



FEES POLICY

Mandatory – Quality Area 7

PURPOSE

This policy will provide clear guidelines for:

- the setting, payment and collection of fees
- ensuring the viability of Davis Street Kindergarten, by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by Davis Street Kindergarten.

POLICY STATEMENT

1. VALUES

Davis Street Kindergarten is committed to:

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

2. SCOPE

This policy applies to the Approved Provider, Person with Management and Control, Nominated Supervisor, Person in Day-to-Day Charge, educators and parents/guardians with an enrolled child, or who wish to enrol a child at Davis Street Kindergarten.

3. BACKGROUND AND LEGISLATION

Background

The Department of Education and Training (DET) provides funding for each child who is enrolled and attending a funded kindergarten program in the year before school. Income from other sources, primarily fees, is required to meet all the additional costs incurred by the service in the delivery of the children's program. In addition, the Kindergarten Fee Subsidy (refer to *Definitions*) enables eligible children to attend a funded kindergarten program **free of charge in the year before school**.

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

Regulation 168(2) (n) of *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. The policy must include a written statement about the fees to be charged 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 requirements (refer



to *Definitions*), and be responsive to the local community and the viability of the service. *The Kindergarten Funding Guide* (refer to *Sources*) outlines the criteria to be covered in the policy.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Charter of Human Rights and Responsibilities 2006* (Vic)
- *Child Wellbeing and Safety Act 2005* (Vic)
- *Disability Discrimination Act 1992* (Cth)
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011: Regulation 168(2)(n)*
- *Equal Opportunity Act 1995* (Vic)
- *National Quality Standard*, including Quality Area 7: Governance and Leadership

4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Approved 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. **Note that Davis Street Kindergarten is not classified as “Approved Child 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> **Note that attendance at Davis Street Kindergarten does not qualify for CCS as sessional kindergarten is are not classified as “Approved Child Care”.**

Early Start Kindergarten: A funding program that enables three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection to attend a kindergarten program that is planned and delivered by an early childhood teacher for up to 15 hours per week. Details are available at: www.education.vic.gov.au

Enrolment 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

Kindergarten fee deposit: A charge to secure a place that has been offered in a program at the service. This is deducted from term fees.

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



Late collection charge: A charge that may be imposed by the Approved Provider when parents/guardians are late to collect their child/children from the program (refer to Attachment 1 – Fee information for families).

Maintenance levy: A fee charged per child to cover the cost of the general upkeep of the kindergarten buildings and grounds. Working Bees are held throughout the year, and all families are encouraged to attend where possible. This levy is applied to the Term 2 fee invoice and is fully refunded in Term 4, provided that a member of the child's family attends at least one Working Bee throughout the year. This levy is not intended to be a barrier to participation and families experiencing difficulties should discuss this with the service.

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 Funding Guide (Department of Education and Training):*
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*
- *Inclusion and Equity Policy*
- *Privacy and Confidentiality Policy*

PROCEDURES

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

- reviewing the current budget to determine fee income requirements
- developing a fee policy that balances the parent's/guardian's capacity to pay, with providing a high-quality program and maintaining service viability
- implementing and reviewing this policy in consultation with parents/guardians, the Nominated Supervisor and staff, and in line with the requirements of DET's *The Kindergarten Funding Guide* (refer to *Sources*)
- considering any issues regarding fees that may be a barrier to families enrolling at Davis Street Kindergarten and removing those barriers wherever possible
- reviewing the effectiveness of the procedures for late payment and support offered
- considering options for payment when affordability is an issue for families
- clearly communicating this policy and payment options to families in a culturally-sensitive way, and in the family's first language where possible
- ensuring that the *Fees Policy* is readily accessible at the service (Regulation 171)
- providing all parents/guardians with fee information (refer to Attachment 1)
- providing all parents/guardians with a statement of fees and charges (refer to samples in Attachments 2 and 3) and an Invoice and Fee Schedule (Attachment 4) upon enrolment of their child
- ensuring fees are collected and that receipts are provided upon request



- collecting all relevant information and maintaining relevant documentation regarding those with entitlement to concessions, where applicable
- complying with the service's *Privacy and Confidentiality Policy* regarding financial and other information received, including in relation to the payment/non-payment of fees
- notifying parents/guardians a minimum of 14 days of any proposed changes to the fees charged or the way in which the fees are collected (Regulation 172(2)), and ideally providing one term's notice.

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

- assisting the Approved Provider in developing this policy, and ensuring that this policy is based on the *Kindergarten Funding Guide* (refer to *Definitions*)
- implementing and reviewing this policy, in consultation with parents/guardians, the Approved Provider and staff, and in line with the requirements of DET's *The Kindergarten Funding Guide* (refer to *Sources*)
- considering any issues regarding fees that may be a barrier to families enrolling at Davis Street Kindergarten and removing those barriers wherever possible
- considering options for payment when affordability is an issue for families
- communicating this policy, the availability of the Kindergarten Fee Subsidy and payment options to families in a culturally-sensitive way and in the family's first language where possible
- providing all parents/guardians with fee information (refer to Attachment 1)
- providing all parents/guardians with a statement of fees and charges (refer to samples in Attachments 2 and 3) upon enrolment of their child, and ensuring that the *Fees Policy* is readily accessible at the service
- collecting all relevant information and maintaining relevant documents regarding those with entitlement to concessions, where applicable
- complying with the service's *Privacy and Confidentiality Policy* regarding financial and other information received, including in relation to the payment/non-payment of fees
- notifying parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected.

All other staff are responsible for:

- informing the Approved Provider of any complaints or concerns that have been raised regarding fees at the service
- referring parents'/guardians' questions in relation to this policy to the Approved Provider.

Parents/guardians are responsible for:

- reading the Davis Street Kindergarten Fee information for families (refer to Attachment 1), the Statement of Fees and Charges (refer to Attachments 2 and 3) and the Invoice and Fee Payment Schedule (Attachment 4)
- notifying the Approved Provider if experiencing difficulties with the payment of fees
- providing the required documentation to enable the service to claim the Kindergarten Fee Subsidy for eligible families (refer to Attachment 1 – Fee information for families).

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to affordability, flexibility of payment options and procedures for the collection of fees
- monitor the implementation, compliance, complaints and incidents in relation to this policy



- monitor the number of families/children excluded from the service because of their inability to pay fees
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures (Regulation 172(2)) unless a lesser period is necessary because of a risk.

ATTACHMENTS

- Attachment 1: Fee information for families
- Attachment 2: Statement of Fees and Charges – Fee schedule – Four-year-old (funded) kindergarten program
- Attachment 3: Statement of Fees and Charges – Fee schedule – Three-year-old kindergarten program
- Attachment 4: Invoice and Fee Payment Schedule

AUTHORISATION

This policy was adopted by the Approved Provider of Davis Street Kindergarten in July 2020.

REVIEW DATE: MAY 2021



ATTACHMENT 1

Fee information for families

1. General information

The Department of Education and Training (DET) provides funding, for 15 hours per week, for each child enrolled and attending kindergarten in the year before school as a contribution toward the costs of providing the program. Services meet the balance of costs through charging fees and fundraising activities.

DET provides a Kindergarten Fee Subsidy (see below) that enables children from eligible families to attend a four-year-old kindergarten program at reduced cost.

DET does not provide funding for three-year-old programs and therefore the costs must be fully funded by parents. This is why the per hour charge for the three-year-old program is higher than the four-year-old program.

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.

Davis Street 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:

- 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 and fundraising
- the fees charged by similar services in the area
- the capacity of parents/guardians to pay fees
- reasonable expenditure in meeting agreed program quality and standards
- requirements of the *Kindergarten Funding Guide (Department of Education and Training)* available from the DET website: www.education.vic.gov.au

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

3. Other charges

Other charges levied by Davis Street Kindergarten are included on the Statement of Fees and Charges. These include:

- **Kindergarten Acceptance Fee:** This payment secures a child's place at the service and is payable on acceptance of enrolment to Davis Street Kindergarten. For 4YO Pre-Prep this payment forms the full Term 1 fee payment. For all other programs this payment is \$300 and is deducted from the Term 1 fee payment. Late payment of the Kindergarten Acceptance Fee will result in the offer of a child's place being withdrawn and allocated to the next eligible child. This fee will only be refunded in the instance that the place is subsequently filled by another child.
- **Refundable Maintenance Levy:** The general upkeep of the kindergarten building and grounds is the responsibility of all families associated with the kindergarten, under the guidance of the Committee of Management. Working bees are held throughout the year, and all families are encouraged to attend where possible. A maintenance levy of \$200 per child is included with the Term 2 kindergarten fee. This fee is fully refunded in Term 4, provided that a member of the child's



family attends at least one working bee throughout the year. Where a family has more than one child attending kindergarten, a working bee should be attended per child to receive the reimbursement for each child, or multiple family members attend a single working bee. This levy is not intended to be a barrier to participation and families experiencing difficulties should discuss this with the service.

- KFS families are not required to pay the maintenance levy however participation at one working bee per child attending is expected.
- The maintenance levy will be refunded to Committee Members if they have attended a minimum of 5 Committee Meetings for the year (regardless of whether they attend a working bee).
- **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.
- **Late payment of term fees:** The Committee of Management reserves the right to implement a late payment of fees charge for parents who do not pay their term fees by the specified date and have not entered into an agreed payment plan with the committee prior to the due date. 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 kindergarten will be provided to families on enrolment. These are also made available on the Davis Street Kindergarten website.

- Fees are to be published on the Davis Street Kindergarten Website for the year of enrolment, however may be subject to change.
- If a decision is made by the Committee of Management to vary the fee from that published, the Committee will advise potential parents in writing of the change before the family accept a position at Davis Street Kindergarten.

5. Fundraising

Not all service costs are covered by DET per capita funding and the fees charged. Fundraising is undertaken to meet the balance and/or pay for additional items for the service. While participation in fundraising is voluntary, the support of every family is encouraged. Fundraising activities are also an opportunity for families and communities to come together.

6. Subsidies

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

The Kindergarten Fee Subsidy is provided by DET and enables eligible children to attend kindergarten at a reduced cost. Eligibility conditions may change from time-to-time and must be checked in the most recent edition of the *Kindergarten Funding Guide* (refer to *Sources*).

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

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

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

In all other instances, supporting documentation should be sighted by the service on acceptance of a place or on commencement in the program, however where there are delays, such as in obtaining health care cards for children in out-of-home care, the delay should not provide a barrier to the child



accessing the Kindergarten Fee Subsidy. Families are eligible for the Kindergarten Fee Subsidy for the full term in which their concession is valid.

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.

6.3 Child Care Subsidy (CCS)

Child Care Subsidy (CCS) is an Australian Government subsidy that can assist eligible families with the costs of childcare at an approved child care provider. Davis Street Kindergarten, and all sessional kindergartens, **ARE NOT** approved/registered care providers and therefore this subsidy does not apply.

7. Payment of fees

The Committee of Management will annually 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, via email. Fees **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 and for 4YO Pre-Prep the first term fee must be paid in full when accepting a place in the program.

For children enrolling after the commencement of a term, a pro rata invoice will be issued and must be paid in full prior to the child's commencement at the service.

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

Fee payment is mandatory and is payable on the due date stated on the invoice.

No family will be permitted to enrol a child if there is an outstanding debt from a previous year unless Committee approval is sought.

If an extension for the payment of fees is sought, this must be done so, in writing directly to the HR and Administration Manager PRIOR to the due date.

Receipts will be provided for term fees upon request.

7.1 Payment schedule:

Enrolment Application Fee	\$30 fee due on enrolment application. This fee is non-refundable.
Kindergarten Acceptance Fee (part Term 1 Fee payment)	For 3YO and 4YO Sessional (Koalas and Cockatoos) a \$300 acceptance fee is paid to accept an offer of place. This fee forms part of the Term 1 fee amount and comes off the Term 1 fee invoice. This fee is non-refundable.
Term 1 Fee	For 3YO and 4YO Sessional (Koalas and Cockatoos) \$300 of the Term 1 fee is paid to accept the place (as outlined above). The remainder of the Term 1 fee is invoiced in October and due in November of the year prior to commencement. Should a child withdraw after the remaining Term 1 fee has been paid, this payment will only be refundable should the child's place be



	<p>subsequently filled by another child.</p> <p>For 4YO Pre-Prep – the full Term 1 fee is due as acceptance of a place in the 4YO Pre-Prep program. Should a child withdraw after payment of this fee, this payment will only be refundable should the child's place be subsequently filled by another child.</p>
Term 2 Fee	<p>Fees are due 4 weeks prior to commencement of the next term.</p> <p>A \$200 maintenance levy per child is due with Term 2 fees. This fee is refundable upon attendance at one or more working bees per child.</p>
Term 3 Fee	<p>Fees are due 4 weeks prior to commencement of the next term.</p>
Term 4 Fee	<p>Fees are due 4 weeks prior to commencement of the next term.</p> <p>The \$200 Maintenance Levy per child is reimbursed with Term 4 fees (or during term 4) upon attendance at one of more working bees per child.</p>

7.2 Additional Fee Information

Due to the high demand for all kindergarten places, and the requirement to obtain consent for a second year of funded 4YO kindergarten, it has become necessary to gain a greater level of commitment to our 4YO Pre-Prep program in the form of full Term 1 fees paid upon acceptance of a place in the program.

If 2nd year funding is denied and the family wants to "self-fund" a 2nd year of 4YO kindergarten, the pre-paid Term 1 fees will be returned in full and the child will take up a position on the waiting list in accordance with the Davis Street Kindergarten Enrolment Policy. An un-funded 4YO place will be offered if available once all children requiring a funded 4YO place have been allocated such.

For our 4YO Sessional programs and 3YO program, if the Term 1 fees are not paid by the date on the invoice and no request has been made to the HR and Administration Manager for an extension, then it will be assumed that the child no longer requires the place in the program and the place will be offered to the next child on the waiting list immediately.

8. Unpaid fees

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

- In the case of the Kindergarten Enrolment Application Fee – your enrolment is not complete until your fee has been paid and therefore, your child will not be placed onto the enrolment waiting list until payment is received.
- In the case of the Kindergarten Acceptance Fee – your place is not accepted until this fee, along with the other requested documentation, has been received. No payment, or late payment, of this fee will result in the child's offer being withdrawn and allocated to the next eligible child on the waiting list.
- For 4YO Pre-Prep, in the case of the Term 1 fees – no payment or late payment of this fee will result in the child's place not being accepted and the place will be allocated to the next eligible child on the waiting list.

8.1 Term Fees:

- The HR and Administration Manager will make three payment reminders via email.
- An initial reminder email will be sent to parents/guardians.
- A second follow up reminder email will be sent to parents/guardians.



- A third email reminder will be sent to parents/guardians and will include information on a range of support options available for the family.
- If payment is not received after the 3rd email reminder, the HR and Administration Manager will notify the Committee of Management. Following this, the child's parents/guardians will be asked to meet with at least 2 Executive Members of the Committee of Management (including the Treasurer or President), to discuss payment options and possible payment plans.
- Failure to attend the meeting and continued non-payment may result in a final letter notifying parents/guardians that the child's place at the service may be withdrawn unless payment is made or a payment plan is entered into within a specified period of time. This email/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. The cost of debt collection will be payable by the parents/guardian in addition to the outstanding invoice amount.
- 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

If a family becomes eligible for the Kindergarten Fee Subsidy during a term, a refund of the applicable term fees equal to the subsidy paid to the kindergarten will be provided. Fees will still apply for programs where fees payable are higher than the subsidy paid to the kindergarten.

If a family withdraws from one of our programs after paying term fees a refund will only be considered if the place in the program is subsequently filled. The refund will be calculated on a pro-rata basis determined by the start date of the child that has filled the place in the program.

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.

9.1 4YO Pre-Prep Program – Term 1 fees paid at acceptance

Fees are non-refundable. Any refund of Term 1 fees will only be considered if;

- your child does not receive 2nd year funding as expected and you contact our HR and Administration Manager directly, prior to the due date, to discuss this, OR
- your child's place in the program is subsequently filled by another child (on a pro-rata basis if filled once the term has commenced).



9.2 4YO Sessional (Cockatoos and Koalas) and 3YO Rosellas

The \$300 acceptance Fee is non-refundable.

The remainder of the Term 1 fee is invoiced in October and due in November of the year prior to commencement. Should a child withdraw after the remaining Term 1 fee has been paid, this payment will only be refundable should the child's place be subsequently filled by another child (on a pro-rata basis if filled once the term has commenced).

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. For example, if your child turns three years old on 8 March in the year they commence three year old kindergarten, then your child cannot attend the program until 8 March, however fees must be paid for the whole term.

11. Support services

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

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

Statement of Fees and Charges - Davis Street Kindergarten

Fee schedule 2021 - Four-year-old (funded) kindergarten

Kindergarten Group	Fees (\$) Per term	Other charges (\$) (Maintenance Levy)	Total (\$) Per Year	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$) Per term	Other charges (\$)	Total (\$) Per Year
Koalas (16.5hrs/week)	\$840	\$200	\$3560	\$76	-	\$304
Cockatoos (23hrs/week)	\$1,185	\$200	\$4940	\$412	-	\$1648
Pre-Prep (32.5 hrs/week)	\$2,025	\$200	\$8300	\$1090	-	\$4360

Other charges include the \$200 Refundable Maintenance Levy (refunded in term 4 upon attendance at one working bee per child attending).

Payment of fees: Invoices will be issued **4 weeks prior to start of term** and must be paid by the due date (excluding 4YO Pre-Prep Term 1 fees which must be paid upon acceptance of a place).

Kindergarten Acceptance Fee: Parents/guardians of children in 4YO Cockatoos and Koalas are required to pay the \$300 Acceptance Fee upon acceptance of a place. This payment is non-refundable. Payment will secure the child's place in the four-year-old funded kindergarten program. The Acceptance Fee is deducted from the Term 1 Fee amount.

Kindergarten Fee Subsidy: Families who are eligible for the Kindergarten Fee Subsidy (refer to Fee Information for Families) will be required to pay a reduced fee.

Refundable Maintenance Levy: The general upkeep of the kindergarten building and grounds is the responsibility of all families associated with the kindergarten, under the guidance of the committee of management. Working bees are held throughout the year, and all families are encouraged to attend where possible. A refundable maintenance levy of \$200 per child is included with the Term 2 kindergarten fee. This fee is fully refunded in Term 4, provided that a member of the child's family attends at least one working bee throughout the year. Where a family has more than one child attending kindergarten, a working bee should be attended per child to receive the reimbursement for each child, or multiple family members attend a single working bee. This levy is not intended to be a barrier to participation and families experiencing difficulties should discuss this with the service.

- KFS Families are not required to pay the maintenance levy however participation at one working bee per child attending is expected.
- The Maintenance Levy will be refunded to Committee Members if they have attended a minimum of 5 Committee Meetings for the year (regardless of attendance at a working bee).

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).

Refund of Term Fees: If a family withdraws from one of our programs after paying term fees a refund will only be considered if the place in the program is subsequently filled. The refund will be calculated on a pro-rata basis determined by the start date of the child that has filled the place in the program.



ATTACHMENT 3

Statement of Fees and Charges - Davis Street Kindergarten

Fee schedule 2021 - Three-year-old kindergarten

	Fees (\$) Per Term	Other charges (\$) (Maintenance Levy)	Total (\$)
3YO (8 hrs/week)	\$800	\$200	\$3,400

Other charges include the \$200 Refundable Maintenance Levy (refunded in Term 4 upon attendance at one working bee per child attending).

Payment of fees: Invoices will be issued **4 weeks prior to the start of term** and must be paid by the due date.

Kindergarten Acceptance Fee: Parents/guardians are required to pay the Acceptance Fee on offer of a place. This payment is non-refundable. Payment will secure the child's place in the three-year-old kindergarten program. The Acceptance Fee is deducted from the Term 1 Fee amount.

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.

Refundable Maintenance Levy: The general upkeep of the kindergarten building and grounds is the responsibility of all families associated with the kindergarten, under the guidance of the committee of management. Working bees are held throughout the year, and all families are encouraged to attend where possible. A refundable maintenance levy of \$200 per child is included in the Term 2 kindergarten fee. This fee is fully refunded in Term 4, provided that a member of the child's family attends at least one working bee throughout the year. Where a family has more than one child attending kindergarten, a working bee should be attended per child to receive the reimbursement for each child, or multiple family members attend a single working bee. This levy is not intended to be a barrier to participation and families experiencing difficulties should discuss this with the service.

- The Maintenance Levy will be refunded to Committee Members if they have attended a minimum of 5 Committee Meetings for the year (regardless of whether they attend a working bee).

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).

Refund of Term Fees: If a family withdraws from one of our programs after paying term fees a refund will only be considered if the place in the program is subsequently filled. The refund will be calculated on a pro-rata basis determined by the start date of the child that has filled the place in the program.



ATTACHMENT 4

INVOICE AND FEE PAYMENT SCHEDULE

Invoice and Fee Schedule 2021				
2021	Term Commences	Term Ends	Invoice Issue Dates (4 weeks before due date)	Term Fees Due (4 weeks prior to start of next term)
Term 1 Pre-Prep	Wednesday, 27 Jan 2021 Children commence Thursday 28 Jan 2021	Thursday, 1 April 2021	Friday, 17 July 2020	Friday, 31 July 2020
Term 1 Other Groups	Tuesday, 27 Jan 2021 Children commence 28	Thursday, 1 April 2021	Monday, 12 Oct 2020	Monday, 9 Nov 2020
Term 2	Monday, 19 April 2021	Friday, 25 June 2021	Monday, 22 Feb 2021	Monday, 22 March 2021
Term 3	Monday, 12 July 2021	Friday, 17 Sept 2021	Monday, 17 May 2021	Monday, 14 June 2021
Term 4	Monday, 4 Oct 2021	Friday, 17 Dec 2021	Monday, 9 Aug 2021	Monday, 6 Sept 2021

Invoice and Fee Schedule 2022				
2022	Term Commences	Term Ends	Invoice Issue Dates (4 weeks before due date)	Term Fees Due (4 weeks prior to start of next term)
Term 1 4YO Pre-Prep	Mon 31 January 2022 Children commence Tuesday 1 February 2022	Friday, 8 April 2022	Friday, 16 July 2021	Friday, 30 July 2021
Term 1 Other Groups	Mon 31 January 2022 Children commence Tuesday 1 February 2022	Friday, 8 April 2022	Monday, 11 Oct 2021	Monday, 8 Nov 2021
Term 2	Tuesday, 26 April 2022	Friday, 24 June 2022	Monday, 28 Feb 2022	Monday, 28 March 2022
Term 3	Monday, 11 July 2022	Friday, 16 Sept 2022	Monday, 16 May 2022	Monday, 13 June 2022
Term 4	Monday, 3 Oct 2022	Tuesday, 20 Dec 2022	Monday, 8 Aug 2022	Monday, 5 Sept 2022