



## 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](http://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, [fees@denzildonkinder.org.au](mailto:fees@denzildonkinder.org.au), 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](http://www.denzildonkinder.org.au) to view our Fees Policy.