

## FEES POLICY

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### PURPOSE

This policy will provide clear guidelines for:

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

### POLICY STATEMENT

#### 1. VALUES

Home Road 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 Home Road Kindergarten.

#### 3. BACKGROUND AND LEGISLATION

##### Background

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

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

DET requires that funded services have a comprehensive written fees policy, and the content of this policy must be communicated to families. The policy must include a written statement about the fees to be charged, as required under Regulation 168(2)(n), and the payment process. All families must be informed of applicable term and annual fees at the time of enrolment. Services must also advise eligible families of the Kindergarten Fee Subsidy arrangements. The fees charged must comply with the *Kindergarten Fee Subsidy – Fees Policy* (refer to *Definitions*), and be responsive to the local community and the viability of the service. *The Kindergarten Funding Guide* (refer to *Sources*) outlines the criteria to be covered in the policy.

## Legislation and standards

Relevant legislation and standards include but are not limited to:

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

## 4. DEFINITIONS

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

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

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

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

**Enrolment administration fee:** A non-refundable payment to cover administrative costs associated with the processing of a child's three year old enrolment application for a place in a program at the service. This is deducted from term fees.

**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](http://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).

**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](http://www.education.vic.gov.au)
- The constitution of Home Road Kindergarten

### Service policies

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

## PROCEDURES

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

- reviewing the current budget to determine fee income requirements
- developing a fee policy that balances the parent’s/guardian’s capacity to pay, with providing a high-quality program and maintaining service viability
- implementing and reviewing this policy in consultation with parents/guardians, the Nominated Supervisor and staff, and in line with the requirements of DET’s *The Kindergarten Funding Guide* (refer to *Sources*)
- considering any issues regarding fees that may be a barrier to families enrolling at Home Road 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 Attachments 2, 3 and 4) upon enrolment of their child
- providing all parents/guardians with a fee payment agreement (refer to Attachments 5, 6 and 7)
- ensuring fees are collected and receipted
- collecting all relevant information and maintaining relevant documentation regarding those with entitlement to concessions, where applicable
- complying with the service’s *Privacy and Confidentiality Policy* regarding financial and other information received, including in relation to the payment/non-payment of fees
- notifying parents/guardians a minimum of 14 days of any proposed changes to the fees charged or the way in which the fees are collected (Regulation 172(2)), and ideally providing one term’s notice.

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

- assisting the Approved Provider in developing this policy, and ensuring that this policy is based on the *Kindergarten Funding Guide* (refer to *Definitions*)
- implementing and reviewing this policy, in consultation with parents/guardians, the Approved Provider and staff, and in line with the requirements of DET's *The Kindergarten Funding Guide* (refer to *Sources*)
- considering any issues regarding fees that may be a barrier to families enrolling at Home Road 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 Attachments 2, 3 and 4) upon enrolment of their child, and ensuring that the *Fees Policy* is readily accessible at the service
- providing all parents/guardians with a fee payment agreement (refer to Attachments 5, 6 and 7)
- 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 Home Road Kindergarten Fee information for families (refer to Attachment 1), the Statement of Fees and Charges (refer to Attachments 2, 3 and 4) and the Fee Payment Agreement (refer to Attachments 5, 6 and 7)
- signing and complying with the Fee Payment Agreement (refer to Attachments 5, 6 and 7)
- 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: Statement of Fees and Charges – Fee schedule – Bush kindergarten program
- Attachment 5: Fee Payment Agreement – Four-year-old (funded) kindergarten program
- Attachment 6: Fee Payment Agreement – Three-year-old kindergarten program
- Attachment 7: Fee Payment Agreement – Bush kindergarten program

## **AUTHORISATION**

This policy was adopted by the Approved Provider of Home Road Kindergarten on 14 August 2019.

**REVIEW DATE:** JULY 2020

## ATTACHMENT 1

### Fee information for families

#### Home Road Kindergarten 2020

##### 1. General information

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

DET provides a Kindergarten Fee Subsidy (see below) that enables children from eligible families to attend a kindergarten program free of charge in the year before school.

DET also provides funding to assist eligible three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection, to access kindergarten programs.

Home Road 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
- suggested fee capping by Hobsons Bay City Council for four year old program
- 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](http://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 Home Road Kindergarten are included on the Statement of Fees and Charges. These include:

- **Enrolment administration fee:** A non-refundable administration fee secures a child's place in the three year old program at the service and is payable on acceptance of enrolment. This payment is to cover administrative costs associated with the enrolment application of a child for a place in the program. This deposit is retained as part payment on term fees.
- **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 discuss any difficulties with the service.
- **Excursion/service event charge:** At times throughout the year an additional excursion(s) or event(s) may be arranged where it is considered relevant to the service's program and the children's interests. At this time any additional costs to families are taken into consideration before a decision is made (refer to *Excursions and Service Events Policy*).

- **Refundable Maintenance 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 maintenance levy system is used by the service and this levy is payable with Term 1 fees. Payment will be refunded to parents/guardians on participation in one working bee during the year (working bees are held once per term). 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 the service.
- **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 (refer to *Delivery and Collection of Children policy*). It is the responsibility of parents/guardians to collect their children promptly. This charge will be set at a level determined by the Committee of Management.
  - The parents/guardians are between 15 and 30 minutes late in collecting their child. The fee will be based on \$10 for every 10 minutes, or part thereof, from the conclusion of the session.
  - The parents/guardians are over 30 minutes late collecting their child. The fee will be based on \$10 for every 10 minutes, or part thereof, for the first 30 minutes from the conclusion of the session and then \$15 for every 10 minutes or part thereof, after that.

Please note, if the parents/guardians cannot be contacted and do not collect their child within one hour from the conclusion of the session, Child Protection, local police and DET may be contacted.

- **Late payment penalty:** If fees are not received by the due date, a late payment penalty may be implemented unless prior arrangement has been made with the 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.

#### 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.

The Committee of Management will ensure that fundraising income is kept separate from the service's operating budget and that families will be informed about expenditure of fundraising income.

#### 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 15 hours of kindergarten free of charge. Eligibility conditions may change from time-to-time and must be checked in the most recent edition of the *Kindergarten Funding Guide* (refer to *Sources*).

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

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

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

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

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

## **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.

## **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' cultural and financial situations.

Fees will be invoiced to parents/guardians directly and must be paid by the date indicated on the invoice. Each invoice will be accompanied by payment instructions. The first term's fees must be received in full prior to the child commencing at the service. For children enrolled after the commencement of a term, a pro rata invoice will be issued and must be paid in full within 14 days of the child's commencement at the service. Receipts will be provided on request.

Parents/guardians experiencing difficulty in paying fees are requested to contact the service to arrange a suitable alternative payment plan. The *Privacy and Confidentiality Policy* of the service will be complied with at all times in relation to a family's financial/personal circumstances.

## **8. Unpaid fees**

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

- A first reminder notice will be sent via email from our Bookkeeper advising fees are overdue, giving seven (7) days for payment. A copy of this notice will be kept on file.
- If payment has not been received by the specified date or no contact has been made with the Bookkeeper, Manager or Committee Members, the parents/guardians will be sent a second reminder via text message from the Manager requesting immediate payment of fees.
- If payment of fees is still not received after the second reminder, either the President or Treasurer will make contact with the parent/guardian by telephone to discuss payment or to arrange a meeting to develop an agreed payment plan. Notes of contact/conversation will be kept on file.
- If a meeting is arranged, the President or Treasurer can elect to invite a member of the Executive to assist. Minutes of this meeting 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.
- If the parents/guardians fail to attend the meeting or make a payment, a final email will be issued requesting full payment within seven (7) days, or to discuss a payment plan. This email will also include information on a range of support options available for the family. The email will notify the family that if payment is not received, the child's place may be cancelled.
- If fees are not received by the due date, a late payment penalty may be implemented unless prior arrangement has been made with the Committee of Management. Currently the penalty is \$20 per term.
- If a decision is made to withdraw the child's place at the Centre, the parents/guardians will be provided with 14 days' notice in writing.



- The Treasurer/Bookkeeper and any Committee Members involved will ensure the *Privacy and Confidentiality Policy* of the Centre is complied with in relation to the family's financial/personal situation and staff will not be involved in any stage of this process. Staff may be consulted on a child's attendance rates and any other information required.
- The Approved Provider reserves the right to not allow further placements to any child in the family in kindergarten programs until all outstanding monies are paid, or a payment plan is agreed and adhered to by both parties.
- The Approved Provider 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.

The Centre wishes to reiterate that if a family is experiencing any form of financial difficulty in meeting their Term fees obligations, then please do not hesitate to make contact and communicate this to us. There are various forms of assistance available, for example, reasonable instalment plans, or time extensions under certain circumstances.

## 9. 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). Refunds or pro rata refunds may apply only in the following cases:

- Up to the commencement of Term 1, a full refund of four year old kindergarten fees may be given on written application to the Approved Provider, provided the place can be filled by another child.
- Up to the commencement of Term 1, a refund of three year old kindergarten fees (less the Enrolment administration fee of \$100) may be given on written application to the Approved Provider, provided the place can be filled by another child.
- After commencement of Term 1, pro rata refunds may be available provided the place can be filled by another child. Written application to the Approved Provider is required and pro rata refunds will be calculated from the date that the place is filled.

There will be no refund of fees in the following circumstances:

- a child's short-term illness
- public holidays
- family holiday during operational times
- cancellation of a session or 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 or orientation days
- closure of the service due to extreme and unavoidable circumstances
- where a family chooses not to send their child to the program for the maximum number of hours for which they are enrolled, or where an educator recommends less hours in the best interests of the child
- for places vacated during Term 4.

### **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 (must be prior to 30 April in year of attendance).

### **11. Support services**

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

### **12. Notification of fee changes during the year**

Fees set for the year would only be reviewed in extraordinary circumstances, for example, if attendance rates fall below the budget 'break even' point. Parents/guardians will be notified one term in advance of any required fee increase and will be offered the option to request a payment plan.

## ATTACHMENT 2 Statement of Fees and Charges

### Home Road Kindergarten

#### Fee schedule 2020

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

Hours: 15 hours per week

	Fees (\$)	Maintenance Levy (\$)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Maintenance Levy (\$)	Total (\$)
Term 1	461.00	50.00	511.00	0.00		0.00
Term 2	461.00		461.00	0.00		0.00
Term 3	461.00		461.00	0.00		0.00
Term 4	461.00		461.00	0.00		0.00
Total	1,844.00	50.00	1,894.00	0.00		0.00

#### Payment of fees

Invoices for Term 1 will be issued in Term 4 of the year prior to commencement. Invoices for Terms 2, 3 and 4 will be issued prior to the commencement of each term and must be paid by the due date. If fees are not received by the due date, a late payment penalty may be implemented unless prior arrangement has been made with the Committee of Management. Currently the penalty is \$20 per term.

#### 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.

#### Maintenance Levy

A refundable maintenance levy system is used by the service and this levy is payable with Term 1 fees. Payment will be refunded to parents/guardians on participation in one working bee during the year (working bees are held once per term). 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 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 (refer to Fee information for families).

## ATTACHMENT 3 Statement of Fees and Charges

### Home Road Kindergarten

#### Fee schedule 2020

#### Three-year-old kindergarten

Hours: 6, 6.5 or 7 hours per week

	Fees (\$) 6 hours (Green)	Fees (\$) 6.5 hours (Purple)	Fees (\$) 7 hours (Yellow)	Maintenance Levy (\$)
Administration Fee	100.00	100.00	100.00	
Term 1	405.00	447.00	490.00	50.00
Term 2	505.00	547.00	590.00	
Term 3	505.00	547.00	590.00	
Term 4	505.00	547.00	590.00	
Total	2,070.00	2,238.00	2,410.00	50.00

#### Payment of fees

Invoices for Term 1 will be issued in Term 3 of the year prior to commencement (or when offer is made). Invoices for Terms 2, 3 and 4 will be issued prior to the commencement of each term and must be paid by the due date. If fees are not received by the due date a late payment penalty may be implemented unless prior arrangement has been made with the Committee of Management. Currently the penalty is \$20 per term.

#### Administration fee

Parents/guardians are required to pay the administration fee on offer of a place. This payment is retained and deducted from term fees. Payment will secure the child's place in the three-year-old kindergarten program. This fee is non-refundable.

#### Maintenance Levy

A refundable maintenance levy system is used by the service and this levy is payable with Term 1 fees. Payment will be refunded to parents/guardians on participation in one working bee during the year (working bees are held once per term). The levy is not intended to be a barrier to participation and families experiencing difficulties should discuss this with the service.

#### 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.

#### 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 (must be prior to 30 April in year of attendance).

#### 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**  
**Statement of Fees and Charges**

**Home Road Kindergarten**

**Fee schedule 2020**

**Bush kindergarten program – Rainbow group**

**Hours: 4 hours per week**

	<b>Fees (\$)</b> <b>4 hours (Rainbow)</b>
Term 1	420.00
Term 2	420.00
Term 3	420.00
Term 4	420.00
<b>Total</b>	<b>1,680.00</b>

**Payment of fees**

Invoices for Term 1 will be issued in Term 4 of the year prior to commencement (or when offer is made). Invoices for Terms 2, 3 and 4 will be issued prior to the commencement of each term and must be paid by the due date. If fees are not received by the due date a late payment penalty may be implemented unless prior arrangement has been made with the Committee of Management. Currently the penalty is \$20 per term.

**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.

**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 bush kindergarten program. Children can only commence the program when they have turned three (must be prior to 30 April in year of attendance).

**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 5 Fee Payment Agreement 2020

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

#### Fee payment contract

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

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

Child's group: \_\_\_\_\_

- 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. 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 *Fee Information for Families*, which could result in the withdrawal of my/our child's place at the service and no further enrolments until the outstanding fees are paid.
- I/we agree that if my/our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify the Treasurer/Manager 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 advise if the child is Aboriginal or Torres Strait Islander *Please tick:*  Yes  No

Please indicate below which concession you are eligible for – the criteria is outlined on Attachment 1 Section 6.

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

Except in the case of an Aboriginal or Torres Strait Islander child, supporting documentation will need to be sighted on commencement at Home Road Kindergarten by Administration staff and on expiry. If your eligible card status changes during the year, please advise the service.

**Note: the eligibility of concessions may vary from time-to-time. Up-to-date information can be found in *The Kindergarten Funding Guide* (Department of Education and Training):**

[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 Home Road Kindergarten *Fees Policy*.

## ATTACHMENT 6 Fee Payment Agreement 2020

### Three-year-old kindergarten program

#### Fee payment contract

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

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

Child's group: \_\_\_\_\_

- 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 Information for Families* which could result in the withdrawal of my/our child's place at the service and no further enrolments being accepted until the outstanding fees are paid.
- 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/Manager of the service 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.

#### Early Start Kindergarten

Three-year-old Aboriginal and Torres Strait Islander children and children known to Child Protection are eligible to attend a funded early childhood program that is planned and delivered by a qualified early childhood teacher free of charge. The service receives funding for children who meet the eligibility criteria. Contact the service for further information.

Please advise if the child is Aboriginal or Torres Strait Islander    *Please tick:*     Yes     No

Please advise if the child is known to child protection    *Please tick:*     Yes     No

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

\_\_\_\_\_  
Date

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

## ATTACHMENT 7 Fee Payment Agreement 2020

### Bush kindergarten program – Rainbow group

#### Fee payment contract

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

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

- I/we acknowledge that bush 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 Information for Families* which could result in the withdrawal of my/our child's place at the service and no further enrolments being accepted until the outstanding fees are paid.
- 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/Manager of the service 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.

#### Early Start Kindergarten

Three-year-old Aboriginal and Torres Strait Islander children and children known to Child Protection are eligible to attend a funded early childhood program that is planned and delivered by a qualified early childhood teacher free of charge. The service receives funding for children who meet the eligibility criteria. Contact the service for further information.

Please advise if the child is Aboriginal or Torres Strait Islander    *Please tick:*     Yes     No

Please advise if the child is known to child protection    *Please tick:*     Yes     No

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

\_\_\_\_\_  
Date

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