

# DENZIL DON KINDERGARTEN

## FEES POLICY

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Mandatory – Quality Area 7

### PURPOSE

This policy will provide clear guidelines for:

- the setting, payment and collection of fees
- ensuring the viability of 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 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 Denzil Don 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.

**After Kindergarten Care Fee:** A charge for attendance at an After Kinder Care session. Fees can be charged as permanent (a term fee) or casually (on a needs basis).

**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. It does not apply to Playgroup.

**Early Start Kindergarten:** A funding program that enables 3-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](http://www.education.vic.gov.au)

**Enrolment Registration 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](http://www.humanservices.gov.au)

**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).

**Merchant Fee:** processing fee charged by credit card providers.

**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](http://www.education.vic.gov.au)
- The constitution of [Service Name]

### 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 Persons 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 Denzil Don 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
- ensuring a notice outlining fees charged by the service is displayed prominently in the main entrance of Denzil Don Kindergarten.

### The Centre Coordinator and Nominated Supervisor are 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 Denzil Don 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 not less than 14 days before any proposed changes to the fees charged, or to 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.

**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
- assisting the Approved Provider, as required, in sighting supporting documentation for access to the Kindergarten Fee Subsidy and in collecting all relevant information and maintaining relevant documents regarding those with entitlement to concessions, where applicable.

**Parents/guardians are responsible for:**

- reading the Denzil Don 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)
- 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)) 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
- Attachment 3: Fee Payment Agreement – 4-year-old (funded) kindergarten program
- Attachment 4: Fee Payment Agreement – 3-year-old kindergarten program
- Attachment 5: Fee Policy Summary
- Attachment 6: Late Collection Charge

## **AUTHORISATION**

This policy was adopted by the Approved Provider of Denzil Don Kindergarten on **28 July 2020**.

**REVIEW DATE:** 28 JULY 2020

# ATTACHMENT 1

## Fee information for families

### Denzil Don Kindergarten 2021

#### 1. Why are fees necessary?

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.

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 Funding Guide* (Department of Education and Training) available from the DET website: [www.education.vic.gov.au](http://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 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.
- **After Kindergarten Care Casual Fee:** A fee charged for a child attending a casual session of After Kindergarten Care (AKC).
- **After Kindergarten Care Permanent Fee:** A term fee charged for a child attending a casual session of After Kindergarten Care (AKC). Permanent AKC fees are paid upfront, in full and in advance.
- **Enrolment Registration 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:** 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 (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 their kindergarten session. Failure to do so may result in 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 issued a copy of Denzil Don Kindergarten's Fees Policy (excerpt relating to Late collection charge). The excerpt will be copied, dated and filed with the child's enrolment paperwork as proof of issue (refer to Attachment 6).
  - (2) Second (or subsequent) occurrence: parent / guardian will be issued a copy of Denzil Don Kindergarten's Fees Policy (excerpt relating to Late collection charge) and advised of charges incurred. The late collection fee will be calculated as follows (per child):
    - (i) 1-10 minutes = \$0 per minute
    - (ii) 11 minutes onwards = \$20 per 10 minutes (or part thereof) eg: 11-20 minutes late = \$20, 21-30 minutes late = \$40, 31-40 minutes late = \$60

The excerpt will be copied, dated and filed with the child's enrolment paperwork as a record of issue. The excerpt will detail the fees that will be charged (refer to Attachment 6). The Centre Coordinator will issue an invoice to the parent / guardian for the Late Collection Fee (payable within 7 days of invoice issue).

#### 4. Statement of fees and charges

A statement of fees and charges for four-year-old kindergarten, three-year-old kindergarten or Playgroup 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 appreciated. Fundraising activities are also an opportunity for families and the kinder community 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.

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.

## 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. Invoices 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 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. 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. An initial reminder email will be sent to the parents/guardians 1 working day after the due date stating that fees are overdue and granting a further 5 working days for payment. A copy of the current fees policy summary (see Attachment 5) will be included. If contact is made in person or by telephone, a written record of the conversation will be made, and a copy sent to the parents/guardians if requested, and a copy filed.
2. If payment is not received by the extended date, the parents/guardians will be contacted via telephone to discuss and develop a payment plan. A written record of the conversation, the outcome and any agreed payment plan will be made and sent to parents/guardians and a copy filed.
3. Failure to discuss the overdue fees, reach a resolution, and /or pay the outstanding fees will result in a letter being sent to the parents/guardians by registered mail. The letter will request full payment of all outstanding fees within 10 working days, or attendance at a meeting to discuss alternative payment options (as per step 2).
4. If the parents/guardians continue with non-payment, the Centre Coordinator will continue to liaise with the parents/guardians offering support and assistance as appropriate.
5. As a last resort, if fees remain outstanding, the Committee of Management may at its discretion, decide to withdraw the child's place at the centre. If this decision is made, the parents/guardians will be provided 14 days' notice via registered mail.
6. No further enrolments of any child from the parents/guardians will be accepted until all outstanding fees are paid.

The Centre Coordinator 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 Centre Coordinator to fulfil their role.

The Committee of Management 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.

## 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 (and fee deposit, where appropriate) 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. 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. Withdrawal of a child**

Notice of withdrawal of a child from the kindergarten must be provided in writing at least one month prior to the commencement of the term.

### **12. Late Enrolments**

Children enrolling after the commencement of a Term may begin the program immediately. An invoice for Term Fees will be issued and must be paid in full within 10 working days of the child's commencement date. For children commencing mid-term, fees will be invoiced for that term as follows:

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

Pro rata fees 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.

### **13. 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.

### **14. 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



### Denzil Don Kindergarten

#### 2021 Kindergarten Fee schedule 2021

	4 year old (funded) kindergarten	3 year old (non-funded) kindergarten		Families eligible for early start kindergarten or the kindergarten fee subsidy
Hours per week	<b>15 hours</b>	<b>6 hours</b>	<b>5 hours</b>	
Fee	Cost (\$)	Cost (\$)	Cost (\$)	Cost (\$)
Acceptance Fee	\$200.00	\$200.00	\$200.00	\$200.00
Term 1	\$470.00	\$540.00	\$450.00	
Term 2	\$470.00	\$540.00	\$450.00	
Term 3	\$470.00	\$540.00	\$450.00	
Term 4	\$470.00	\$540.00	\$450.00	
Total	\$2080.00	\$2360.00	\$2000.00	\$200.00

#### Payment of fees

Invoices will be issued **2 weeks prior to the end of the current term** and must be paid by the first session of the new term. All credit card payments will incur a 2.2% merchant fee.

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

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

The Acceptance fee is not payable for Playgroup families.

#### 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 once they have turned three.

#### 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.

**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.**

**Late collection charge**

The 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 Fee Payment Agreement

### 2021 Four-year-old (funded) kindergarten program (now provided online)

(Adapted and sent as an online form within the Letter of Acceptance)

#### 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 Centre Coordinator to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the centres Fee Policy Summary, which sets out the procedure for fee payment.
- I/we agree to pay any Late Collection Fee within 7 days of the date of the invoice as outlined in the *Fee Information for Families*.
- 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 a child in the same year.

#### Kindergarten Fee Subsidy

Please tick if your child is eligible for one of the following concessions:

<input type="checkbox"/>	Aboriginal/Torres Strait Islander Child	<input type="checkbox"/>	Triplets or Quadruplets attending in the same year
<input type="checkbox"/>	Commonwealth Health Care Card	<input type="checkbox"/>	Refugee or Asylum Seeker visa inc. bridging (200-204, 786 or 866)
<input type="checkbox"/>	Commonwealth Pensioner Card	<input type="checkbox"/>	Department of Veterans Affairs Gold Card or White Card

If your family or child has a humanitarian or refugee visa listed by the Department of Immigration and Border Protection not included in this list, your child may still be eligible for the kindergarten fee subsidy. Please speak to us for more information.

Except in the case of an Aboriginal or Torres Strait Islander child, supporting documentation will need to be sighted on commencement at Denzil Don Kindergarten by the Centre Coordinator.

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

\_\_\_\_\_  
Date

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

## ATTACHMENT 4 Fee Payment Agreement

### 2021 Three-year-old kindergarten program (now provided online)

(Adapted and sent as an online form within the Letter of Acceptance)

#### 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 understand that 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 Policy Summary* which could result in the cancellation of my child's place at the kindergarten.
- 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 Centre Coordinator to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the centre's *Fee Policy Summary*, which outlines the procedures for payment of fees.
- I/we agree to pay any Late Collection Charge within 7 days of the date of the invoice.

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

\_\_\_\_\_  
Date

Note: invoices, receipts and collection of fees will be in accordance with the Denzil Don 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

# ATTACHMENT 5 FEES POLICY SUMMARY



## FEES POLICY SUMMARY FOR FAMILIES ATTENDING IN 2021

(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 or Playgroup.

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

### Fee Subsidies

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 have a current Commonwealth Health Care Card/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 or 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 for this subsidy must be provided to the Denzil Don Kindergarten Centre Coordinator.

### 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 \$200
- Children commencing in Term 2 liable for Acceptance Fee of \$150
- Children commencing in Term 3 liable for Acceptance Fee of \$100
- Children commencing in Term 4 liable for Acceptance Fee of \$50
- There is no Acceptance fee payable for Playgroup

There are 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 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 parents/guardians directly and must be paid by the date indicated on the invoice. The invoice will include payment instructions. Please note; Term 1 fees are payable by the Annual General Meeting held the year prior. 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 by:

- An initial reminder email stating fees are overdue and giving ten working days for payment. The email will include a copy of the current fees policy summary.
- If payment is not received by the specified date and no attempt was made to contact the Centre Coordinator, the parents/guardian will be telephoned to discuss alternative payment options and 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 end of each kindergarten session, 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 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.

### 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 10 working days of the child's commencement date.

For children commencing mid-term, 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 in them.

Please visit [www.denzildonkinder.org.au](http://www.denzildonkinder.org.au) to view our Fees Policy.

# 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"> <li>• 1 – 10 mins = \$0 per minute</li> <li>• 11 min + = \$20 per 10 minutes (or part thereof) e.g. 11-20 minutes late = \$20; 21-30 minutes late = \$40; 31-40 minutes late = \$60</li> </ul> <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:

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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