



FEES POLICY - 2020

Mandatory – Quality Area 7

PURPOSE

This policy will provide clear guidelines for:

- the setting, payment and collection of fees;
- ensuring the viability of Olympic Avenue Kindergarten Inc. by setting appropriate fees and charges;
- the equitable and non-discriminatory application of fees across the programs provided by Olympic Avenue Kindergarten Inc.

POLICY STATEMENT

1. VALUES

Olympic Avenue Kindergarten Inc. 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; and
- providing equitable access for families eligible for the Kindergarten Fee Subsidy.

2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, educators and parents/guardians with an enrolled child or who wish to enrol a child at Olympic Avenue Kindergarten Inc.

3. BACKGROUND AND LEGISLATION

Background

The Department of Education and Training (DET) 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.



DET 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*).

DET 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.

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.

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/earlystart/

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*).

Extended Care session: An optional four year old extended session which is an extra cost per term. If the child has a medical condition which requires extra assistance in the four year old program (ie an aide) there will be an extra charge if the extra assistance is also required in the extended care session.



Extended Care deposit: A deposit to secure a place in the extended care session. This deposit will be deducted from term 4 extended care fees, but will not be refunded if the child withdraws prior to term 4.

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.centrelink.gov.au/internet/internet.nsf/payments/conc_cards_hcc.htm

Enrolment Acceptance Fee: A charge to secure a place that has been offered in a program at the service. This is not deducted from term fees.

Kindergarten Fee Subsidy (KFS): A state government subsidy paid directly to the funded service to enable eligible families to attend a funded kindergarten program or funded three-year-old place at no cost (or minimal cost) to promote participation. Details are available at www.education.vic.gov.au/ecprofessionals/kindergarten/

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/

Late Fee: A \$10 late charge that will be imposed by the Approved Provider when fees are not paid by the due date.

Parent Participation Levy (PPR): This is a charge to encourage parents to assist in the running of the kindergarten. The PPR is \$100 and will be added to first term fees. The purpose of the PPR is to encourage all families to participate in the operation of the kindergarten, and as such a family will be refunded the \$100 at the end of the year following the family's participation in two of the designated activities outlined in the Parent Information Booklet (such as assisting at a cake stall, working bees etc).

Voluntary parent/guardian contribution: A voluntary payment for items not directly related to the provision of the children's program. Attendance at the service is not conditional on this payment.

5. SOURCES AND RELATED POLICIES

Sources

- *The Kindergarten Guide*
- The constitution of Olympic Avenue Kindergarten Inc.

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 DET'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 Olympic Avenue Kindergarten Inc 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 (Attachments) 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 Attachments);
- collecting all fees;
- collecting all relevant information and maintaining relevant documentation regarding those with entitlement to concessions, where applicable;
- complying with the service's *Privacy and Confidentiality Policy* regarding financial and other information received, including in relation to the payment/non-payment of fees;
- notifying parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected (Regulation 172(2)); and
- ensuring a notice outlining fees charged by the service is displayed prominently in the main entrance to Olympic Avenue Kindergarten Inc.

The Compliance Officer is responsible for:

- assisting the Approved Provider in developing this policy, and ensuring that this policy is based on the principles of the *Kindergarten Fee Subsidy – Fees Policy* (refer to *Definitions*);
- implementing and reviewing this policy, in consultation with parents/guardians, the Approved Provider and staff, and in line with the requirements of DET's *Victorian kindergarten policy, procedures and funding criteria* (refer to *Sources*);
- considering any issues regarding fees that may be a barrier to families enrolling at Olympic Avenue Kindergarten Inc. and removing those barriers wherever possible;
- considering options for payment when affordability is an issue for families;



- communicating this policy and payment options to families in a culturally-sensitive way and in the family's first language where possible;
- providing all parents/guardians with a copy of the document containing fee information for families (refer to Attachment 1);
- providing all parents/guardians with a statement of fees and charges (refer to Attachments) upon enrolment of their child, ensuring that the *Fees Policy* is readily accessible at the service and providing all parents/guardians with a fee payment agreement (refer to Attachments);
- collecting all fees;
- 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; and
- ensuring a notice outlining fees charged by the service is displayed prominently in the main entrance to Olympic Avenue Kindergarten Inc.

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; and
- assisting the Approved Provider, as required, in sighting supporting documentation for access to the Kindergarten Fee Subsidy.

Parents/guardians are responsible for:

- reading the Olympic Avenue Kindergarten Inc. Fee information for families (refer to Attachment 1), the Fee Payment Agreement (refer to Attachments) and the Statement of Fees and Charges (refer to Attachments);
- signing and complying with the Fee Payment Agreement (refer to Attachments);
- notifying the Approved Provider if experiencing difficulties with the payment of fees; and
- 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; and



- 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 Red & Blue Groups.
- Attachment 3: Statement of Fees and Charges – Fee schedule – Four-year-old (funded) kindergarten program Purple Group.
- Attachment 4: Statement of Fees and Charges – Fee schedule – Three-year-old kindergarten program Yellow Group.
- Attachment 5: Statement of Fees and Charges – Fee schedule – Three-year-old kindergarten program Orange Group.
- Attachment 6: Statement of Fees and Charges – Fee schedule – Extended Care session/s
- Attachment 7: Fee Payment Agreement – Four-year-old (funded) kindergarten program
- Attachment 8: Fee Payment Agreement – Three-year-old kindergarten program
- Attachment 9: Fee Payment Agreement – Extended Care sessions

AUTHORISATION

This policy was adopted by the Approved Provider of Olympic Avenue Kindergarten Inc. on 28 May 2019.

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REVIEW DATE: April 2020



ATTACHMENT 1

Fee information for families

Olympic Avenue Kindergarten 2020



1. Why fees are necessary

The Department of Education and Training (DET) 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.

DET 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.

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

2. How fees are set

As part of the budget development process, the Committee of Management sets fees each year for the programs of the service, taking into consideration:

- the financial viability of the service;
- the level of government funding provided for the program, including the Kindergarten Fee Subsidy;
- the availability of other income sources, such as grants;
- the fees charged by similar services in the area;
- the capacity of parents/guardians to pay fees;
- reasonable expenditure in meeting agreed program quality and standards; and
- requirements of the *Kindergarten Fee Subsidy – Fees Policy* (details in the *Victorian Kindergarten Guide* document available at www.education.vic.gov.au/ecprofessionals/kindergarten/)

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 Olympic Avenue Kindergarten are included on the Statement of Fees and Charges. These include:

Kindergarten enrolment acceptance fee: This payment secures a child's place at the service and is payable on acceptance of enrolment. The deposit is non-refundable and not deducted from 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.

Late Fee: If fees are not received by the due date a late fee of \$10 will be charged.



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.

6. Subsidies

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

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

The Kindergarten Fee Subsidy enables eligible children to attend a funded kindergarten program for 15 hours free of charge. This funding is paid in addition to per capita grants to subsidise the cost of parent fees.

Service providers can apply for each child in receipt of a per capita grant in any of the following circumstances:

- the child is identified by a parent, carer or legal guardian as an Aboriginal and/or Torres Strait Islander (note: the parent, carer or legal guardian should not be asked to provide verification of this)
- the child is identified on their birth certificate as being a multiple birth child (triplets or more)
- the child individually holds, or has a parent or guardian who holds one of the following:
 - a Commonwealth Health Care Card
 - a Commonwealth Pensioner Concession Card
 - a Department of Veterans' Affairs Gold Card or White Card
 - Refugee visa (subclass 200)
 - In-country Special Humanitarian visa (subclass 201)
 - Global Special Humanitarian visa (subclass 202)
 - Temporary Humanitarian Concern visa (subclass 786)
 - Protection visa (subclass 866)
 - Emergency Rescue visa (subclass 203)
 - Woman at risk visa (subclass 204)
 - Bridging visas A-E.

Supporting documentation must be sighted by the service on acceptance of a place and 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.

6.3 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 preferred method of payment is via direct deposit to the Kindergarten's bank account. The first term 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 upon request.

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

Due dates for fees are as follows:

Term 1 fees are payable at or before the 2019 Annual General Meeting which will be held in November 2019.

Term 2 Fees are due on 27th March 2020.

Term 3 fees are due on 26th June 2020.

Term 4 fees are due on 18th September 2020.

8. Unpaid fees

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

- An initial reminder letter will be sent to parents/guardians with a specified payment date, along with a request to contact the Compliance Officer or Treasurer if they are experiencing any financial hardship.
- Where payment is still not received, families will be invited to attend a meeting with members of the Committee to discuss the payment of fees and to consider the establishment of an approved payment plan.
- Failure to attend the meeting and continued non-payment may result in the Committee sending a second and final letter notifying parents/guardians that the child's place at the service may be withdrawn unless payment is made or an approved payment plan is entered into within a specified period of time.
- The Committee of Management will reserve the right to employ the services of a debt collector.
- If a decision is made to withdraw the child's place at the service, the parents/guardians will be provided with 14 days' notice in writing.

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.

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;
- withdrawal of the child from the kindergarten;
- 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
- 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.

Extended care refunds: There will be no refund of extended care fees unless there is a child on the waiting list that can immediately take over the vacated place. Four weeks' notice in writing of intent to withdraw from the extended care session is required to be given to the Compliance Officer, otherwise no refund will be given.

10. Children turning three during the year of enrolment

For a 3yo group enrolment, your child must have turned three years of age by 30 April in the year attending but cannot attend until their 3rd birthday. If a child has not turned three at the commencement of term 1 and the kindergarten is fully subscribed in the 3yo group, the full term fee is payable even though the child will not commence until they turn three. If a child has not turned three at the commencement of term 1 and the kindergarten is **not** fully subscribed in the 3yo group, a \$100 non refundable acceptance fee is required to be paid, and providing that the kindergarten is still under subscribed at the time the child turns three, the family will be charged pro-rata term fees from the child's commencement date. If the 3yo group starts to fill up prior to the child turning three, the family will be advised that fees need to be paid from that date in order for the spot to be held.

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 will 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

Olympic Avenue Kindergarten

Fee schedule 2020

Four-year-old (funded) kindergarten

Red & Blue Groups



Hours: 16.5 hours per week

	Fees (\$)	Other charges (\$)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	100.00	-	100.00	-	-	-
Term 1	620.00	-	620.00	40.00	-	40.00
PPR		100.00	100.00			
Term 2	620.00	-	620.00	40.00	-	40.00
Term 3	620.00	-	620.00	40.00	-	40.00
Term 4	620.00	-	620.00	40.00	-	40.00
Total	2580.00*	100.00	2680.00*	160.00	-	160.00

* Will only be reduced by \$100 if PPR requirements are met

Payment of fees

Invoices will be issued **with time frame below** and must be paid by the due date.

Term 1 fees are payable at or before the 2019 Annual General Meeting which is held in November 2019.

Term 2 Fees are due on 27th March 2020.

Term 3 fees are due on 26th June 2020.

Term 4 fees are due on 18th September 2020.

Fees notices are issued via email approximately 3 weeks prior to due date.

**Kindergarten enrolment acceptance fee**

Parents/guardians are required to pay the acceptance fee on offer of a place. This payment is non-refundable and not deducted from fees. Payment will secure the child's place in the four-year-old (funded) kindergarten program.

Kindergarten Fee Subsidy

Families in Red and Blue Groups who are eligible for the Kindergarten Fee Subsidy (refer to Fee information for families) will receive the first 15 hours per week of kindergarten at nil cost. The remaining one and a half hours per week will be charged at an average hourly rate.



ATTACHMENT 3

Statement of Fees and Charges

Olympic Avenue Kindergarten

Fee schedule 2020

Four-year-old (funded) kindergarten

Purple Group



Hours: 15 hours per week

	Fees (\$)	Other charges (\$)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	100.00	-	100.00	-	-	-
Term 1	565.00	-	565.00	-	-	-
PPR		100.00	100.00			
Term 2	565.00	-	565.00	-	-	-
Term 3	565.00	-	565.00	-	-	-
Term 4	565.00	-	565.00	-	-	-
Total	2360.00*	100.00	2460.00*	-	-	-

* Will only be reduced by \$100 if PPR requirements are met

Payment of fees

Invoices will be issued **with time frame below** and must be paid by the due date.

Term 1 fees are payable at or before the 2019 Annual General Meeting which is held in November 2019.

Term 2 Fees are due on 27th March 2020.

Term 3 fees are due on 26th June 2020.

Term 4 fees are due on 18th September 2020.

Fees notices are issued via email approximately 3 weeks prior to due date.

**Kindergarten enrolment acceptance fee**

Parents/guardians are required to pay the acceptance fee on offer of a place. This payment is non-refundable and not deducted from fees. Payment will secure the child's place in the four-year-old (funded) kindergarten program.

Kindergarten Fee Subsidy

Families in Purple Group who are eligible for the Kindergarten Fee Subsidy (refer to Fee information for families) will receive the 15 hours per week of kindergarten at nil cost.



ATTACHMENT 4

Statement of Fees and Charges

Olympic Avenue Kindergarten

Fee schedule 2020

Three-year-old kindergarten

Yellow Group

Hours: 4.5 hours per week

	Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	100.00	-	100.00
Term 1	385.00		385.00
PPR		100.00	100.00
Term 2	385.00	-	385.00
Term 3	385.00	-	385.00
Term 4	385.00	-	385.00
Total	1640.00	100.00	1740.00*

* Will only be reduced by \$100 if PPR requirements are met

Payment of fees

Invoices will be issued **with time frame below** and must be paid by the due date.

Term 1 fees are payable at or before the 2019 Annual General Meeting which is held in November 2019.

Term 2 Fees are due on 27th March 2020.

Term 3 fees are due on 26th June 2020.

Term 4 fees are due on 18th September 2020.

Fees notices are issued via email approximately 3 weeks prior to due date.

Kindergarten enrolment acceptance fee

Parents/guardians are required to pay the enrolment acceptance fee on offer of a place. This payment is non-refundable and not deducted from 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. This is for three-year-old Aboriginal and Torres Strait Islander children and children known to Child Protection.

Children turning three during the year

For a 3yo group enrolment, your child must have turned three years of age by 30 April in the year attending but cannot attend until their 3rd birthday. If a child has not turned three at the commencement of term 1 and the kindergarten is fully subscribed in the 3yo group, the full term fee is payable even though the child will not commence until they turn three. If a child has not turned three at the commencement of term 1 and the kindergarten is **not** fully subscribed in the 3yo group, a \$100 non refundable acceptance fee is required to be paid, and providing that the kindergarten is still under subscribed at the time the child turns three, the family will be charged pro-rata term fees from the child's commencement date. If the 3yo group starts to fill up prior to the child turning three, the family will be advised that fees need to be paid from that date in order for the spot to be held.

Children can only commence the program when they have turned three.



ATTACHMENT 5

Statement of Fees and Charges

Olympic Avenue Kindergarten

Fee schedule 2020

Three-year-old kindergarten

Orange Group

Hours: 7 hours per week

	Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	100.00	-	100.00
Term 1	515.00		515.00
PPR		100.00	100.00
Term 2	515.00	-	515.00
Term 3	515.00	-	515.00
Term 4	515.00	-	515.00
Total	2160.00*	100.00	2260.00*

* Will only be reduced by \$100 if PPR requirements are met

Payment of fees

Invoices will be issued **with time frame below** and must be paid by the due date.

Term 1 fees are payable at or before the 2019 Annual General Meeting which is held in November 2019.

Term 2 Fees are due on 27th March 2020.

Term 3 fees are due on 26th June 2020.

Term 4 fees are due on 18th September 2020.

Fees notices are issued via email approximately 3 weeks prior to due date.

Kindergarten enrolment acceptance fee

Parents/guardians are required to pay the enrolment acceptance fee on offer of a place. This payment is non-refundable and not deducted from 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. This is for three-year-old Aboriginal and Torres Strait Islander children and children known to Child Protection.

Children turning three during the year

For a 3yo group enrolment, your child must have turned three years of age by 30 April in the year attending but cannot attend until their 3rd birthday. If a child has not turned three at the commencement of term 1 and the kindergarten is fully subscribed in the 3yo group, the full term fee is payable even though the child will not commence until they turn three. If a child has not turned three at the commencement of term 1 and the kindergarten is **not** fully subscribed in the 3yo group, a \$100 non refundable acceptance fee is required to be paid, and providing that the kindergarten is still under subscribed at the time the child turns three, the family will be charged pro-rata term fees from the child's commencement date. If the 3yo group starts to fill up prior to the child turning three, the family will be advised that fees need to be paid from that date in order for the spot to be held.

Children can only commence the program when they have turned three.



ATTACHMENT 6

Statement of Fees and Charges

Olympic Avenue Kindergarten

Fee schedule 2020

Extended Care Sessions

Hours: 2.5 hours per week (Tuesday) and/or 2.5 hours per week (Thursday)

	Fees per session (\$)	Other charges (\$)	Total per session (\$)
Extended care deposit	100.00 *	-	100.00
Term 1	225.00	-	225.00
Term 2	225.00	-	225.00
Term 3	225.00	-	225.00
Term 4	225.00 -100.00 *	-	225.00 -100.00
Total	900.00		900.00

* Extended care deposit will be refunded with term 4 fees. Will not be refunded if child withdraws prior to term 4.

Note that these costs are per session, so if attending on a Tuesday and Thursday the cost per term is \$450.

Payment of fees

Invoices will be issued **with time frame below** and must be paid by the due date.

Term 1 fees are payable at or before the 2019 Annual General Meeting which is held in November 2019.

Term 2 Fees are due on 27th March 2020.

Term 3 fees are due on 26th June 2020.

Term 4 fees are due on 18th September 2020.

Fees notices are issued via email approximately 3 weeks prior to due date.

Extended Care deposit

Parents/guardians are required to pay the extended care deposit on enrolment in the extended care session. This deposit is deducted from term 4 extended care fees. Note that if the child withdraws prior to term 4 the deposit is not refundable. Payment will secure the child's place in the Extended care Blue session. If the session is over subscribed and you were not successful in obtaining a place, your deposit will be refunded.



Only children from the four year old groups are eligible to attend the extended care sessions.



ATTACHMENT 7

Fee Payment Agreement

2020

Four-year-old (funded) kindergarten program

Please complete this form and return to Olympic Avenue Kindergarten by [Date].

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 understand that fees are still payable if my child does not attend all sessions.
- 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 Compliance Officer or 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 or White 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 Olympic Avenue Kindergarten by the Committee or Kindergarten Teacher.



Note: the eligibility of concessions may vary from time-to-time. Up-to-date information can be found at www.education.vic.gov.au/ecsmanagement/careankinder/funding/subsidy.htm

Signature (parent/guardian)

Date

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



ATTACHMENT 8

Fee Payment Agreement

2020

Three-year-old kindergarten program

Please complete this form and return to Olympic Avenue Kindergarten by [Date].

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 understand that fees are still payable if my child does not attend all sessions
- 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 Compliance Officer 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 Olympic Avenue 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.

Please note that reduced fees are offered for Health Care Card and Pensioner Concessioner Card holders for the four year old group only. There is no fee reduction for the three year old group unless eligible for Early Start Kindergarten as mentioned above.



ATTACHMENT 9

Fee Payment Agreement

2020

Extended Care sessions

Please complete this form and return to Olympic Avenue Kindergarten by [Date].

Fee payment contract

Child's full name: _____

Parent's/guardian's full name: _____

- I/we acknowledge that the extended care session is an optional extra session which is not funded by the state government and that the program cannot operate without receiving fees.
- 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 extended care fees are non-refundable unless there is a child on the waiting list that can immediately take over the vacated place.
- I/we understand that 4 weeks' notice is required to be given of notice to withdraw child from the extended care session, otherwise fees are not refundable.
- I/we understand that fees are still payable if my child does not attend all sessions
- 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 Compliance Officer to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's Fee information for families, which outlines the procedures for payment of fees.
- I/we acknowledge that the Extended Care enrolment deposit will be deducted from term 4 extended care fees, but will not be refunded if the child withdraws prior to term 4.
- I/we understand that if my child has a medical condition that requires additional assistance (aide) in the four year old program, I will have to pay an extra cost if that additional assistance is also required for the extended care session. This will be discussed with parents upon enrolment

Signature (parent/guardian)

Date

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