

DENZIL DON KINDERGARTEN FEES POLICY

Mandatory – Quality Area 7

REVISION REGISTER

Date of Issue	Amendment Details
16 July 2015	Incorporation of the Late Collection Charge and adjustment of 4 year old fees (for 2016).
23 July 2015	DEECD renamed to DET
12 July 2016	Incorporation of Fees Bond and adjustment of fees for 2017
21 July 2017	Scheduled update and adjustment of fees for 2018
13 February 2018	Removal of 2017 fees information from Attachment 2

PURPOSE

This policy will provide clear guidelines for:

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

POLICY STATEMENT

1. VALUES

Denzil Don Kindergarten is committed to:

- providing responsible financial management of the service, including establishing fees that will result in a financially viable kindergarten, 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 kindergarten about program funding, including government support and fees to be paid by parents/guardians
- providing equitable access for families eligible for Early Start Kindergarten and 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 **Denzil Don 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 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 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), 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

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

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.

Acceptance Fee: A charge to secure a place that has been offered in a program at the service. This fee is non refundable regardless of enrolment proceeding or not.

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.familyassist.gov.au/payments/family-assistance-payments/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.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/

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 <http://www.education.vic.gov.au/childhood/providers/needs/Pages/default.aspx>

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. This fee is non refundable.

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.

Fees Bond: A charge retained by the service in the event that there is insufficient notice of withdrawal from a program. This charge will otherwise be deducted from the final term fees payable for that year.

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

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 are available at <http://www.education.vic.gov.au/childhood/parents/kindergarten/Pages/fees.aspx>

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*).

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 6 – Late Collection Charge).

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.familyassist.gov.au/payments/family-assistance-payments/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*
(<http://www.education.vic.gov.au/Documents/childhood/providers/funding/The%20Kindergarten%20Guide%202015.pdf>)
- <http://www.education.vic.gov.au/childhood/parents/kindergarten/Pages/default.aspx>
- The constitution of **Denzil Don 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 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 *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 **Denzil Don 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, 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 5 Fees Policy Summary)
- providing all parents/guardians with a statement of fees and charges (refer to Attachment 2) 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 3 and 4)
- collecting and receipting 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))
- ensuring a notice outlining fees charged by the service is displayed prominently in the main entrance to **Denzil Don 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 **Denzil Don 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 5)
- providing all parents/guardians with a statement of fees and charges (refer to Attachment 2) 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 Denzil Don Kindergarten.

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

Parents/guardians are responsible for:

- reading the **Denzil Don Kindergarten Fees Policy Summary** (refer to Attachment 5), the Fee Payment Agreement (refer to Attachments 3 and 4), the Statement of Fees and Charges (refer to Attachment 2) and the Late Collection Charge information (Attachment 6)
- 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).
- providing at least one month's notice (in writing) if withdrawing a child from the kindergarten program.

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 2: Statement of Fees and Charges – Fee schedule
- Attachment 3: Fee Payment Agreement – Four-year-old (funded) kindergarten program
- Attachment 4: Fee Payment Agreement – Three-year-old kindergarten program (non funded)
- Attachment 5: Fees Policy Summary
- Attachment 6: Late Collection Charge

AUTHORISATION

This policy was adopted by the Approved Provider of **Denzil Don Kindergarten** on 13 February 2018

REVIEW DATE: 25 JUNE 2018

ATTACHMENT 1

FEE INFORMATION FOR FAMILIES

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.

Denzil Don 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* (refer to *Sources*))

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 **Denzil Don Kindergarten** are included on the Statement of Fees and Charges. These include:

- **Acceptance Fee:** This payment secures a child's place at the service and is payable on acceptance of enrolment. This fee is non refundable and is retained as your yearly contribution to the kindergarten's administration and incursion costs. The Acceptance Fee is charged on a pro-rata basis.
- Families eligible for early start kindergarten or kindergarten fee subsidy are still required to pay the acceptance fee to cover annual administration/incursion costs.
- **Excursion/service event charge:** This additional charge is required to cover the cost of excursions or special events that occur throughout the year in response to emerging children's program needs and interests. Affordability and relevance to the children's interests and the service program will be taken into consideration before a decision is made that will require families to pay this additional charge (refer to *Excursions and Service Events Policy*). Events that are planned ahead are included as an expenditure item in the service's budget and do not incur this additional charge.
- **Late collection charge:** Children must be collected promptly at the conclusion of each kindergarten session and failure to do so may result in the family incurring a Late collection charge. If parents/guardians are late to collect their child, the following procedure will be implemented:

1	First occurrence: Parent/guardian will be supplied with a copy of Denzil Don Kindergarten's Fees policy (excerpt relating to Late collection charge). A copy of the excerpt will be dated and stored with the child's enrolment information to indicate when it was provided to the parent/guardian (refer to Attachment 6).
2	<p>Second (or any subsequent) occurrence: Parent/guardian will be supplied with a copy of Denzil Don Kindergarten's Fees Policy (excerpt relating to Late collection charge) and advised of charges incurred. Late collection fees will be calculated (per child) as follows:</p> <ul style="list-style-type: none"> • 1 – 10 mins = \$0 per minute • 11 min + = \$20 per 10 minutes (or part thereof) <i>e.g. 11-20 minutes late = \$20; 21-30 minutes late = \$40; 31-40 minutes late = \$60</i> <p>A copy of the excerpt will be dated and stored with the child's enrolment information to indicate when it was provided to the parent/guardian. The excerpt will detail the fees that will be charged to the family (refer to Attachment 6). The Fees Officer will issue the family an invoice for the Late collection charge (payable within 7 days of the date of the invoice).</p>

- **Fees Bond** (Late withdrawal from kindergarten program fee):
Kindergarten places are offered for the entire year, however Denzil Don Kindergarten understands that a family's circumstances may change during that time. Written notice of withdrawal of a child from the kindergarten program is required at least one month prior to the commencement of term. If one month's notice is not given, the fees bond is retained by Denzil Don Kindergarten as a cancellation fee. The fees bond will otherwise be deducted from the final term fees payable for that 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 kindergarten free of charge or at minimal cost. 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 holders
- Temporary Protection/Humanitarian Visas 447, 451, 785 or 786
- Asylum seekers on Bridging Visas A–F
- Refugee and Special Humanitarian Visa 200–217
- Resolution of Status (RoS) visa, Class CD, subclass 851
- 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 service on acceptance of a place or 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.

6.2 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.

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. **Denzil Don Kindergarten** is a registered care provider with the Family Assistance Office (FAO).

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 Family Assistance Office (FAO) and may include care given by kindergarten staff.

The amount payable is set by the Australian Government. Eligibility requirements can be found online at <https://www.humanservices.gov.au/customer/services/centrelink/child-care-benefit> or by calling Centrelink Families on 136 150 or visiting one of their Service Centres.

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. Please note that **Term 1 fees are due by the Annual General Meeting held the year before the child attends**, and if they are not paid the child's place will be forfeited.

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

8. Late payment/Unpaid fees

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

1	A written reminder notice will be sent after 7 working days of the due date stating fees are overdue, giving ten working days for payment. A copy of the current fees policy summary (see Attachment 5), will be included. A copy of this letter will be kept on file. The letter will encourage the parents/guardians to contact the Fees Officer. If contact is made, a record of the conversation will be recorded, a copy sent to the parents/guardians (if requested) and a copy placed on file.
2	If payment has not been received by the specified date or no contact has been made with the Fees Officer, 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 on, both parties will sign the agreed plan and a copy will be given to the

	parents/guardians and placed on file.
3	If the parents/guardians fail to make a payment, a second and final letter will be issued requesting full payment within 10 working days, or attendance at a meeting to discuss alternative payment options (as per Step 2). The letter will be sent by registered mail.
4	If the parents/guardians continue with the non-payment of fees, the Fees Officer will continue to offer the parents/guardians support and assistance as appropriate.
5	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 fourteen days' notice by registered mail.

The Fees Officer and any committee members involved will ensure the Privacy policy of the centre is complied with in relation to the family's financial/personal situation and staff will not be involved in any stage of this process. Staff may be consulted on a child's attendance rates and any other information required for the Fees Officer to fulfil their role.

The committee reserves the right to take action to recover debts owing to the centre. This can include the engagement of debt collectors. Using a debt collector will be considered as a final option after attempts to implement other payment procedures have been offered.

Where a family owes money to the centre, the committee reserves the right to not allow further placements in programs until all outstanding monies are paid, or a payment plan is agreed and adhered to by both parties.

9. Refund of fees

Fees (Acceptance Fee or Term fees) are non-refundable.

If a family becomes eligible for the Kindergarten Fee Subsidy during a term, a full refund of the applicable term fees will be provided. Fees may still apply for programs offering more than the required minimum hours per week.

In any other case, fees are non-refundable (exceptional circumstances may apply – these are at the discretion of the Committee of Management). 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 industrial action
- 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.

10. Withdrawal of Child

Notice of withdrawing a child from the kindergarten must be provided in writing at least one month prior to the commencement of term. If one month's notice is not given, the fees bond is retained by Denzil Don Kindergarten as a cancellation fee.

11. Late enrolments

Children enrolling after the commencement of a Term may begin the program immediately. An invoice for Fees will be issued and must be paid in full within 2 weeks of the child's commencement date. For children commencing after the start of a Term, Fees will be invoiced for that Term as follows:

1. Children commencing within the first four weeks of term liable for full fee.
2. Children commencing between week five and eight liable for two thirds of term fee.

3. Children commencing from week nine liable for one third of term fee.

These pro rata concessions are only applicable to children commencing at the centre where a position is vacant, or becomes vacant, and not because the position has been accepted and for whatever reason the child has started later in the term.

12. 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.

13. Notification of fee changes during the year

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

ATTACHMENT 2

STATEMENT OF FEES AND CHARGES

Kindergarten Fee Schedule 2018

	4 year old (funded) kindergarten	3 year old kindergarten (non funded)		Families eligible for early start kindergarten or the kindergarten fee subsidy
Hours per week	15 hours	6 hours	4 hours	
Fee	Cost (\$)	Cost (\$)	Cost (\$)	Cost (\$)
Acceptance Fee	\$150.00	\$150.00	\$150.00	\$150.00
Fees Bond	\$50.00	\$50.00	\$50.00	\$50.00
Term 1	\$405.00	\$440	\$320.00	
Term 2	\$405.00	\$440	\$320.00	
Term 3	\$405.00	\$440	\$320.00	
Term 4	\$355.00	\$390	\$270.00	
Total	\$1770.00	\$1910	\$1430.00	\$200.00

Payment of fees

Invoices will be issued three weeks prior to the end of each Term and must be paid by the due date.

Acceptance Fee

This payment secures a child's place at the service and is payable on acceptance of enrolment. This fee is non refundable and is retained as your yearly contribution to the kindergarten's administration and incursion costs.

The Acceptance Fee is charged on a pro-rata basis as follows:

- Full Acceptance Fee is payable for placement offers received before or during Term 1 of \$150
- Children commencing in Term 2 liable for Acceptance Fee of \$115
- Children commencing in Term 3 liable for Acceptance Fee of \$75
- Children commencing in Term 4 liable for Acceptance Fee of \$40

Families eligible for early start kindergarten or kindergarten fee subsidy are still required to pay the acceptance fee to cover annual administration/incursion costs.

Early Start Kindergarten

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.

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.

Child Care Benefit (CCB)

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

Late collection charge

The Committee of Management reserves the right to implement a Late collection charge when parents/guardians are late in collecting a child (refer to Fee information for families and Late Collection Charge).

Fees Bond

If one month's written notice of withdrawal from the kindergarten program is not given, the fees bond is retained by Denzil Don Kindergarten as a cancellation fee. The fees bond will otherwise be deducted from the final term fees payable for that year.

ATTACHMENT 3 FEE PAYMENT AGREEMENT – FOUR-YEAR-OLD (FUNDED) KINDERGARTEN PROGRAM



2018 Fee payment agreement - Four-year-old (funded) kindergarten

Please complete this form and return it to Denzil Don Kindergarten. This form must be signed and returned for your child's enrolment to proceed.

Given name of child: _____

Parent's/guardian's full name: _____

Fee Payment Contract			
I/we acknowledge that the four-year-old kindergarten program is partly funded by the state government, with the balance of the funds coming from fees paid by parents/guardians.			
I/we understand that I/we are only entitled to obtain the kindergarten fee subsidy while I/we have a current Health Care Card/Pensioner Concession Card/Visas 200–217/447/451/786/785, Asylum-seekers Bridging Visas A–F, Refugee or Special Humanitarian Visas 200–217, Resolution of Status (RoS) visa Class CD subclass 851, Department of Veterans' Affairs (DVA) Gold Card or have triplets or quadruplets or an Aboriginal/Torres Strait Islander child attending a funded kindergarten program. If my/our eligibility lapses, then 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 fees are non-refundable.			
I/we acknowledge that if fees are not paid by the due date, the committee will implement the Fees policy late payment of fees procedures, which could result in the cancellation of my child's place at the kindergarten.			
I/we agree to provide at least one month's written notice of withdrawal from the kindergarten program, and failing that acknowledge that the Fee Bond will be retained as a cancellation fee.			
I/we agree that if our financial circumstances change and I/we are unable to pay as agreed, we will immediately notify the kindergarten Fees Officer to discuss alternative payment options.			
I/we acknowledge that I/we have received and read the centre's Fee policy summary, which sets out the procedure for fee payment.			
I/we agree to pay any Late Collection Charge within 7 days of the date of the invoice.			
I/we confirm that my child enrolled in Denzil Don Kindergarten for 4 year old (funded) kindergarten is not enrolled to access a funded place at another service.			
I/we understand that funding for 4 year old kindergarten can only be accessed once for each child in the same year.			
Kindergarten Fee Subsidy			
Please indicate (tick) if you are eligible for one of the following concessions:			
Health Care Card	Pensioner Concession Card	Visas 200–217/447/451/786/785	
Asylum Seeker Bridging Visas A–F	Refugee or Special Humanitarian Visas 200–217	Resolution of Status (RoS) visa, Class CD, subclass 851	
DVA Gold Card	Triplets or Quadruplets attending in the same year	Aboriginal/Torres Strait Islander Child	
You will need to attach a copy of relevant supporting documentation to this form.			
If your concession status changes during the year, please advise the kindergarten and you will be invoiced for any outstanding amount.			

I/we acknowledge that by signing this document, I/we agree to all the above terms and conditions:

Signed (parent's/guardian's): _____ Date: _____

Note: Invoices, receipts and collection of fees will be in accordance with the Denzil Don Kindergarten Fees policy.

Denzil Don Kindergarten
256 Union Street
West Brunswick 3055
Phone: 9380 8420
denzil.don.free.kin@kindergarten.vic.gov.au

ATTACHMENT 4 FEE PAYMENT AGREEMENT – THREE-YEAR-OLD KINDERGARTEN PROGRAM



2018 Fee payment agreement - Three-year-old kindergarten

Please complete this form and return it to Denzil Don Kindergarten. This form must be signed and returned for your child's enrolment to proceed.

Given name of child: _____

Parent's/guardian's full name: _____

Fee Payment Contract	
I/we acknowledge that the three-year-old kindergarten program is not funded by the state government and that the kindergarten cannot operate without receiving fees.	
I/we understand that I/we are only entitled to obtain the early start kindergarten subsidy for children known to Child Protection (including those referred directly from Child Protection to Child FIRST) and Aboriginal and Torres Strait Islander children.	
I/we agree to pay fees by the due date on the invoice.	
I/we understand that fees are non-refundable.	
I/we acknowledge that if fees are not paid by the due date, the committee will implement the Fees policy late payment of fees procedures, which could result in the cancellation of my child's place at the centre.	
I/we agree to provide at least one month's written notice of withdrawal from the kindergarten program, and failing that acknowledge that the Fee Bond will be retained by the kindergarten as a cancellation fee.	
I/we agree that if our financial circumstances change and I/we are unable to pay as agreed, we will immediately notify the kindergarten Fees Officer to discuss alternative payment options.	
I/we acknowledge that I/we have received and read the centre's Fees Policy Summary, which sets out the procedure for fee payment.	
I/we agree to pay any Late Collection Charge within 7 days of the date of the invoice.	
Early Start Kindergarten Subsidy	
Please indicate (tick) if you are eligible for one of the following concessions:	
Child known to Child Protection	Aboriginal and Torres Strait Islander children
You will need to attach to this form a copy of any supporting documentation for our kindergarten Fees Officer.	

I/we acknowledge that by signing this document, I/we agree to all the above terms and conditions:

Signed (parent's/guardian's): _____ Date: _____

Note: Invoices, receipts and collection of fees will be in accordance with the Denzil Don Kindergarten Fees policy.

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 256 Union Street
 West Brunswick 3055
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ATTACHMENT 5 FEES POLICY SUMMARY



Fees Policy Summary for families attending in 2018 (adapted from DDK Fees Policy)

Why are fees necessary?

The Department of Education and Training (DET) provides per capita funding as a contribution toward the costs of providing the four-year-old kindergarten program. In addition, the Kindergarten Fee Subsidy enables eligible families to attend the four-year-old kindergarten program at low cost. The kindergarten meets the balance of costs through fees and fundraising.

Eligible Aboriginal and Torres Strait Islander children and children known to Child Protection are funded through the DET Early Start Kindergarten initiatives to attend the three-year-old kindergarten program; however, there is no other funding available for three-year-old programs.

Denzil Don Kindergarten provides a range of support options for parents/guardians experiencing difficulty with paying fees.

Fee Subsidies and discounts

- **Early Start Kindergarten – For eligible 3 year old children**
The Department of Education and Training's "Early Start Kindergarten" initiatives provide free kindergarten programs for 3 year old children known to Child Protection (including those referred directly from Child Protection to Child FIRST) and 3 year old Aboriginal and Torres Strait Islander children.
- **Kindergarten Fee Subsidy – For eligible 4 year old children**
The Department of Education and Training provides a "Kindergarten Fee Subsidy" for families who hold one of the following cards, visas or documents: Health Care Card; Pensioner Concession Card; Temporary Protection/Humanitarian Visas 447, 451, 785 or 786; Asylum seekers on Bridging Visas A - F and Refugee and Special Humanitarian Visas holders 200- 217; Resolution of Status (RoS) visa, Class CD, subclass 851; Department of Veterans Affairs Gold Card.
If triplets or quadruplets are attending kindergarten in the same year the family is also eligible for the subsidy for each child. All Aboriginal or Torres Strait Islander children are also eligible for the subsidy. Supporting documentation for this subsidy must be provided to the Denzil Don Kindergarten Fees Officer.
- **Child Care Benefit—Registered care (CCB)**
Denzil Don Kindergarten is a registered care provider and parents/guardians can claim CCB for the three- and four-year-old programs, providing they meet the Family Assistance Office (FAO) work/training/study test. Parents/guardians can access information at www.familyassist.gov.au, or contact the local FAO.

Fee structure

Fees (Acceptance Fee and Term Fees) are non-refundable.

The Acceptance Fee is charged pro rata as follows:

- Full Acceptance Fee is payable for placement offers received before or during Term 1 of \$150
- Children commencing in Term 2 liable for Acceptance Fee of \$115
- Children commencing in Term 3 liable for Acceptance Fee of \$75
- Children commencing in Term 4 liable for Acceptance Fee of \$40

There will be no refund of fees due to a child's short-term illness; public holidays; family holiday during operational times; closure of the centre for one or more days when a qualified staff member is absent and a qualified reliever is not available; closure of the centre for staff training days; or closure of the kindergarten in extreme and unavoidable circumstances. Fees will not be refunded to a child that withdraws from the program part way through a term.

Written notice of withdrawal of a child from the kindergarten program is required at least one month prior to the commencement of term. If one month's notice is not given, the Fees Bond is retained by Denzil Don Kindergarten as a cancellation fee. The Fees Bond will otherwise be deducted from the final term fees payable for that year.

Payment of accounts

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. Please note that Term 1 fees are payable by the Annual General Meeting held the year prior.

If you are experiencing financial hardship, please contact the Fees Officer to discuss payment options.

Unpaid fees

Fees not paid by the due date will be followed up by:

- An initial reminder letter sent stating fees are overdue, giving ten working days for payment. The letter will include a copy of the current fees policy summary.
- If payment has not been received by the specified date or no contact has been made with the Fees Officer, the parents/guardians will be contacted by telephone to discuss alternative payment options and to develop an agreed payment plan.
- If the parents/guardians fail to make a payment as per the agreed plan, a second and final letter will be issued, requesting full payment within 10 working days, or attendance at a meeting to discuss alternative payment options.

The committee reserves the right to employ the services of a debt collector.

Late collection charge:

Children must be collected promptly at the conclusion of each kindergarten session and failure to do so may result in the family incurring a Late collection charge. Please refer to the Fees Policy for further information regarding Late collection charges.

Child Absences

Fees are still required to maintain a preschool place if the child is absent for any reason, including holidays and illness.

Late enrolments

Children enrolling after the commencement of a Term may begin the program immediately. An invoice for Fees will be issued and must be paid in full within 2 weeks of the child's commencement date.

For children commencing after the start of a Term, Fees will be invoiced for that Term as follows:

- Children commencing within the first four weeks of term liable for full fee
- Children commencing between week five and eight liable for two thirds of term fee.
- Children commencing from week nine liable for one third of term fee.

Other Costs

Optional costs arise during the year. This may include photos, picture plates, tea towels etc. These activities are not compulsory and will only incur a cost if families wish to participate in them.

Please visit www.denzildonkinder.org.au to view our Fees Policy.

Denzil Don Kindergarten Fees Policy Summary

ATTACHMENT 6 LATE COLLECTION CHARGE



PARENT/GUARDIAN COPY

Late collection charge (from DDK Fees Policy)

Late collection charge: Please contact the kindergarten on 9380 8420 if you will be late to collect your child. Children must be collected promptly at the conclusion of each kindergarten session. If parents/guardians are late to collect their child, the following procedure will be implemented:

1	First occurrence: Parent/guardian will be supplied with a copy of Denzil Don Kindergarten's Fees policy (excerpt relating to Late collection charge). A copy of the excerpt will be dated and stored with the child's enrolment information to indicate when it was provided to the parent/guardian
2	<p>Second (or any subsequent) occurrence: Parent/guardian will be supplied with a copy of Denzil Don Kindergarten's Fees Policy (excerpt relating to Late collection charge) and advised of charges incurred. Late collection fees will be calculated (per child) as follows:</p> <ul style="list-style-type: none"> • 1 – 10 mins = \$0 per minute • 11 min + = \$20 per 10 minutes (or part thereof) <p>e.g. 11-20 minutes late = \$20; 21-30 minutes late = \$40; 31-40 minutes late = \$60</p> <p>A copy of this excerpt will be dated and stored with the child's enrolment information to indicate when it was provided to the parent/guardian. The excerpt will detail the fees that will be charged to the family. The Fees Officer will issue the family an invoice for the Late collection charge (payable within 7 days of the date of the invoice).</p>

Child's name: _____ DDK Staff Member (print): _____

Parent/guardian name (print and sign): _____ Date: _____

Please circle one: First occurrence [Date: / /] Second/subsequent occurrence [Date: / /]

For second/subsequent occurrence:

Session finish time: _____ Child collected at: _____ Total minutes late*: _____
 *Late collection charges: 1 – 10 mins = \$0 per minute; 11 min + = \$20 per 10 minutes (or part thereof)



Late collection charge (from DDK Fees Policy)

Late collection charge: Please contact the kindergarten on 9380 8420 if you will be late to collect your child. Children must be collected promptly at the conclusion of each kindergarten session. If parents/guardians are late to collect their child, the following procedure will be implemented:

1	First occurrence: Parent/guardian will be supplied with a copy of Denzil Don Kindergarten's Fees policy (excerpt relating to Late collection charge). A copy of the excerpt will be dated and stored with the child's enrolment information to indicate when it was provided to the parent/guardian
2	<p>Second (or any subsequent) occurrence: Parent/guardian will be supplied with a copy of Denzil Don Kindergarten's Fees Policy (excerpt relating to Late collection charge) and advised of charges incurred. Late collection fees will be calculated (per child) as follows:</p> <ul style="list-style-type: none"> • 1 – 10 mins = \$0 per minute • 11 min + = \$20 per 10 minutes (or part thereof) <p>e.g. 11-20 minutes late = \$20; 21-30 minutes late = \$40; 31-40 minutes late = \$60</p> <p>A copy of this excerpt will be dated and stored will be dated and stored with the child's enrolment information to indicate when it was provided to the parent/guardian. The excerpt will detail the fees that will be charged to the family. The Fees Officer will issue the family an invoice for the Late collection charge (payable within 7 days of the date of the invoice).</p>

Child's name: _____ DDK Staff Member (print): _____

Parent/guardian name (print and sign): _____ Date: _____

Please circle one: First occurrence [Date: / /] Second/subsequent occurrence [Date: / /]

For second/subsequent occurrence:

Session finish time: _____ Child collected at: _____ Total minutes late*: _____
 *Late collection charges: 1 – 10 mins = \$0 per minute; 11 min + = \$20 per 10 minutes (or part thereof)

DDK FILE COPY

Submit to Fees Box in order for an invoice to be generated. Invoice # _____ Date: _____

Reviewed: July 2016