

FEES POLICY

Mandatory – Quality Area 7

PURPOSE

This policy will provide clear guidelines for:

- the setting, payment and collection of fees
- ensuring the viability of 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, 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 Hughesdale Kindergarten.

3. BACKGROUND AND LEGISLATION

Background

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

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

Regulation 168(2) (n) of *Education and Care Services National Regulations 2011* requires that funded services have a comprehensive written fees policy, and the content of this policy must be communicated to families. The policy must include a written statement about the fees to be charged and the payment process. All families must be informed of applicable term and annual fees at the time of enrolment. Services must also advise eligible families of the Kindergarten Fee Subsidy arrangements. The fees charged must comply with the Kindergarten Fee Subsidy requirements (refer to *Definitions*), and be responsive to the local community and the viability of the service. *The Kindergarten Funding Guide* (refer to *Sources*) outlines the criteria to be covered in the policy.

Legislation and standards

Relevant legislation and standards include but are not limited to:

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

4. DEFINITIONS

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

Approved child care: Approved child care services are services that have Australian Government approval to receive the Child Care Subsidy (refer to Definitions) on behalf of eligible parents. Approved child care includes centre based day care, including long day care and occasional care, family day care, outside school hours care and in home care.

Child Care Subsidy (CCS): A Commonwealth Government means tested subsidy to assist eligible families with the cost of child care. Payments are paid directly to approved child care providers. Further information can be found at: <https://www.education.gov.au/child-care-subsidy-0>

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

Enrolment application fee: A payment to cover administrative costs associated with the processing of a child's enrolment application for a place in a program at the service.

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

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

Health Care Card: A Commonwealth Government entitlement providing concessions for low-income earners and other eligible people. Details are available at: www.humanservices.gov.au

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

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

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

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

5. SOURCES AND RELATED POLICIES

Sources

- *The Kindergarten Funding Guide (Department of Education and Training):*
www.education.vic.gov.au
- The constitution of Hughesdale 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 Hughesdale Kindergarten and removing those barriers wherever possible
- reviewing the effectiveness of the procedures for late payment and support offered
- considering options for payment when affordability is an issue for families
- clearly communicating this policy and payment options to families in a culturally-sensitive way, and in the family's first language where possible
- ensuring that the *Fees Policy* is readily accessible at the service (Regulation 171)
- providing all parents/guardians with fee information (refer to Attachment 1)
- providing all parents/guardians with a statement of fees and charges (refer to samples in Attachments 2 and 3) upon enrolment of their child
- providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 4 and 5)
- 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 Hughesdale Kindergarten and removing those barriers wherever possible

- considering options for payment when affordability is an issue for families
- communicating this policy, the availability of the Kindergarten Fee Subsidy and payment options to families in a culturally-sensitive way and in the family's first language where possible
- providing all parents/guardians with fee information (refer to Attachment 1)
- providing all parents/guardians with a statement of fees and charges (refer to samples in Attachments 2 and 3) upon enrolment of their child, and ensuring that the *Fees Policy* is readily accessible at the service
- providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 4 and 5)
- 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 Hughesdale Kindergarten Fee information for families (refer to Attachment 1), the Fee Payment Agreement (refer to Attachments 4 and 5) and the Statement of Fees and Charges (refer to Attachments 2 and 3)
- signing and complying with the Fee Payment Agreement (refer to Attachments 4 and 5)
- notifying the Approved Provider if experiencing difficulties with the payment of fees
- providing the required documentation to enable the service to claim the Kindergarten Fee Subsidy for eligible families (refer to Attachment 1 – Fee information for families).

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider 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: Fee Payment Agreement – Four-year-old (funded) kindergarten program
- Attachment 5: Fee Payment Agreement – Three-year-old kindergarten program

AUTHORISATION

This policy was adopted by the Approved Provider of Hughesdale Kindergarten on 14 October 2020[Date].

REVIEW DATE: OCTOBER 2021[DAY][MONTH][YEAR]

ATTACHMENT 1

Fee information for families

Hughesdale Kindergarten 2021

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.

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 Funding Guide* (Department of Education and Training) available from the DET website: www.education.vic.gov.au

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

3. Other charges

Other charges levied by 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. **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.
- **Voluntary parent/guardian contributions:** Hughesdale Kindergarten may solicit voluntary parent/guardian contributions throughout the year.

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)

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 approved child care services in receipt of Commonwealth Child Care Subsidy.

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.

6.3 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 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 for fee payments upon request.

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.

7.1 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. Receipts will be available upon request.

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.

Square POS Payments can be done at Hughesdale Kindergarten office. Payment is subject to 1.9% surcharge. Cash or Cheque payments are not accepted at Kindergarten.

8. Unpaid fees

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

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 emailed or 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. 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.

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 any other case, fees are non-refundable (exceptional circumstances may apply – these are at the discretion of the Committee of Management). There will be no refund of fees in the following circumstances:

- a child's short-term illness
- public holidays
- family holiday during operational times
- closure of the service for one or more days when a qualified educator is absent and a qualified reliever is not available
- closure of the service for staff training days
- closure of the service due to extreme and unavoidable circumstances.

In addition, there will be no refund where a family chooses not to send their child to the program for the maximum number of hours for which they are enrolled.

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 when they have turned three.

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 2A

Statement of Fees and Charges

[Place on service letterhead]

Hughesdale Kindergarten

Fee schedule [Year]

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)	[amount]	AGM [Date]
Term 2	[amount]	[Date] – e.g. 5 April
Term 3	[amount]	[Date] – e.g. 28 June
Term 4	[amount]	[Date] – e.g. 20 September
Total	[amount]	/ 600 hours per year
Fees per hour		[amount]

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.

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)

Payment via Square POS is available at Hughesdale Kindergarten office. All payment subject to 1.9% surcharge. Cash or Cheque payment is not accepted.

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

Statement of Fees and Charges

[Place on service letterhead]

Hughesdale Kindergarten

Fee schedule [Year]

Three-year-old kindergarten

Hours: 6 hours per week

	Fees (\$)	Due Date
Kindergarten fee deposit	\$100	Upon acceptance of placement
Term 1 (less Kindergarten fee deposit)	[amount]	AGM [Date]
Term 2	[amount]	[Date] – e.g. 5 April
Term 3	[amount]	[Date] – e.g. 28 June
Term 4	[amount]	[Date] – e.g. 20 September
Total	[amount]	/ 240 hours per year
Fees per hour		[amount]

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.

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.

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)

Payment via Square POS is available at Hughesdale Kindergarten office. All payment subject to 1.9% surcharge. Cash or Cheque payment is not accepted.

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

Fee schedule [Year]

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

Hours: 15 hours per week

	Fees	Fees – 90%	Total	Due date
	1 st child	2 nd child		
Kindergarten Fee Deposit	[\$Amount]	[\$Amount]	[\$Amount]	Upon acceptance of placement
Term 1 (less Kindergarten Fee Deposit)	[\$Amount]	[\$Amount]	[\$Amount]	AGM – [Date]
Term 2	[\$Amount]	[\$Amount]	[\$Amount]	[Date]
Term 3	[\$Amount]	[\$Amount]	[\$Amount]	[Date]
Term 4	[\$Amount]	[\$Amount]	[\$Amount]	[Date]
Total fees payable	[\$Amount]	[\$Amount]	[\$Amount]	

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.

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)

Payment via Square POS is available at Hughesdale Kindergarten office. All payment subject to 1.9% surcharge. Cash or Cheque payment is not accepted.

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

Fee schedule [Year]

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

Hours: 6 hours per week

	Fees 1 st child	Fees – 90% 2 nd child	Total	Due date
Kindergarten Fee Deposit	[\$Amount]	[\$Amount]	[\$Amount]	Upon acceptance of placement
Term 1 (less Kindergarten Fee Deposit)	[\$Amount]	[\$Amount]	[\$Amount]	AGM – [Date]
Term 2	[\$Amount]	[\$Amount]	[\$Amount]	[Date]
Term 3	[\$Amount]	[\$Amount]	[\$Amount]	[Date]
Term 4	[\$Amount]	[\$Amount]	[\$Amount]	[Date]
Total fees payable	[\$Amount]	[\$Amount]	[\$Amount]	

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.

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)

Payment via Square POS is available at Hughesdale Kindergarten office. All payment subject to 1.9% surcharge. Cash or Cheque payment is not accepted.

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

Fee schedule [Year]

Hughesdale Kindergarten – Three and Four-year-old kindergarten for 2 children

(2 children attending different age groups)

	Fees	Fees – 90%	Total	Due date
	4YO	3YO		
	1 st child	2 nd child		
Kindergarten Fee Deposit	[\$Amount]	[\$Amount]	[\$Amount]	Upon acceptance of placement
Term 1 (less Kindergarten Fee Deposit)	[\$Amount]	[\$Amount]	[\$Amount]	AGM – [Date]
Term 2	[\$Amount]	[\$Amount]	[\$Amount]	[Date]
Term 3	[\$Amount]	[\$Amount]	[\$Amount]	[Date]
Term 4	[\$Amount]	[\$Amount]	[\$Amount]	[Date]
Total fees payable	[\$Amount]	[\$Amount]	[\$Amount]	

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.

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)

Payment via Square POS is available at Hughesdale Kindergarten office. All payment subject to 1.9% surcharge. Cash or Cheque payment is not accepted.

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 4

Fee Payment Agreement

[Year] Four-year-old (funded) kindergarten program

Please complete this form and return to Hughesdale Kindergarten by [Date]

[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. 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 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 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 Hughesdale Kindergarten by the Office Administrator/ Teacher.

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

Signature (parent/guardian)

Date

Note: Invoices, receipts and collection of fees will be in accordance with the Hughesdale Kindergarten Fees Policy.

ATTACHMENT 5

Fee Payment Agreement

[Year] Three-year-old kindergarten program

Please complete this form and return to Hughesdale Kindergarten by [Date]. [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 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 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: invoices, receipts 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 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