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## 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 **Lilian Cannam Kindergarten** by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by **Lilian Cannam Kindergarten**

### POLICY STATEMENT

#### 1. VALUES

**Lilian Cannam 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, Nominated Supervisor, Certified Supervisor, educators and parents/guardians with an enrolled child, or who wish to enrol a child at **Lilian Cannam Kindergarten**.

#### 3. BACKGROUND AND LEGISLATION

##### Background

The Department of Education and Early Childhood Development (DEECD) 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.

DEECD 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*).

DEECD 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)
- *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*, 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.

**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.humanservices.gov.au/customer/services/centrelink/child-care-benefit](http://www.humanservices.gov.au/customer/services/centrelink/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.humanservices.gov.au/customer/services/centrelink/child-care-benefit](http://www.humanservices.gov.au/customer/services/centrelink/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/about/programs/learningdev/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.

**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*).

**Extended Hours Program Fees:** Fees for the extended hours program which runs before and after a child's kindergarten sessions.

**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/customer/services/centrelink/health-care-card](http://www.humanservices.gov.au/customer/services/centrelink/health-care-card)

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

**Kindergarten Fee Subsidy (KFS):** A state government subsidy paid 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, eligibility requirements and a calculator, are available in *The Kindergarten Guide* (refer to *Sources*).

**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 1 - Fee information for families).

**Other medical costs:** A charge that may be imposed by the Committee of Management to recover from the parent/guardian the cost of medical expenses incurred as a result of injury, trauma, illness or medical emergency occurring to a child attending the kindergarten.

**Participation Levy:** A charge that may be imposed on members severally in Term 1, and refunded in Term 4 of the year of imposition subject to participation in policy review, fundraising, maintenance or other activities to the benefit of the kindergarten in the sole discretion of the Committee of Management.

**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.humanservices.gov.au/customer/services/centrelink/child-care-benefit](http://www.humanservices.gov.au/customer/services/centrelink/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* (Department of Education and Early Childhood Development) is available under *early childhood / service providers* on the DEECD website: [www.education.vic.gov.au](http://www.education.vic.gov.au) )
- The constitution of Lilian Cannam 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*
- *Incident, Injury, Trauma and Illness 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 DEECD'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 Lilian Cannam 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 1)
- providing all parents/guardians with a statement of fees and charges (Attachments 2 and 3) 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 contract for payment of fees (refer Attachment 4)

- collecting all fees and receipting upon request
- 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 Lilian Cannam 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 DEECD's *The Kindergarten Guide* (refer to *Sources*)
- considering any issues regarding fees that may be a barrier to families enrolling at Lilian Cannam 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 1)
- providing all parents/guardians with a statement of fees and charges (refer Attachments 2 and 3) upon enrolment of their child, and ensure that the *Fees Policy* is readily accessible at the service
- providing all parents/guardians with a contract for payment of fees (refer Attachment 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 Lilian Cannam Kindergarten.

**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 Lilian Cannam Kindergarten Fee information for families (refer to Attachment 1), the contract for payment of fees (refer Attachment 4) and the Statement of Fees and Charges (refer to Attachments 2 and 3)
- signing and complying with the contract for payment of fees (refer Attachment 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).

## **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 - Four-year-old (funded) kindergarten program
- Attachment 3: Statement of Fees and Charges - Fee schedule - Three-year-old kindergarten program
- Attachment 4: Contract for Payment of Fees

## **AUTHORISATION**

This policy was adopted by the Approved Provider of **Lilian Cannam Kindergarten** on 18<sup>th</sup> September 2017.

Review date:      SEPTEMBER 2018

## **Lilian Cannam Kindergarten**

### **1. Why fees are necessary**

The Department of Education and Early Childhood Development (DEECD) 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.

DEECD 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.

DEECD 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.

Lilian Cannam 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 *The Kindergarten Guide*: (Department of Education and Early Childhood Development) available under *early childhood / service providers* on the DEECD website: [www.education.vic.gov.au](http://www.education.vic.gov.au))

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 Lilian Cannam Kindergarten are included on the Statement of Fees and Charges (refer to attachment 2 and 3: Statement of fees and charges). These include:

- **Enrolment Application fee:** A non-refundable payment to cover administrative costs associated with processing the child's enrolment application for a place in a program at the service.
- **Kindergarten fee deposit:** This payment secures a child's place at the service and is payable on acceptance of enrolment. The deposit is non refundable, but is retained as part payment on term fees. Families experiencing hardship should also discuss any difficulties with the service.
- **Participation Levy:** Lilian Cannam Kindergarten is a community run centre. The Committee of Management therefore reserve the right to charge an upfront participation levy to families payable with Term 1 fees. This participation levy will be refunded to families in term 4 (via a reduction to term 4 fees, or a direct refund if participation requirements are met post payment of Term 4 fees) where they have actively supported the running of the kindergarten on a volunteer basis. Participation that counts towards this includes;
  - being a member of a committee,
  - being a member of a sub-committee
  - being a class representative
  - Providing support to the committee on TWO occasions per year.
  - The activities that each count toward ONE occasion of support to the committee include, but are not limited to; responding to requests for volunteers to assist on open days or family information evenings, manning fundraising activities such as bbq's or stalls, participating in working bees and reviewing two policies for the Committee

Note: Assisting during class time, providing food for fundraising or attending incursions or excursions are excluded

- **Extended Hours Program Fees:** Fees for the extended hours program which runs before and after a child's kindergarten sessions. These fees are charged by the hour and invoiced monthly via direct debit based on hours attended that month. A signed direct debit authority must be provided prior to utilisation of this service. Extended hours fee will be charged for a minimum attendance of 1 hour, and charged by the hour for every hour thereafter.
- **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 from the service. This charge will be set at a level determined by the Committee of Management.
- **Medical costs:** The Committee of Management reserves the right to recover from the parent/guardian the cost of medical expenses (including ambulance costs) incurred as a result of injury, trauma, illness or medical emergency occurring to a child attending the kindergarten.

#### **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 ('Statement of fees and charges').

#### **5. Fundraising**

Not all service costs are covered by DEECD 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 DEECD 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 or White Card holders
- Bridging Visas A-E
- Refugee Visa (subclass) 200
- In-country Special Humanitarian visa (subclass 201)
- Global Special Humanitarian visa (subclass 202)
- Temporary Humanitarian Concern visa (subclass 786)
- Protection visa (subclass 866)
- Emergency Rescue visa (subclass 203)
- Woman at risk visa (subclass 204)
- ImmiCard
- 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 fee subsidy**

Three-year-old Aboriginal and Torres Strait Islander children and children known to Child Protection are eligible to attend a funded early childhood program that is planned and delivered by a qualified early childhood teacher free of charge. The service receives funding for children who meet the eligibility criteria. Contact the service for further information.



### 6.3. 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. Lilian Cannam 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 Department of Human Services and may include care given by kindergarten staff.

The amount payable is set by the Australian Government. Further details are available at: [www.humanservices.gov.au/customer/themes/families](http://www.humanservices.gov.au/customer/themes/families), or telephone 136 150.

## 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 and participation levy must be received in full prior to the child commencing at the service. For children enrolled after the commencement of a term, a pro rata invoice will be issued and must be paid in full prior to commencement at the service. Receipts will be provided on request.

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

## 8. Unpaid fees

A general email reminder will be sent to all members prior to the invoice due date.

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

- An initial reminder email will be sent to parents/guardians confirming payment date, and requesting contact be made with the office to discuss individual circumstances and options available.
- Where payment is still not received upon commencement of the term an email will be sent with overdue invoice attached including specified payment date, and requesting contact be made to discuss individual circumstances, options available and establish a payment plan if required.
- Continued non-payment in the absence of an agreed payment plan after 10 days (unless a different period of time is agreed by the committee) will result in a communication notifying parents/guardians that the child's place at the service will be withdrawn unless payment is made or a payment plan is entered into within a specified period of time as determined by the committee.
- The Committee of Management will continue to offer support and will 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 parents/guardians will be provided with 14 days' notice in writing.

## 9. Refund of fees

If a family becomes eligible for the Kindergarten Fee Subsidy during a term, a full refund of the applicable term fees (and fee deposit, where appropriate) will be provided (assuming a full offsetting subsidy is received). 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 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 from the program**

Families that no longer require their child's place at Lilian Cannam Kindergarten must provide **not less than** one term's notice in writing to the Director/Co-ordinator of the Kindergarten. **If requisite notice is not provided, one full term's fees are payable.** The Participation levy will be refunded if notice for withdrawal from the program is received in the term in which the Participation Levy was charged.

#### **11. 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.

#### **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. If your service does not already have this information a good place to start is with your local council.

#### **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.



## Statement of Fees and Charges

### Fee schedule 2018

#### Four-year-old (funded) kindergarten

	4yr old Morning Program (21 hours per week)		4yr old Afternoon Program (18 hours per week)	
	Fees (\$)	Families eligible for the Kindergarten Fee Subsidy *Fees (\$)	Fees (\$)	Families eligible for the Kindergarten Fee Subsidy *Fees (\$)
Kindergarten fee deposit	\$ 250	\$ 250	\$ 250	\$ 250
Term 1	\$1,275	\$ 365	\$ 1,090	\$ 182
Term 2	\$1,275	\$ 365	\$ 1,090	\$ 182
Term 3	\$1,275	\$ 365	\$ 1,090	\$ 182
Term 4	\$1,275	\$ 365	\$ 1,090	\$ 182
<b>Total</b>	<b>\$5,100</b>	<b>\$1,460</b>	<b>\$ 4,360</b>	<b>\$ 728</b>

\* Where the City of Port Phillip provides a low-income subsidy it will be passed directly to the family.

#### Payment of fees

Invoices will be issued 4 weeks prior to the end of the previous term and must be paid by the due date.

#### Payment Schedule

Term 1 Fees and participation levy due in October of the year prior to commencement

Term 2, 3 & 4 Fees due 3 weeks prior to the commencement of term

#### Other Charges

For full information on the following other charges please refer to Fee information for families (Attachment 1)

<b>Enrolment Application fee:</b>	Non refundable payment of \$50
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<b>Kindergarten fee deposit:</b>	Non refundable fee deposit of \$250
<b>Participation Levy:</b>	Committee of Management reserves the right to charge \$350 payable with Term 1 fees. (Refundable with 2 participation points.)
<b>Extended Hours Program Fees: Before 8.30-9.15am</b>	Fee of \$9 per 45minute session.
<b>Extended Hours Program Fees: After 12.00-5.30pm</b>	Fee of \$12 per hour. Minimum 1 hour attendance, and charged by the hour for every hour thereafter
<b>Medical Costs</b>	Committee of Management reserves the right to recover the cost of medical expenses (including ambulance incurred as a result of injury, trauma, illness or medical emergency occurring to a child attending the kindergarten.
<b>Late collection charge:</b>	Committee of Management reserves the right to implement a late collection charge of \$12 per minute (or part thereof) per child for every minute after 5.30pm the child/children are in the care of the kindergarten



**Statement of Fees and Charges**  
**Fee schedule 2018**  
**Three-year-old kindergarten**

	3yr old Morning & Afternoon Programs (9 hours per week)
	Fees (\$)
Kindergarten fee deposit	\$ 250
Term 1	\$ 860
Term 2	\$ 860
Term 3	\$ 860
Term 4	\$ 860
<b>Total</b>	<b>\$3,440</b>

**Payment of fees**

Invoices will be issued 4 weeks prior to the end of the previous term and must be paid by the due date.

**Payment Schedule:**

Term 1                      Fees and participation levy due in October of the year prior to commencement

Term 2, 3 & 4              Fees due 3 weeks prior to the commencement of term

**Other Charges**

For full information on the following other charges please refer to Fee information for families (Attachment 1)

<b>Enrolment Application fee:</b>	Non refundable payment of \$50
<b>Kindergarten fee deposit:</b>	Non refundable fee deposit of \$250
<b>Participation Levy:</b>	Committee of Management reserves the right to charge \$350 payable with Term 1 fees. (Refundable with 2 participation points.)
<b>Extended Hours Program Fees: Before 8.30-9.15am</b>	Fee of \$9 per 45minute session.

<b>Extended Hours Program Fees: After 12.00-5.30pm</b>	Fee of \$12 per hour. Minimum 1 hour attendance, and charged by the hour for every hour thereafter
<b>Medical Costs</b>	Committee of Management reserves the right to recover the cost of medical expenses (including ambulance incurred as a result of injury, trauma, illness or medical emergency occurring to a child attending the kindergarten.
<b>Late collection charge:</b>	Committee of Management reserves the right to implement a late collection charge of \$12 per minute (or part thereof) per child for every minute after 5.30pm the child/children are in the care of the kindergarten

#### **Early Start Kindergarten fee subsidy**

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

#### **Children turning three during the year**

Full payment from the first day of Term 1 is required if a place is to be reserved for a child in the three-year-old kindergarten program. Children can only commence the program when they have turned three.

## ATTACHMENT 4

### CONTRACT FOR PAYMENT OF FEES TO LILIAN CANNAM KINDERGARTEN

Please complete this form in block letters.

Name of Child \_\_\_\_\_

I/We \_\_\_\_\_

(Parent 1)

(Parent 2)

1. Agree to pay a non-refundable fee of \$\_\_\_\_\_ per term for \_\_\_\_\_ hours of Kindergarten each week subject to the Kindergarten's policies and State Government Regulations (refer to Fee table overleaf).
2. Acknowledge that the four year old Kindergarten program is partly funded by the State Government and partly by fees paid by parents / guardians of children attending the Kindergarten.
3. Acknowledge that the three year old Kindergarten program is not funded by the State Government and that the Kindergarten cannot operate without fees paid by parents / guardians of children attending the Kindergarten (unless a child is eligible for the Early Start Kindergarten fee subsidy - refer to Fees Policy).
4. Acknowledge that if I/we meet the criteria are entitled to obtain the Kindergarten Fee Subsidy for the four year old program (refer to Fees Policy).
5. Agree to pay each term's fees in advance of the term and within fourteen days of the invoice / statement date, being the 'Due Date' (or as otherwise agreed with the President and Committee of Management).
6. Acknowledge that if fees are not paid by the Due Date, the Committee of Management will implement the late payment of fees procedure as outlined in the Fees Policy (Unpaid Fees), which could result in the withdrawal of my/our child's place at the Kindergarten.
7. Understand the charges associated with children attendance at the kindergarten as per table below and agree to pay them (noting those in addition to term fees) when applicable..
8. Agree that if our financial circumstances change and we anticipate that we may be unable to pay as agreed, we will immediately notify the Treasurer of the Committee of Management to discuss alternative payment arrangements.
9. Acknowledge that the Kindergarten is not obliged to accommodate a request for alternative payment arrangements.
10. Agree that fees remain payable in times of absence (for whatever reason). In the event of an absence in excess of one term, fees are payable in advance at the commencement of the absence, or the child's place will be forfeited.
11. Agree to provide **not less than** one term's notice in writing to the Director of the Kindergarten if I/ we no longer require our child's place at the Kindergarten. **If requisite notice is not provided, one full term's fees are payable.**
12. Acknowledge that the fees list set out overleaf are liable to be changed. The Kindergarten will give not less than 14 days notice of change of fees.
13. Acknowledge that the Kindergarten may be required to charge additional levies in addition to the Participation Levy if parents cannot support working bees and to fulfil any shortfalls in funding.
14. Acknowledge Fees policy has been reviewed and agree to terms within. A copy of the Fees Policy is available from the Lilian Cannam website - <http://www.liliancannamkindergarten.org.au>

Signed:

(Parent 1)

(Parent 2)

(Both signatures please)

(Both signatures please)

Name:

(Parent 1)

(Parent 2)

(BLOCK LETTERS)

(BLOCK LETTERS)

Date: (Parent 1)

(Parent 2)

TABLE OF FEES



The following table sets out our session times and associated fees for **2016**.

<b>GROUP</b>	<b>Wattle</b>	<b>Waratah</b>	<b>Eucalypt</b>	<b>Blue Gum</b>
	<b>3yr old Morning</b>	<b>3yr old Afternoon</b>	<b>4yr old Morning</b>	<b>4yr old Afternoon</b>
<b>TIMES</b>	Mon, Thurs, Fri 9.15am -12.15pm	Mon, Thurs, Fri 1:15pm - 4:15pm	Mon, Thurs, Fri 9.15am -12.15pm Tues, Weds 9.15am - 3.15pm	Mon, Thurs 1.15 pm - 4.15 pm Tues, Weds 9.15am - 3.15pm
<b>HOURS</b>	9 hours	9 hours	21 hours	18 hours
<b>FEES</b>	\$860 per term	\$860 per term	\$1275 per term	\$1090 per term

<b>Enrolment Application fee:</b>	Non refundable payment of \$50
<b>Kindergarten fee deposit:</b>	Non refundable fee deposit of \$250
<b>Participation Levy:</b>	Committee of Management reserves the right to charge \$350 payable with Term 1 fees. (Refundable with 2 participation points.)
<b>Extended Hours Program Fees: Before 8.30-9.15am</b>	Fee of \$9 per 45minute session.
<b>Extended Hours Program Fees: After 12.00-5.30pm</b>	Fee of \$12 per hour. Minimum 1 hour attendance, and charged by the hour for every hour thereafter
<b>Medical Costs</b>	Committee of Management reserves the right to recover the cost of medical expenses (including ambulance incurred as a result of injury, trauma, illness or medical emergency occurring to a child attending the kindergarten.
<b>Late collection charge:</b>	Committee of Management reserves the right to implement a late collection charge of \$12 per minute (or part thereof) per child for every minute after 5.30pm the child/children are in the care of the kindergarten

Note: parents / guardians are encouraged to refer to Lilian Cannam Kindergarten Fee Policy and in particular *Attachment 1 Fee information for families* for fee and charges background information.