

FEES – FUNDED KINDERGARTEN

QUALITY AREA 7 | ELAA version 1.3



PURPOSE

This policy provides a clear set of guidelines for:

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



POLICY STATEMENT

VALUES

Denzil Don Kindergarten is committed to:

- providing responsible financial management of the service, including establishing fees that will result in a financially viable service, while keeping 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 a kindergarten program for their child(ren)
- maintaining confidentiality in relation to the financial circumstances of parents/guardians
- advising families about program funding, including government support and fees to be paid
- providing equitable access for families eligible for the Kindergarten Fee Subsidy and/or Early Start Kindergarten.

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge and parents/guardians attending Denzil Don Kindergarten.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
Reviewing the current budget to determine fee income requirements	✓	✓			

Developing a fee policy that balances the parent/guardian capacity to pay, with providing a high-quality program and maintaining service viability	√	√			
Implementing and reviewing this policy in consultation with parents/guardians and staff, whilst meeting the requirements of DET's The Kindergarten Funding Guide (<i>refer to Sources</i>)	√	√			
Considering any barriers imposed by fees that may impact families enrolling at Denzil Don Kindergarten and removing those barriers where possible	√	√			
Reviewing the effectiveness of the procedures for late payment and support offered	√	√			
Considering options for payment when affordability is an issue for families	√	√			
Providing communication to families explaining their access to one funded kindergarten program per child, per year.	√	√			
Clearly communicating this policy and payment options to families in a culturally-sensitive way, and in the family's first language if requested and possible	√	√			
Ensuring that this policy is readily accessible at the service (<i>Regulation 171</i>)	√	√			
Providing all parents/guardians with fee information (<i>refer to Attachment 1</i>)	√	√			
Providing all parents/guardians with a statement of fees and charges (<i>refer to samples in Attachments 2 and 3</i>) on enrolment	√	√			
Providing all parents/guardians with a fee payment agreement (<i>refer to samples in Attachments 4 and 5</i>)	√	√			
Ensuring fees are collected	√	√			
Collecting all relevant information and maintaining a record of families entitled to concessions (<i>refer to Definitions</i>)	√	√		√	
Complying with the service's <i>Privacy and Confidentiality Policy</i> regarding financial and other information received, including in relation to the payment/non-payment of fees	√	√			
Notifying parents/guardians a minimum of 14 days prior to proposed changes to the fees charged or the way in which the fees are collected (<i>Regulation 172(2)</i>), and ideally providing one term's notice	√	√			
Promptly addressing any complaints or concerns that have been raised regarding fees at the service	√	√			
Re%ading the Denzil Don Kindergarten Fee information for families (<i>refer to Attachment 1</i>), 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 and/or Early Start Kindergarten, if eligible (refer to Attachment 1).				√	
BOLD tick √ indicates legislation requirement					



BACKGROUND AND LEGISLATION

BACKGROUND

The Department of Education and Training (DET) (refer to Definitions) provides funding for each child enrolled and attending a funded kindergarten program two years before school. Income from other sources, primarily fees, is required to meet the additional costs incurred by the kindergarten 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 (apart from the Acceptance Fee) two years before school.

DET also funds Early Start Kindergarten for three-year-old Aboriginal and Torres Strait Islander children, children from refugee or asylum seeker background 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 kindergarten services have a comprehensive written fees policy which 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 (refer to Definitions) and/or or Early Start Kindergarten (refer to Definitions) arrangements. The fees charged must comply with the Kindergarten Fee Subsidy requirements (refer to Definitions) and/or or Early Start Kindergarten (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

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

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au



DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file available on our website.

Acceptance Fee: secures a place offered in a program at the service. The Acceptance Fee is non-refundable. Families eligible for the Kindergarten Fee Subsidy pay half the Acceptance Fee.

After Kindergarten Care Fee: for attendance at an After Kinder Care (AKC) session. AKC enables families to extend their child's kindergarten hours. Fees are charged as permanent (a term fee) or casually (on a need basis).

Children/families experiencing vulnerability and/or disadvantage (in relation to this policy): children are vulnerable if the capacity of parents/guardians to effectively care, protect and provide for their long-term development and wellbeing is limited. Factors which may contribute to a child experiencing vulnerability include but are not limited to: disability; low income, or families experiencing problems with housing, domestic violence, substance abuse, or mental health; known to child protection; in statutory out-of-home care; Aboriginal and/or Torres Strait Islander, having a culturally and linguistically diverse background; a young or sole parent, or a parent with a disability (adapted from the Kindergarten Funding Guide)

Concession: Commonwealth Government entitlement providing concessions for low-income earners and other eligible people. This includes:

- a Commonwealth Health Care Card or Pensioner Concession Card
- a Department of Veterans Affairs Gold Card or White Card
- Refugee or Asylum Seeker visa (200-204, 786 or 866)
- Bridging visas for any of the above Refugee or Asylum Seeker visas
- Multiple Births (triplets or more)

Early Start Kindergarten (ESK): provides eligible children with 15 hours of free or low-cost kindergarten each week led by a qualified Victorian Institute of Teaching (VIT) registered teacher. ESK is available to children who are at least three years old by 30 April in the year they are enrolled to attend the program and are:

- from a refugee or asylum seeker background, or
- Aboriginal and/or Torres Strait Islander, or
- known to child protection.

These children can also access free year-before-school kindergarten through the ESK Extension Grant regardless of whether they have accessed ESK in the previous year.

Early Start Kindergarten extension grants: provides a free or low cost year-before-school kindergarten program for children:

- not eligible for the Kindergarten Fee Subsidy
- who participated in Access to Early Learning in the previous year or are from a refugee or asylum seeker background, or Aboriginal and/or Torres Strait Islander, or known to child protection. A child is not required to access ESK in the previous year to access the ESK extension grant.

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

High priority families (as defined in the Kindergarten Guide):

- Children at risk of abuse or neglect, including children in Out-of-Home Care
- Aboriginal and/or Torres Strait Islander children
- Asylum seeker and refugee children
- Children eligible for the Kindergarten Fee Subsidy

- A child or parent/guardian holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran’s Affairs Card, or multiple birth children (triplets, quadruplets)
- Children with additional needs, defined as children who:
 - require additional assistance in order to fully participate in the kindergarten program
 - require a combination of services which are individually planned
 - have an identified specific disability or developmental delay

Kindergarten Fee Subsidy (KFS): a state government subsidy paid in addition to per capita grants to subsidise the costs of parent/guardian 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 when parents/guardians are late to collect their child/children from the program (*refer to Attachment 1*)

Merchant Fee: 2.2% processing fee charged by credit card providers.

Waitlist Registration fee: A payment to cover administrative costs associated with the processing a child’s waitlist registration application for a place in a program at the service.



SOURCES AND RELATED POLICIES

SOURCES

- The Kindergarten Funding Guide (Department of Education and Training): www.education.vic.gov.au
- The constitution of Denzil Don Kindergarten

RELATED POLICIES

- Complaints and Grievances
- Delivery and Collection of Children
- Enrolment and Orientation
- Excursions and Service Events
- Inclusion and Equity
- Privacy and Confidentiality



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
- investigating what measures can be taken to reduce any barriers to access the program, especially for vulnerable and disadvantaged children
- 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
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*)



ATTACHMENTS

- Attachment 1: Fee information for families
 - Attachment 2: Statement of Fees and Charges – 3-year-old kindergarten program
 - Attachment 3: Statement of Fees and Charges – 4-year-old kindergarten program
 - Attachment 4: Fee Payment Summary for Families Attending in 2022
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AUTHORISATION

This policy was adopted by the approved provider of Denzil Don Kindergarten on 13/09/2021.

REVIEW DATE: 13 / SEPTEMBER / 2022

ATTACHMENT 1. FEE INFORMATION FOR FAMILIES

1. General information

The Department of Education and Training (DET) (*refer to Definitions*) provides funding for all children enrolled and attending kindergarten in the two years before school as a contribution toward the costs of providing the program. Services meet the balance of costs through 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 two years before school.

DET also provides Early Start Kindergarten funding to assist eligible three-year-old Aboriginal and Torres Strait Islander children, from a refugee or asylum seeker background or children known to Child Protection, to access kindergarten programs.

Denzil Don Kindergarten provides a range of support options to parents/guardians experiencing difficulty with fee payment.

2. How fees are set

As part of the budget development process, the Centre Coordinator and Committee of Management set program fees annually, taking into consideration:

- the financial viability of the service
- the level of government funding provided for the program, including the Kindergarten Fee Subsidy and Early Start Kindergarten
- 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 are only reviewed in extraordinary circumstances, for example, if enrolments drop and the service is at risk of not being able to meet its costs.

3. Other charges

Other fees charged by Denzil Don Kindergarten are included on the Statement of Fees and Charges and include:

Acceptance Fee: to secure a place that has been offered in a program at the service. Families eligible for the kindergarten fee subsidy are required to pay half of the pro-rata acceptance fee to cover annual administration and incursion costs. The 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.

After Kindergarten Care Fee: charged for attendance at an After Kinder Care (AKC) session. AKC enables families to extend their child's kindergarten hours. Fees are charged permanently (a term fee) or casually (on a need basis).

Late collection charge: the Centre Coordinator in consultation with the Committee of Management reserves the right to implement a late collection charge when parent/guardians are frequently late in collecting a child from the service. This charge will be implemented and charged as follows:

- (1) First occurrence: parent/guardian provided 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 filed as proof of issue (refer to Attachment 6).
- (2) Subsequent occurrences: parent/guardian will be provided a copy of Denzil Don Kindergarten's Fees Policy and advised via email of charges incurred, calculated as follows (per child):

(i) 1-10 minutes = \$0 per minute

(ii) 11 minutes onwards = \$20/ 10 minutes (or part thereof) eg: 11-20 minutes late: \$20, 21-30 minutes late: \$40 etc.

A record of the advice will be retained including the fees to be charged. The Coordinator will issue an invoice to the parent/guardian, with payment requested within 7 days of issue.

Merchant Fee: 2.2% processing fee charged by credit card providers and passed onto families.

Waitlist Registration fee: covers the administrative costs associated with processing a child's waitlist registration application for a place in a program at the service.

4. Statement of fees and charges

A statement of fees and charges for 3-year-old and/or 4-year-old kindergarten will be provided to families on enrolment (*refer to Attachment 2 and 3*).

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 appreciated. Fundraising activities are also an opportunity for families to come together.

6. Subsidies

6.1 Kindergarten Fee Subsidy

The Kindergarten Fee Subsidy is provided by DET and enables eligible children to attend 15 hours of 4-year-old kindergarten free of charge (5 hours for 3-year-old). 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*).

A child is eligible for the kindergarten fee subsidy:

- if the child identifies as Aboriginal and/or Torres Strait Islander
- if the child is identified on their birth certificate as being a multiple birth child (triplets or more).

or if your child holds or has a parent or guardian who holds, one of the following:

- a Commonwealth Health Care Card or Pensioner Concession Card
- a Department of Veterans Affairs Gold Card or White Card
- Refugee or Asylum Seeker visa (200-204, 786 or 866)
- Bridging visas for any of the above Refugee or Asylum Seeker visas

If your family or child has a humanitarian or refugee visa listed by the Department of Immigration and Border Protection which is not included in the above list, your child may still be eligible for the kindergarten fee 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 will be sighted by the service on acceptance of a place or prior to commencement in the program. Families are eligible for the Kindergarten Fee Subsidy for the full term in which their concession is valid.

6.2 Early Start Kindergarten

Early Start Kindergarten gives eligible children 15 hours of free or low-cost kindergarten a week for two years before starting school.

To be eligible, the child must be three by 30 April in the year they start kindergarten and meet one of the following criteria:

- be from a refugee or asylum seeker background
- identify as Aboriginal or Torres Strait Islander
- your family has had contact with Child Protection.

Children can also access free or low cost 4-year-old Kindergarten through the Early Start Kindergarten Extension Grant. Contact the service for further information.

7. Payment of fees

The Centre Coordinator supported by 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 include payment options. Term 1 fees must be paid 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 7 days of the child's commencement. Receipts can be provided for all fee payments.

Parents/guardians experiencing difficulty in paying fees are requested to contact the Centre Coordinator 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. Unpaid fees

If fees are not paid by the due date, the following steps are taken:

- An automated reminder invoice will be sent 3 days after late payment.
- If payment is still not received, a reminder email will be sent 7 days later.
- If payment is still not received, the Centre Coordinator will phone the parent/guardians to request payment and offer a payment plan and/or support options. If the family states the invoice will be settled, a due date will be agreed to.
- If payment is not made by the agreed date, the Coordinator will escalate to the Committee of Management who will continue to offer support and reserve the right to employ the services of a debt collector.
- If a decision is made to withdraw the child's place at the service, the parent/guardian will be provided with 14 days' notice via telephone and email.
- No further child enrolments will be accepted from the family until all outstanding fees have been paid.

9. Refund of fees

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 such as a pandemic.

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. Support services

Families experiencing financial hardship often require access to family support services. Information on these services may be available from the kindergarten Coordinator or alternatively, families may contact the local council.

11. Notification of fee changes during the year

Fees set for the year are only reviewed in extraordinary circumstances, for example, if attendance rates fall below the budget 'break even' point. Parent/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

3-year-old kindergarten fee schedule 2022

	Fees (\$) 5-hour program	Fee (\$) 8-hour program	Families eligible for the Kindergarten Fee Subsidy	
			Fees (\$) 5-hour program	Fees (\$) 8-hour program
Acceptance Fee	200	200	100	100
Term 1	175	450	0	275
Term 2	175	450	0	275
Term 3	175	450	0	275
Term 4	175	450	0	275
Total	900	2000	100	1200

Payment of fees

Invoices are issued 2 weeks prior to the end of term with payment required prior to the first session of term. The term 1 invoice is payable prior to the 2022 AGM (held in November/December). All credit card payments will incur a 2.2% merchant fee.

Acceptance Fee

Parent/guardians are required to pay the Acceptance Fee on offer of a place. The fee is non-refundable and retained as an annual contribution to the kindergarten's administration and incursion/excursion costs. The fee is charged prorate as follows (Kindergarten Fee Subsidy fee in brackets):

- Enrolment received before or during term 1: full Acceptance Fee of \$200 (\$100)
- Child(ren) commencing in term 2: Acceptance Fee of \$150 (\$75)
- Child(ren) commencing in term 3: Acceptance Fee of \$100 (\$50)
- Child(ren) commencing in term 4: Acceptance Fee of \$50 (\$25).

Families eligible for the Kindergarten Fee Subsidy are required to pay half of the Acceptance Fee. Families experiencing hardship should discuss any difficulties with the service.

Kindergarten Fee Subsidy

Families who are eligible for the Kindergarten Fee Subsidy (refer to Fee information for families) will not be required to make term fee payments except where the hours attended are outside of the funded kindergarten hours, such is the case with the 8-hour offering for 2022.

Early Start Kindergarten

Families who are eligible for the Early Start Kindergarten (*refer to Fee information for families*) will not be required to make term fee payments.

Children turning 3 between the 1 Jan and 30 April 2022

Children can only commence the program when they have turned 3. Term fees will be charged for the full term to hold a place for the child in the program until they turn 3 and are able to attend.

Late collection charge

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

ATTACHMENT 3. STATEMENT OF FEES AND CHARGES

4-year-old kindergarten fee schedule 2022

	Fees (\$) 15-hours per week	Families eligible for the Kindergarten Fee Subsidy
		Fees (\$)
Acceptance Fee	200	100
Term 1	475	0
Term 2	475	0
Term 3	475	0
Term 4	475	0
Total	2100	100

Payment of fees

Invoices will be issued 2 weeks prior to the end of term with payment required prior to the first session of term. The term 1 invoice is payable prior to the 2022 AGM (held in November/December). All credit card payments will incur a 2.2% merchant fee.

Acceptance Fee

Parents/guardians are required to pay the Acceptance Fee on offer of a place. This payment is non-refundable and retained as your annual contribution to the kindergarten's administration and incursion/excursion costs. The fee is charged prorata (Kindergarten Fee Subsidy amount in brackets):

- Enrolment received before or during term 1: full Acceptance Fee of \$200 (\$100)
- Child(ren) commencing in term 2: Acceptance Fee of \$150 (\$75)
- Child(ren) commencing in term 3: Acceptance Fee of \$100 (\$50)
- Child(ren) commencing in term 4: Acceptance Fee of \$50 (\$25).

Families eligible for the Kindergarten Fee Subsidy are required to pay half of the Acceptance Fee. Families experiencing hardship should discuss any difficulties with the service.

Kindergarten Fee Subsidy

Families who are eligible for the Kindergarten Fee Subsidy (refer to Fee information for families) will not be required to make term fee payments.

Late collection charge

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

ATTACHMENT 4. FEE PAYMENT SUMMARY FOR FAMILIES ATTENDING IN 2022

(adapted from full Fees Policy for 2022)

Why are fees necessary?

The Department of Education and Training (DET) provides per capita funding as a contribution toward the costs of providing a 3-year-old and 4-year-old kindergarten program. The kindergarten meets the balance of costs through fees and fundraising.

In addition, the Kindergarten Fee Subsidy enables eligible families to attend the programs at low cost.

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

Fee Subsidies

The Department of Education and Training provides a *Kindergarten Fee Subsidy* for families who hold a current Commonwealth Health Care/Pensioner Concession Card, Refugee or Asylum Seeker visa (200-204, 786 or 866), Bridging visas for any of the Refugee or Asylum Seeker visas, Department of Veterans' Affairs Gold/White Card or have triplets or quadruplets, attending in the same year, or an Aboriginal/Torres Strait Islander child attending a funded kindergarten program. Supporting documentation must be provided.

Fee structure

Fees (Acceptance and Term) are non-refundable.

The Acceptance Fee is charged pro rata as follows (Kindergarten Fee Subsidy in brackets):

- Full Acceptance Fee is payable for placement offers received before or during Term 1 of \$200 (\$100)
- Children commencing in Term 2 liable for Acceptance Fee of \$150 (\$75)
- Children commencing in Term 3 liable for Acceptance Fee of \$100 (\$50)
- Children commencing in Term 4 liable for Acceptance Fee of \$50 (\$25)

Fees are non-refundable. 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 including a pandemic. Fees are not refundable should a child withdraw from kindergarten part way through term.

Written notice of withdrawal of a child from the kindergarten program is required at least one month in advance.

Payment of accounts

Fees will be invoiced to parent/guardians directly and must be paid by the date indicated on the invoice. Please note; Term 1 fees are payable before the Annual General Meeting (AGM) held in 2021.

If you are experiencing financial hardship, please contact the Centre Coordinator to discuss payment options.

All credit card payments will incur the 2.2% merchant fee.

Unpaid fees

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

- An automated reminder three days after due date.
- If payment is not received and no attempt is made to contact the Centre Coordinator, the parent/guardian will be emailed by the Centre Coordinator and asked to pay as soon as possible.
- If payment is still not made, the Centre Coordinator will phone the family to discuss alternative payment options including developing an agreed payment plan.
- If the parents/guardians fail to make a payment as per the agreed plan, a final reminder 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 end of each kindergarten session, Failure to do so may result in families incurring a Late collection charge. Please refer to the Fees Policy for further information regarding Late Collection charges.

Child Absences

Fees are required to maintain a kindergarten place if the child is absent for any reason, including personal choice, holidays, illness and events outside the kindergarten's control including a pandemic.

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 7 working days of the child's commencement date.

For children commencing mid-year, fees will be invoiced for that Term as follows:

- FULL TERM FEE for children commencing within the first four weeks of term
- TWO THIRDS OF TERM FEE for children commencing between week five and eight of term
- ONE THIRD OF TERM FEE for children commencing from week nine onwards.

Other Costs

Optional costs arise during the year. They may include fundraising efforts, events, merchandise etc. These activities are not compulsory and will only incur a cost if families wish to participate.

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