas A-F or Refugee or Special Humanitarian Visas 200-217.

The service must:

- offer a program that is planned and delivered by a qualified early childhood teacher
- offer a program that will ideally be a minimum of 10 hours per week
- be a licensed children's service and provide eligible children access of up to ten hours per week of kindergarten free of charge
- waiver any advanced payment requested of parents/guardians when confirmation of place is acknowledged, or a child is placed on the waiting list, so that payment is not a financial barrier to families seeking the funded place in the three-year-old program.

## **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. North Brighton Kindergarten 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 Family Assistance Office (FAO) and may include care given by kindergarten staff.

The amount payable is set by the Australian Government. Further details are available at [www.familyassist.gov.au](http://www.familyassist.gov.au) or telephone the FAO on 136 150.

## 7. Payment of fees

Fee information will be provided to parents/guardians with information packs provided at the AGM. Fee information will include:

- Fee payment agreement (Attachments 4 and 5)
- Fee information for Families (Attachment 1)
- Fee schedule (Attachment 2, 2A, 3 and 3A)

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, (payment can be made by credit card, cheque, or direct debit using the internet). The full year'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. A receipt will be provided on request from the book keeper.

The annual fee will be invoiced in the two periods:

- On acceptance of a place, the kindergarten fee deposit is payable to confirm your Child's place.
- In November, an invoice for the following year's fees will be issued.
- Fees are payable upfront for the entire year and are due in November of the year prior to commencement of Term 1.
- If families are unable to make payment for the entire year they must contact the book keeper prior to the invoice due date to discuss a payment plan. A per term payment plan would be made available. A new invoice will be issued with details of the payment plan.
- All families, including those eligible for the kindergarten fee subsidy, will receive an invoice detailing the charges for the period invoiced and the amount owing, (if any).
- Families commencing at the centre at other times will be invoiced with payment terms of two weeks from the commencement date.

Parents/guardians experiencing difficulty in paying fees are requested to contact the 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.

A late fee of \$10 per week will be charged for each week that the fees are outstanding.

## 8. Unpaid fees

If the parents/guardians have not communicated the reasons for late or non-payment of fees, the following procedures will be implemented:

Step 1: A written reminder notice will be sent after 7 days of the due date stating fees are overdue, giving ten working days for payment. A copy of the current fees policy summary will be included and support options available (see Attachment 7, 'Fees policy summary'). A copy of this letter will be kept on file. The letter will encourage the parents/guardians to contact the Book keeper. If contact is made, a record of the conversation will be recorded, a copy sent to the parents/guardians (if required) and a copy placed on file.

Step 2: If payment has not been received by the specified date or no contact has been made with the Book keeper, the parents/guardians will be contacted by telephone to discuss alternative payment options and to develop an agreed payment plan. Minutes of contact/conversation will be kept on file. If a payment plan is agreed on, both parties will sign the agreed plan and a copy will be given to the parents/guardians and placed on file.

Step 3: If the parents/guardians fail to make a payment, the committee will issue a second and final letter, requesting full payment within 10 working days, or attendance at a meeting to discuss alternative payment options (as per Step 2). The letter will be sent by registered mail.

Step 4: If the parents/guardians continue with the non-payment of fees and, if at the committee's discretion, a decision is made to withdraw the child's place at the centre, the parents/guardians will be provided fourteen days' notice by registered mail.

The committee reserves the right to take action to recover debts owing to the centre. This can include the engagement of debt collectors. Using a debt collector will be considered as a final option after attempts to implement other payment procedures have been offered.

Where a family has an outstanding debt to the centre, the committee reserves the right to not allow further placements in programs until all outstanding monies are paid, or a payment plan is agreed and adhered to by both parties.

A late fee of \$10 per week will be charged for each week that the fees are outstanding.

## 9. Refund of fees

Fees are non-refundable. Refunds / pro-rata refunds apply only in the following circumstances.

1. 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.
2. The committee may consider a partial refund in exceptional circumstances. Applications for a refund must be in writing and must clearly outline the reasons why the child ceased to attend the centre. Any refund will be at the discretion of the committee and will be assessed on a case-by-case basis. An administration fee may be applied.
3. Refunds may be provided when the child's place is able to be filled within two weeks after the child has left the centre.

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.

### **10. 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.

### **11. 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.

### **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. The government has not released its funding amount for 2015, the 2015 fees have been calculated on funding received for 2014. Therefore, if funding changes by a significant amount fees for 2015 may need to be re-calculated.

## ATTACHMENT 2

### Statement of Fees and Charges North Brighton Kindergarten

#### Fee schedule 2015

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

Hours: 15 hours per week

	Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	\$100	Fee Deposit	\$100.00
2015	\$1,750	Kinder Fees	
	\$40	Maintenance Levy	
	\$40	Excursion Levy	
	\$100	Fundraising Levy	\$1,930.00
		Total:	\$2,030.00

#### Payment of fees

Invoices will be issued in November each year for the coming year must be paid by the due date. A late fee of \$10 / week will be charged for each week that the fees are overdue.

#### Kindergarten fee deposit

Parents/guardians are required to pay the fee deposit on offer of a place. This payment is retained as term fees. 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)

The Commonwealth Government provides Child Care Benefit—Registered care to families who meet the work/training/study test. The amount payable is set by the government and is claimed directly by parents/guardians from the Family Assistance Office. Claims can only be made after fees have been paid in full.

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).

In these situations the following procedures will apply:

- The qualified staff member will inform the parents/guardians/carer that if it continues the committee will be notified and the family will be charged a late fee.
- If after the reminder, the parents/guardians/carer is more than 10 minutes late, a fee of \$1 for every minute, or part thereof, from the conclusion of the session/day will be invoiced by the committee.

**ATTACHMENT 2A**

**Statement of Fees and Charges North Brighton Kindergarten**

**Instalment fee schedule 2015.....applicable only on application to the Book Keeper**

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

**Hours: 15 hours per week**

	<b>Fees (\$)</b>	<b>Other charges (\$)</b>	<b>Total (\$)</b>
Kindergarten fee deposit	\$100	Fee Deposit	\$100.00
Term 1	\$437.50 \$10 \$10 \$25	Kinder Fees Maintenance Levy Excursion Levy Fundraising Levy	\$482.50
Term 2	\$437.50 \$10 \$10 \$25	Kinder Fees Maintenance Levy Excursion Levy Fundraising Levy	\$482.50
Term 3	\$437.50 \$10 \$10 \$25	Kinder Fees Maintenance Levy Excursion Levy Fundraising Levy	\$482.50
Term 4	\$437.50 \$10 \$10 \$25	Kinder Fees Maintenance Levy Excursion Levy Fundraising Levy	\$482.50
		Total:	\$2,030.00

### **Payment of fees**

Invoices will be issued in November each year for the coming year must be paid by the due date. A late fee of \$10 / week will be charged for each week that the fees are overdue.

### **Kindergarten fee deposit**

Parents/guardians are required to pay the fee deposit on offer of a place. This payment is retained as term fees. 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)**

The Commonwealth Government provides Child Care Benefit—Registered care to families who meet the work/training/study test. The amount payable is set by the government and is claimed directly by parents/guardians from the Family Assistance Office. Claims can only be made after fees have been paid in full.

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).

In these situations the following procedures will apply:

- The qualified staff member will inform the parents/guardians/carer that if it continues the committee will be notified and the family will be charged a late fee.
- If after the reminder, the parents/guardians/carer is more than 10 minutes late, a fee of \$1 for every minute, or part thereof, from the conclusion of the session/day will be invoiced by the committee.

## ATTACHMENT 3

### Statement of Fees and Charges North Brighton Kindergarten

#### Fee schedule 2015

#### Three-year-old kindergarten

Hours: 6 hours per week

	Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	\$100	Fee Deposit	\$100.00
2015	\$1,450	Kinder Fees	
	\$40	Maintenance Levy	
	\$40	Excursion Levy	
	\$100	Fundraising Levy	\$1,630.00
		Total:	\$1,730.00

#### Payment of fees

Invoices will be issued in November each year for the coming year and must be paid by the due date. A late fee of \$10 / week will be charged for each week that the fees are overdue.

#### Kindergarten fee deposit

Parents/guardians are required to pay the fee deposit on offer of a place. This payment is retained as term fees. 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)

The Commonwealth Government provides Child Care Benefit – Registered care to families who meet the work/training/study test. The Child Care Benefit is claimed directly by parents/guardians from the Family Assistance Office and can only be claimed after fees have been paid in full.

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/Board reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child

In these situations the following procedures will apply:

- The qualified staff member will inform the parents/guardians/carer that if it continues the committee will be notified and the family will be charged a late fee.
- If after the reminder, the parents/guardians/carer is more than 10 minutes late, a fee of \$1 for every minute, or part thereof, from the conclusion of the session/day will be invoiced by the committee.



## ATTACHMENT 3A

### Statement of Fees and Charges North Brighton Kindergarten

Instalment fee schedule 2015.....applicable only on application to the Book Keeper

#### Three-year-old kindergarten

Hours: 6 hours per week

	Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	\$100	Fee Deposit	\$100.00
Term 1	\$362.50 \$10 \$10 \$25	Kinder Fees Maintenance Levy Excursion Levy Fundraising Levy	\$407.50
Term 2	\$362.50 \$10 \$10 \$25	Kinder Fees Maintenance Levy Excursion Levy Fundraising Levy	\$407.50
Term 3	\$362.50 \$10 \$10 \$25	Kinder Fees Maintenance Levy Excursion Levy Fundraising Levy	\$407.50
Term 4	\$362.50 \$10 \$10 \$25	Kinder Fees Maintenance Levy Excursion Levy Fundraising Levy	\$407.50
		Total:	\$1,730.00

#### Payment of fees

Invoices will be issued in November each year for the coming year and must be paid by the due date. A late fee of \$10 / week will be charged for each week that the fees are overdue.

#### Kindergarten fee deposit

Parents/guardians are required to pay the fee deposit on offer of a place. This payment is retained as term fees. 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)**

The Commonwealth Government provides Child Care Benefit – Registered care to families who meet the work/training/study test. The Child Care Benefit is claimed directly by parents/guardians from the Family Assistance Office and can only be claimed after fees have been paid in full.

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/Board reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child

In these situations the following procedures will apply:

- The qualified staff member will inform the parents/guardians/carer that if it continues the committee will be notified and the family will be charged a late fee.
- If after the reminder, the parents/guardians/carer is more than 10 minutes late, a fee of \$1 for every minute, or part thereof, from the conclusion of the session/day will be invoiced by the committee.

## ATTACHMENT 4

### Fee Payment Agreement 2015

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

Please complete this form and return to North Brighton Kindergarten by 30th November 2014.

#### 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 late payment of fees procedures, as outlined in the *Fees Policy*, which could result in the withdrawal of my/our child's place at the service.
- 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 Treasurer 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.

#### Kindergarten Fee Subsidy

Please indicate if you are eligible for one of the following concessions:

- Health Care Card  Pensioner Concession Card
- DVA Gold Card  Bridging Visas A–F
- Temporary Protection/Humanitarian Visas 447, 451, 785 or 786
- Resolution of Status Visa (RoS) Visa Class CD, Subclass 851
- Refugee and Special Humanitarian Visas 200–217
- Triplets or Quadruplets  Aboriginal or Torres Strait Islander

Supporting documentation will need to be sighted on commencement at North Brighton Kindergarten by the appointed bookkeeper.

**Note: the eligibility of concessions may vary from time-to-time. Up-to-date information can be found at [www.education.vic.gov.au/ecsmangement/careankinder/funding/subsidy.htm](http://www.education.vic.gov.au/ecsmangement/careankinder/funding/subsidy.htm)**

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

\_\_\_\_\_  
Date

Note: invoices, receipts and collection of fees will be in accordance with the North Brighton Kindergarten *Fees Policy*.

## ATTACHMENT 5

### Fee Payment Agreement 2015

#### Three-year-old kindergarten program

Please complete this form and return to North Brighton Kindergarten by 30th November 2014.

#### 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 late payment of fees procedures, as outlined in the *Fees Policy* which could result in the withdrawal of my/our child's place at the service.
- 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 Treasurer 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.

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

\_\_\_\_\_  
Date

Note: invoices, receipts and collection of fees will be in accordance with the North Brighton Kindergarten *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.