

# FEES POLICY

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## Mandatory – Quality Area 7

### PURPOSE

This policy will provide clear guidelines for:

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

### POLICY STATEMENT

#### 1. VALUES

Hughesdale Kindergarten is committed to:

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

#### 2. SCOPE

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

#### 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 no cost.

DET also funds eligible three-year-old Aboriginal and Torres Strait Islander children, and children requiring protection under the Department of Human Services to access kindergarten programs as outlined in *The Kindergarten Guide* (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 Kindergarten Guide* (refer to *Sources*) outlines the criteria to be covered in the policy.

## Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Charter of Human Rights and Responsibilities 2006* (Vic)
- *Child Wellbeing and Safety Act 2005* (Vic)
- *Disability Discrimination Act 1992* (Cth)
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*: Regulation 168(2)(n)
- *Equal Opportunity Act 1995* (Vic)
- *National Quality Standard*, Quality Area 7: Leadership and Service Management
  - Standard 7.3: Administrative systems enable the effective management of a quality service

## 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) refer to the *General Definitions* section of this policy.

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

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

**Child Care Benefit (CCB):** A Commonwealth Government payment to help families who use either approved or registered childcare services. All eligible families can receive some Child Care Benefit. Details are available at:

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

**Early Start Kindergarten:** A funding program that enables three-year-old Aboriginal and Torres Strait Islander children, and children requiring protection under the Department of Human Services, to attend a kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours. Details are available at:

<http://www.education.vic.gov.au/about/programs/learningdev/Pages/default.aspx>

**Excursion/service event charge:** An additional charge required to meet the cost of special events or excursions that occur in response to emerging children's program needs. Events that are planned ahead and are included as an expenditure item in the service's budget do not incur this additional charge (refer to *Excursions and Service Events Policy*).

**Fees:** A charge for a place within a program at the service.

**Health Care Card:** A Commonwealth Government entitlement providing concessions for low-income earners and other eligible people. Details are available at:  
[www.humanservices.gov.au/customer/services/centrelink/health-care-card](http://www.humanservices.gov.au/customer/services/centrelink/health-care-card)

**Kindergarten Fee Deposit:** A charge to secure a place that has been offered in a program at the service. This is deducted from term 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 at no cost (or minimal cost) to promote participation. Details, eligibility requirements and a calculator, are available in *The Kindergarten Guide* (refer to Sources).

**Kindergarten Fee Subsidy – Fees Policy:** Provides operational guidelines for services administering the Kindergarten Fee Subsidy and can be found in *The Kindergarten Guide* (refer to Sources).

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

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

## 5. SOURCES AND RELATED POLICIES

### Sources

- *The Kindergarten Guide* (Department of Education and Training is available under early childhood / service providers on the DET website: [www.education.vic.gov.au](http://www.education.vic.gov.au))
- The constitution of Hughesdale Kindergarten

### Service policies

- *Complaints and Grievances Policy*
- *Delivery and Collection of Children Policy*
- *Enrolment Policy*
- *Excursions and Special 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 kindergarten staff, and in line with the requirements of DET's *The Kindergarten Guide* (refer to *Sources*)
- ensuring that this policy is based on the principles of the *Kindergarten Fee Subsidy – Fees Policy* (refer to *Definitions*)
- considering any issues regarding fees that may be a barrier to families enrolling at Hughesdale Kindergarten and removing those barriers wherever possible
- reviewing the number of families experiencing financial hardship and the effectiveness of the procedures for late payment and support offered
- considering options for payment when affordability is an issue for families
- clearly communicating this policy and payment options to families in a culturally-sensitive way
- 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 2A to 2E) upon enrolment of their child, and ensure that the *Fees Policy* is readily accessible at the service (Regulation 171)
- providing all parents/guardians with a fee payment agreement (refer to Attachments 3 and 4)
- collecting fees
- collecting all relevant information and maintaining relevant documentation regarding those with entitlement to concessions, where applicable
- complying with the service's *Privacy and Confidentiality Policy* regarding financial and other information received, including in relation to the payment/non-payment of fees
- notifying parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected (Regulation 172(2))
- ensuring a notice outlining fees charged by the service is displayed prominently in the main entrance to Hughesdale Kindergarten.

**The Nominated Supervisor is responsible for:**

- assisting the Approved Provider in developing this policy, and ensuring that this policy is based on the principles of the *Kindergarten Fee Subsidy – Fees Policy* (refer to *Definitions*)
- 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 Guide* (refer to *Sources*)
- considering any issues regarding fees that may be a barrier to families enrolling at Hughesdale Kindergarten 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 2A to 2E) upon enrolment of their child, and ensure that the *Fees Policy* is readily accessible at the service
- providing all parents/guardians with a fee payment agreement (refer to Attachments 3 and 4)
- collecting all relevant information and maintaining relevant documents regarding those with entitlement to concessions, where applicable
- complying with the service's *Privacy and Confidentiality Policy* regarding financial and other information received, including in relation to the payment/non-payment of fees
- notifying parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected
- ensuring a notice outlining fees charged by the service is displayed prominently in the main entrance to Hughesdale Kindergarten.

**Certified Supervisors and other educators are responsible for:**

- informing the Treasurer or Assistant Treasurer, as representatives of 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 Treasurer or Assistant Treasurer
- assisting the Assistant Treasurer, as required, in sighting supporting documentation for access to the Kindergarten Fee Subsidy.

**Parents/guardians are responsible for:**

- reading the Hughesdale Kindergarten Fee information for families (refer to Attachment 1), the Fee Payment Agreement (refer to Attachments 3 and 4) and the Statement of Fees and Charges (refer to Attachments 2A to 2E)
- signing and complying with the Fee Payment Agreement (refer to Attachments 3 and 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)).

## **ATTACHMENTS**

- Attachment 1: Fee information for families
- Attachment 2A: Statement of Fees and Charges – Term Fees Notice – Four-year-old (funded) kindergarten program
- Attachment 2B: Statement of Fees and Charges – Term Fees Notice– Three-year-old kindergarten program
- Attachment 2C: Statement of Fees and Charges – Term Fees Notice – Four-year-old (funded) kindergarten program for 2 children
- Attachment 2D: Statement of Fees and Charges – Term Fees Notice– Three-year-old kindergarten program for 2 children
- Attachment 2E: Statement of Fees and Charges – Term Fees Notice– Three and Four-year-old kindergarten program for 2 children (2 children attending same age group)
- Attachment 3: Fee Payment Agreement – Four-year-old (funded) kindergarten program
- Attachment 4: Fee Payment Agreement – Three-year-old kindergarten program

## **AUTHORISATION**

This policy was adopted by the Approved Provider of Hughesdale Kindergarten on **7 November 2018**

**REVIEW DATE: JULY 2019**

## ATTACHMENT 1

### Fee information for families

#### Hughesdale Kindergarten 2019

##### 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 primarily through charging fees.

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.

DET also provides funding to assist eligible three-year-old Aboriginal and Torres Strait Islander children, and children requiring protection under the Department of Human Services, to access kindergarten programs.

Hughesdale 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
- the fees charged by similar services in the area
- the capacity of parents/guardians to pay fees
- reasonable expenditure in meeting agreed program quality and standards
- requirements of the *Kindergarten Fee Subsidy – Fees Policy* (details in *The Kindergarten Guide*: (Department of Education and Training) available under *early childhood / service providers* on the DET website: [www.education.vic.gov.au](http://www.education.vic.gov.au))

Fees set for the year are only reviewed in extraordinary circumstances, for example, if attendance rates or government funding fall below the budget 'break even' point, causing the Kindergarten to operate at a loss.

##### 3. Other charges

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

- **Kindergarten Fee Deposit:** This payment secures a child's place at the service and is payable on acceptance of enrolment. The deposit is retained as part payment on term fees and is not refundable. 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.



#### **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 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 free of charge. Eligibility conditions change from time-to-time – contact the service for further information.

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

- Health Care Card holders
- Pensioner Concession Card holders
- Department of Veterans' Affairs Gold Card or White Card holders
- Bridging Visas A–E
- Refugee Visa (subclass) 200
- In-country Special Humanitarian visa (subclass 201)
- Global Special Humanitarian visa (subclass 202)
- Temporary Humanitarian Concern visa (subclass 786)
- Protection visa (subclass 866)
- Emergency Rescue visa (subclass 203)
- Woman at risk visa (subclass 204)
- ImmiCard
- Aboriginal or Torres Strait Islander children
- Triplets or quadruplets attending a funded kindergarten program in the same year.

Supporting documentation must be sighted by the Enrolment Officer, Assistant Treasurer or Kindergarten Teacher upon acceptance of a place or on commencement in the program. The type of concession card and expiry date will be recorded on the child's file. To maintain eligibility, parents/guardians will be required to provide supporting documentation on expiry. Families are eligible for the Kindergarten Fee Subsidy for the full term in which their concession is valid. Contact the service for further information.

Note: Due to privacy reasons, unique identifiers such as concession card numbers will not be recorded.

##### **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.

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

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

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

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

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

### **6.4 Family Discount**

Where more than one child from the same family is attending the Kindergarten in the same year, the Fees for the second and subsequent child/children will be set at 90% of the full fee, where no other subsidy is received by the family.

## **7. Payment of fees**

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

Fee payment information will be provided to parents/guardians before the Annual General Meeting (AGM). Fee information provided will include:

- Fee Information for Families
- Statement of Fees & Charges – Term Fees Notice
- Fee Payment Agreement

### **7.1 Procedures for Fees Collection**

The annual fee will be payable in five instalments:

1. On acceptance of a place the Kindergarten Fee Deposit is payable.

The Kindergarten Fee Deposit invoice will be sent by mail with the letter of offer as determined by the City of Monash and Hughesdale Kindergarten.

2. Prior to the AGM in November the Term Fees Notice will be issued outlining the amounts and due dates for each Term Fee.

3. The balance of Term 1 Fees is to be paid in full prior to or at the AGM.

4. Fees for Terms 2, 3 and 4 are to be paid in full by the last day of the preceding term, in accordance with dates as specified on the Term Fees Notice.

5. 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.

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

## **7.2 Method of Payment**

Details of payments will be specified on the Term Fees Notice.

Fees can be paid via Internet Banking or paid directly at any Bendigo Bank Branch using the account details on your Term Fees Notice. Please use your child's first initial, surname and group initial (e.g. "J Brown G" for Justin Brown Green group) as the reference so your payment can be identified.

Please note that payments are not accepted at the Kindergarten.

## **8. Procedures for late payments**

### **8.1 Term 1 Fees**

The balance of these Fees is due on or before the AGM. Where they remain unpaid 3 days after the AGM, the Kindergarten offer will be withdrawn and the position will be offered to the next family on the waiting list.

### **8.2 Other Fee payments**

If the parents/guardians have not communicated the reasons for late or non-payment of Fees, the following procedures will be implemented, with the exception of **Term 1 Fees** that **must** be paid in full on or before the AGM.

Step 1: When Fees are 14 days late - A written reminder notice will be placed in the child's allocated pocket at Kindergarten stating Fees are overdue.  
Parents/guardians will be encouraged to make payment or contact the Assistant Treasurer to discuss alternative payment arrangements if required.

Where an alternative payment arrangement is required, a documented record of conversations held will be made and any arrangement recorded and a confirmatory letter sent to parents/guardians.

Step 2: When Fees are more than 30 days late - A written reminder notice will be sent to parents/guardians address stating Fees are overdue, giving 10 working days for payment. A copy of the current Fees policy will be included and support options available. A copy of this letter will be kept on file. The

letter will encourage the parents/guardians to contact the Assistant Treasurer.

Where an alternative payment arrangement is required, a documented record of conversations held will be made and any arrangement recorded and a confirmatory letter sent to parents/guardians.

Step 3: If payment has not been received by the specified date or no contact has been made with the Assistant Treasurer, the parents/guardians will be contacted by telephone to discuss alternative payment options and to develop an agreed payment plan. Minutes of contact/conversation will be kept on file. If a payment plan is agreed upon, both parties will sign the agreed plan. One copy will be provided to the parents/guardians and another placed on file.

Step 4: If the parents/guardians fail to make a payment, the committee will issue a second and final letter, requesting full payment within 10 working days, or attendance at a meeting to discuss alternative payment options (as per Step 3).

Step 5: If the payment plan drawn up and signed by both parties is not adhered to, the follow-up process will commence at Step 3.

Step 6: If, at the committee's discretion, a decision is made to withdraw the child's place at the centre, the parents/guardians will be provided with 14 days' notice by registered mail.

The Assistant Treasurer and any Committee members involved will ensure the Privacy and Confidentiality Policy of the Kindergarten is complied with in relation to the family's financial/personal situation. Staff will not be involved in any stage of this process but may be consulted on child's attendance rates and any other information required for the Assistant Treasurer to fulfil their role.

### **8.3 Debt recovery processes**

The Committee reserves the right to take action to recover debts owing to the Kindergarten; this can include the engagement of debt collectors. Using a debt collector will be considered as a final option after implementation of the late payment procedures.

Where a family owes one term's Fees to the Kindergarten, the Committee reserves the right to not allow or offer further placements in programs until all outstanding monies are paid, or a payment plan is agreed to by both parties.

## **9. Refunds 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.

Upon payment at the AGM of Term 1 Fees, no partial refunds for Term Fees will be available (except as applied in the point above). If the child leaves before the end of the term, no pro-rata refund will be available for that term. Written notice of departure is required prior to the invoicing period for the next term.

In all other cases, 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.

If a child is withdrawn from the Kindergarten in Term 3, Term 4 Fees will still be due and payable in full. No refunds will be given for Term 4 Fees.

The committee of management may consider a partial refund in exceptional circumstances. Exceptional circumstances include serious illness or death or extreme financial hardship that impacts the child's family and as a consequence prevents kindergarten attendance. Generally, relocation due to the sale or purchase of a residence is not considered an exceptional circumstance. Other circumstances will be considered by the Committee as they arise. Applications for a refund must be in writing and must clearly outline the reasons why the child will be unable to attend the Kindergarten. Any refund will be at the discretion of the Committee and will be assessed on a case-by-case basis.

### **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 once they have turned three years of age.

### **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. If your service does not already have this information a good place to start is with your 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 or government funding 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 2A

### 2018 Term Fees Notice

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

Hours: 15 hours per week

	Fees	Due date
Kindergarten Fee Deposit	\$100	Upon acceptance of placement
Term 1 (less Kindergarten Fee Deposit)	\$400	AGM – 21 November 2019
Term 2	\$500	5 April 2019
Term 3	\$500	28 June 2018
Term 4	\$500	20 September 2018
Total fees payable	\$2,000	
Hours per year	600	
Fees per hour	\$3.33	

#### Kindergarten Fee Deposit

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

#### Kindergarten Fee Subsidy

Families who are eligible for the Kindergarten Fee Subsidy (refer to Fee information for families) will not be required to make fee payments including the Kindergarten Fee Deposit. Supporting documentation must be provided.

#### Child Care Benefit (CCB)

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

#### Payment Instructions:

Fees can be paid via Internet Banking or paid directly at any Bendigo Bank Branch using the account details below. If paying at a Bendigo Bank Branch, please ensure you retain your deposit receipt.

Account name: Hughesdale Kindergarten  
Bank: Bendigo Bank  
BSB: 633 000  
Account No: 152017232

For all payment methods, please include your child's initial, surname and group initial as the payment reference to ensure your deposit can be identified. Example – J Brown G (Justin Brown Green group)

Please note that fee payments are not accepted at the Kindergarten.

If you have any queries or envisage having any difficulties with meeting your payment, please don't hesitate to contact the Kindergarten Assistant Treasurer to discuss the matter. Contact details for the Assistant Treasurer can be obtained from Hughesdale Kindergarten.

## ATTACHMENT 2B

### 2019 Term Fees Notice

#### Hughesdale Kindergarten - Three-year-old kindergarten

Hours: 4.25 hours per week

	Fees	Due date
Kindergarten Fee Deposit	\$100	Upon acceptance of placement
Term 1 (less Kindergarten Fee Deposit)	\$310	AGM – 21 November 2018
Term 2	\$410	5 April 2019
Term 3	\$410	28 June 2019
Term 4	\$410	20 September 2019
Total fees payable	\$1,640	
Hours per year	170	
Fees per hour	\$9.65	

#### Kindergarten Fee Deposit

Parents/guardians are required to pay the fee deposit on offer of a place. This payment is retained and deducted from term 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 (including the Kindergarten Fee Deposit). Supporting documentation must be provided.

#### Child Care Benefit (CCB)

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

#### Children turning three during the year

Full payment of fees from 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.

#### Payment Instructions:

Fees can be paid via Internet Banking or paid directly at any Bendigo Bank Branch using the account details below. If paying at a Bendigo Bank Branch, please ensure you retain your deposit receipt.

Account name: Hughesdale Kindergarten  
Bank: Bendigo Bank  
BSB: 633 000  
Account No: 152017232

For all payment methods, please include your child's initial, surname and group initial as the payment reference to ensure your deposit can be identified. Example – J Beiber G (Justin Beiber, Green group).

Please note that fee payments are not accepted at the Kindergarten.

If you have any queries or envisage having any difficulties with meeting your payment, please don't hesitate to contact the Kindergarten Assistant Treasurer to discuss the matter. Contact details for the Assistant Treasurer can be obtained from Hughesdale Kindergarten.

## ATTACHMENT 2C

### 2019 Term Fees Notice

#### Hughesdale Kindergarten - Four-year-old (funded) kindergarten for 2 children

Hours: 15 hours per week

	Fees 1 <sup>st</sup> child	Fees – 90% 2 <sup>nd</sup> child	Total	Due date
Kindergarten Fee Deposit	\$100	\$100	\$200	Upon acceptance of placement
Term 1 (less Kindergarten Fee Deposit)	\$400	\$350	\$750	AGM – 21 November 2018
Term 2	\$500	\$450	\$950	5 April 2019
Term 3	\$500	\$450	\$950	28 June 2019
Term 4	\$500	\$450	\$950	20 September 2019
Total fees payable	\$2,000	\$1,800	\$3,800	

#### Kindergarten Fee Deposit

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

#### Kindergarten Fee Subsidy

Families who are eligible for the Kindergarten Fee Subsidy (refer to Fee information for families) will not be required to make fee payments (including the Kindergarten Fee Deposit). Supporting documentation must be provided.

#### Child Care Benefit (CCB)

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

#### Payment Instructions:

Fees can be paid via Internet Banking or paid directly at any Bendigo Bank Branch using the account details below. If paying at a Bendigo Bank Branch, please ensure you retain your deposit receipt.

Account name: Hughesdale Kindergarten

Bank: Bendigo Bank

BSB: 633 000

Account No: 152017232

For all payment methods, please include your child's initial, surname and group initial as the payment reference to ensure your deposit can be identified. Example – J Brown G (Justin Brown, Green group).

Please note that fee payments are not accepted at the Kindergarten.

If you have any queries or envisage having any difficulties with meeting your payment, please don't hesitate to contact the Kindergarten Assistant Treasurer to discuss the matter. Contact details for the Assistant Treasurer can be obtained from Hughesdale Kindergarten.



## ATTACHMENT 2D

### 2019 Term Fees Notice

#### Hughesdale Kindergarten - Three-year-old kindergarten for 2 children

Hours: 4.25 hours per week

	Fees 1 <sup>st</sup> child	Fees – 90% 2 <sup>nd</sup> child	Total	Due date
Kindergarten Fee Deposit	\$100	\$100	\$200	Upon acceptance of placement
Term 1 (less Kindergarten Fee Deposit)	\$310	\$269	\$579	AGM – 21 November 2018
Term 2	\$410	\$369	\$779	April 2019
Term 3	\$410	\$369	\$779	28 June 2019
Term 4	\$410	\$369	\$779	20 September 2019
Total fees payable	\$1,640	\$1,476	\$3,116	

#### Kindergarten Fee Deposit

Parents/guardians are required to pay the fee deposit on offer of a place. This payment is retained and deducted from term 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 (including the Kindergarten Fee Deposit). Supporting documentation must be provided.

#### Child Care Benefit (CCB)

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

#### Children turning three during the year

Full payment of fees from 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.

#### Payment Instructions:

Fees can be paid via Internet Banking or paid directly at any Bendigo Bank Branch using the account details below. If paying at a Bendigo Bank Branch, please ensure you retain your deposit receipt.

Account name: Hughesdale Kindergarten  
Bank: Bendigo Bank  
BSB: 633 000  
Account No: 152017232

For all payment methods, please include your child's initial, surname and group initial as the payment reference to ensure your deposit can be identified. Example – J Brown G (Justin Brown, Green group).

Please note that fee payments are not accepted at the Kindergarten.

If you have any queries or envisage having any difficulties with meeting your payment, please don't hesitate to contact the Kindergarten Assistant Treasurer to discuss the matter. Contact details for the Assistant Treasurer can be obtained from Hughesdale Kindergarten.

## ATTACHMENT 2E

### 2019 Term Fees Notice

#### Hughesdale Kindergarten – Three and Four-year-old kindergarten for 2 children (2 children attending different age groups)

	Fees 4YO 1 <sup>st</sup> child	Fees – 90% 3YO 2 <sup>nd</sup> child	Total	Due date
Kindergarten Fee Deposit	\$100	\$100	\$200	Upon acceptance of placement
Term 1 (less Kindergarten Fee Deposit)	\$400	\$269	\$669	AGM – 21 November 2018
Term 2	\$500	\$369	\$869	5 April 2019
Term 3	\$500	\$369	\$869	28 June 2019
Term 4	\$500	\$369	\$869	20 September 2019
Total fees payable	\$2,000	\$1,476	\$3,476	

#### Kindergarten Fee Deposit

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

#### Kindergarten Fee Subsidy

Families who are eligible for the Kindergarten Fee Subsidy or Early Start Kindergarten Fee Subsidy (refer to Fee information for families) will not be required to make fee payments (including the Kindergarten Fee Deposit). Supporting documentation must be provided.

#### Child Care Benefit (CCB)

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

#### Children turning three during the year

Full payment of fees from 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.

#### Payment Instructions:

Fees can be paid via Internet Banking or paid directly at any Bendigo Bank Branch using the account details below. If paying at a Bendigo Bank Branch, please ensure you retain your deposit receipt.

Account name: Hughesdale Kindergarten  
Bank: Bendigo Bank  
BSB: 633 000  
Account No: 152017232

For all payment methods, please include your child's initial, surname and group initial as the payment reference to ensure your deposit can be identified. Example – J Brown G (Justin Brown, Green group).

Please note that fee payments are not accepted at the Kindergarten.

If you have any queries or envisage having any difficulties with meeting your payment, please don't hesitate to contact the Kindergarten Assistant Treasurer to discuss the matter. Contact details for the Assistant Treasurer can be obtained from Hughesdale Kindergarten.

## ATTACHMENT 3

### Fee Payment Agreement 2019

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

Please complete this form and return to Hughesdale Kindergarten by 21<sup>st</sup> November 2018.

#### Fee payment contract

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

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

- I/we acknowledge that the four-year-old kindergarten program is partly funded by the state government, with the balance of funds coming from fees paid by parents/guardians.
- I/we understand that I/we am/are entitled to obtain the Kindergarten Fee Subsidy if I/we meet one of the criteria below. If my/our eligibility lapses, then I/we understand that full payment of fees is required from the beginning of the following term.
- I/we agree to pay fees by the due date on the invoice.
- I/we understand that term fees are non-refundable.
- I/we acknowledge that if fees are not paid by the due date, the Committee of Management will implement the late payment of fees procedures, as outlined in the *Fees Policy*, which could result in the withdrawal of my/our child's place at the service.
- I/we agree that if my/our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify the Assistant 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 below which concession you are eligible for – the criteria are outlined on Attachment 1 Section 6.

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

Supporting documentation will need to be sighted on commencement at Hughesdale Kindergarten by the Assistant Treasurer.

**Note: the eligibility of concessions may vary from time-to-time. Up-to-date information can be found in *The Kindergarten Guide* (Department of Education and Training) available under *early childhood* / *service providers* on the DET website: [www.education.vic.gov.au](http://www.education.vic.gov.au)**

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

\_\_\_\_\_  
Date

Note: Invoicing and collection of fees will be in accordance with the Hughesdale Kindergarten *Fees Policy*.

## ATTACHMENT 4

### Fee Payment Agreement 2019

#### Three-year-old kindergarten program

Please complete this form and return to Hughesdale Kindergarten by 21st November 2018.

#### Fee payment contract

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

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

- I/we acknowledge that the three-year-old kindergarten is not funded by the state government and that the program cannot operate without receiving fees (the only exception is where a child is eligible for the Early Start Kindergarten fee subsidy – see below).
- I/we agree to pay fees by the due date on the invoice.
- I/we acknowledge that if fees are not paid by the due date, the Committee of Management will implement the late payment of fees procedures, as outlined in the *Fees Policy* which could result in the withdrawal of my/our child's place at the service.
- I/we understand that term fees are non-refundable.
- I/we agree that if my/our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify the Assistant Treasurer to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's Fee information for families, which outlines the procedures for payment of fees.

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

\_\_\_\_\_  
Date

Note: invoicing and collection of fees will be in accordance with the Hughesdale 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 Kindergarten receives funding for children who meet the eligibility criteria. Contact the Kindergarten for further information.