



## 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 **Sunnyside Kindergarten Association, Inc.** , by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by **Sunnyside Kindergarten Association, Inc.** .

### POLICY STATEMENT

#### 1. VALUES

**Sunnyside Kindergarten Association, Inc.** 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 **Sunnyside Kindergarten Association, Inc.** .

#### 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*).

DET 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, 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 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.

**Approved care:** Approved child care services, such as long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services, which have Australian Government approval to pass on Child Care Benefit (refer to *Definitions*) as a reduction in child care fees: [www.humanservices.gov.au](http://www.humanservices.gov.au) (Note: There will be changes to child care assistance from 2 July 2018. More information about the New Child Care Package can be found at: [www.education.gov.au](http://www.education.gov.au))

**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 up to 15 hours per week. Details are available at: [www.education.vic.gov.au](http://www.education.vic.gov.au)

**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*).

**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 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 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).

**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 **Sunnyside Kindergarten Association, Inc.**

### 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 Person 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 **Sunnyside Kindergarten Association, Inc.** 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.

**The Nominated Supervisor and Person in Day-to-Day Charge is 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 **Sunnyside Kindergarten Association, Inc.** 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 within 14 days of any proposed changes to the fees charged or the way in which the fees are collected.

**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.

**Parents/guardians are responsible for:**

- reading the **Sunnyside Kindergarten Association, Inc.** 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).

## 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 – Four-year-old (funded) kindergarten program
- Attachment 3: Statement of Fees and Charges – Fee schedule – Three-year-old kindergarten program
- Attachment 4: Fee Payment Agreement – Four-year-old (funded) kindergarten program
- Attachment 5: Fee Payment Agreement – Three-year-old kindergarten program

## **AUTHORISATION**

This policy was adopted by the Approved Provider of **Sunnyside Kindergarten Association, Inc.** on **25 March 2020**.

**REVIEW DATE:** 25/03/2021

## ATTACHMENT 1

### Fee information for families

#### Sunnyside Kindergarten Association, Inc. 2020

##### 1. General information

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.

**Sunnyside Kindergarten Association, Inc.** 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 **Sunnyside Kindergarten Association, Inc.** are included on the Statement of Fees and Charges. These include:

- **Kindergarten fee deposit:** This payment secures a child's place at the service and is payable on acceptance of enrolment. The deposit is retained as part payment on term fees. Families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the deposit. Families experiencing hardship should discuss any difficulties with 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*).
- **Refundable levy:** The participation of parents/guardians is encouraged by the service and can help to keep costs more affordable. As not all families are able to assist at the service, a refundable levy system has been introduced to replace volunteering or fundraising activities. Payment will be refunded to parents/guardians on participation in specified activities which may include working bees, maintenance and gardening etc. Eligible concession card holders will not be required to pay

this levy. The levy is not intended to be a barrier to participation and families experiencing difficulties should discuss this with the service.

- **Non-refundable levy:** This levy is retained by the service and is included in the total fees charged by the service.
- **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 from the service. This charge will be set at a level determined by the Committee of Management.

#### **4. Statement of fees and charges**

A statement of fees and charges for four-year-old or three-year-old kindergarten will be provided to families on enrolment.

#### **5. Fundraising**

Not all service costs are covered by DET per capita funding and the fees charged. Fundraising is undertaken to meet the balance and/or pay for additional items for the service. While participation in fundraising is voluntary, the support of every family is encouraged. Fundraising activities are also an opportunity for families and communities to come together.

#### **6. Subsidies**

##### **6.1 Kindergarten Fee Subsidy (four-year-old programs only)**

The Kindergarten Fee Subsidy is provided by DET and enables eligible children to attend 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.

Exclusions and exceptions: Not available for long day care services in receipt of Commonwealth Child Care Benefit.

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. For children enrolled after the commencement of a term, a pro rata invoice will be issued and must be paid in full within 14 days of the child's commencement at the service. Receipts will be provided for all fee payments.

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**

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

- An initial reminder letter will be sent to parents/guardians with a specified payment date, and will include information on a range of support options available for the family.
- Where payment is still not received, families will be invited to attend a meeting to discuss the range of support options available and establish a payment plan.
- Failure to attend the meeting and continued non-payment may result in a second and final letter notifying parents/guardians that the child's place at the service may be withdrawn unless payment is made or a payment plan is entered into within a specified period of time. This letter will also include information on a range of support options available for the family.
- 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.
- No further enrolments of children from the parents/guardians will be accepted until all outstanding fees have been paid.

## **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. 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. 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. 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.

## **12. 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**

**Sunnyside Kindergarten Association, Inc.**

**Fee schedule 2020**

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

**BLUE GROUP: 3 days per week (18.75 hours)**

	Fees (\$)	Other charges (\$)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	200 (refunded in Term 4)			200 (refunded in Term 4)		
Per Term (4 Terms)	865	Extended Care (Optional) \$450 to \$500 per term  Maintenance: \$200 if you have not adhered to the working bee policy	3,460	0	Maintenance: Waived.	
<b>Total</b>	<b>3,460</b>			<b>0</b>		<b>0</b>

**YELLOW GROUP: 3 days per week (19.5 hours)**

	Fees (\$)	Other charges (\$)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	200 (refunded in Term 4)			200 (refunded in Term 4)		
Per Term (4 terms)	895	Extended Care (Optional) \$450 to \$500 per term  Maintenance: \$200 if you have not adhered to the working bee policy	3,580	0	Maintenance: Waived.	
Total	3,580			0		

**Payment of fees**

Invoices will be issued and must be paid by the due date.

**Kindergarten fee deposit**

Parents/guardians are required to pay the fee deposit on offer of a place. This payment is retained and deducted from term fees. Payment will secure the child’s place in the four-year-old (funded) kindergarten program.

**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.

**Maintenance Fees.**

If your child is in our four year old program, you will be required to attend two working bees. You will be charged a \$100 levy in Term 2 and a \$100 levy in Term 4 that will be retained if you have not attended two working bees by Term 4. If your child is in our three year old program they will be required to attend one working bee. You will be charged a \$100 levy in Term 2 if you have not attended a working bee, if you have you will not be charged if by term 4 you have completed your required number of working bees you will be refunded.

For those families with more than one child attending Sunnyside in any year, a maximum of TWO working bees per year will need to be completed in order to be eligible for a Working Bee Levy Refund.



**ATTACHMENT 3  
Statement of Fees and Charges**

**Sunnyside Kindergarten Association, Inc.**

**Fee schedule 2019**

**Three-year-old kindergarten**

**RED GROUP: 1 day (6.25 hours per week)**

	Fees (\$)	Other charges (\$)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	200 (refunded in Term 4)	N/A		200 (refunded in Term 4)		
Per Term (4 terms)	600	Maintenance: \$100 if you have not adhered to the working bee policy	2400	0	Maintenance: Waived	
Total	2,400			0		

**GREEN GROUP: 2 days (13 hours per week)**

	Fees (\$)	Other charges (\$)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	200 (refunded in Term 4)	0		200 (refunded in Term 4)	0	0
Per Term (4 terms)	1,250	Maintenance: \$100 if you have not adhered to the working bee policy	5,000	0	Maintenance: Waived	0
Total	5,000	0		0	0	0

**Payment of fees**

Invoices will be issued and must be paid by the due date.

**Kindergarten fee deposit**

Parents/guardians are required to pay the fee deposit on offer of a place. This payment is retained and deducted from term fees. Payment will secure the child’s place in the three-year-old kindergarten program.

**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.

**Payment of fees**

Invoices will be issued and must be paid via QIKKIDS system.

**Kindergarten fee deposit**

Parents/guardians are required to pay the fee deposit on offer of a place. This payment is retained and deducted from term **four** fees. Payment will secure the child’s place in the four-year-old (funded) kindergarten program.

**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.

**Maintenance Fees.**

If your child is in our four year old program, you will be required to attend two working bees. You will be charged a \$100 levy in Term 2 and a \$100 levy in Term 4 that will be retained if you have not attended two working bees by Term 4. If your child is in our three year old program they will be required to attend one working bee. You will be charged a \$100 levy in term 2 if you have not attended a working bee, if

you have you will not be charged if by term 4 you have completed your required number of working bees you will be refunded.

For those families with more than one child attending Sunnyside in any year, a maximum of TWO working bees per year will need to be completed in order to be eligible for a Working Bee Levy Refund.

## ATTACHMENT 4 Fee Payment Agreement

2020

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

Please complete this form and return to **Sunnyside Kindergarten Association, Inc.** by [Date]

#### 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 Treasurer to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's Fee information for families, which outlines the procedure for payment of fees.

#### Note:

Sunnyside Kindergarten uses Qikkids software programs for invoicing and fee collection.

Invoices will be emailed in the first week of each term. Payments will then be deducted the following week. Reminders will also be sent out at this time to alert you that the invoice has been sent.

The system automatically deducts fees from a bank account or credit card that you have nominated on the specified date.

This is the only payment method that will be accepted by the kindergarten. This is to streamline our collection system and ensure that we are working in the most efficient manner.

Should you be experiencing hardship, please contact the Treasurer at [treasurer@sunnysidekindergarten.org.au](mailto:treasurer@sunnysidekindergarten.org.au) to organise part payment of your fees.

An DDR form will be included in your Information Pack, distributed at the AGM. Please complete the form and sign, and then upload as required in your Online Enrolment forms. You will need to nominate either a bank account or credit card that the fees will be deducted from.

In addition, a refundable working bee levy of \$100 per rostered working bee is payable. Please also see **Sunnyside Kindergarten Parent Handbook**.

**Kindergarten Fee Subsidy**

Please advise if the child is Aboriginal or Torres Strait Islander *Please tick:*  Yes  No

Please indicate below which concession you are eligible for – the criteria is outlined on Attachment 1 Section 6.

Concession: \_\_\_\_\_

Except in the case of an Aboriginal or Torres Strait Islander child, supporting documentation will need to be sighted on commencement at **Sunnyside Kindergarten Association, Inc.** by the Treasurer

**Note: the eligibility of concessions may vary from time-to-time. Up-to-date information can be found in *The Kindergarten Funding Guide* (Department of Education and Training):**

**[www.education.vic.gov.au](http://www.education.vic.gov.au)**

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

\_\_\_\_\_  
Date

Note: Invoices, receipts and collection of fees will be in accordance with the **Sunnyside Kindergarten Association, Inc. Fees Policy.**

## ATTACHMENT 5 Fee Payment Agreement

2020

### Three-year-old kindergarten program

Please complete this form and return to **Sunnyside Kindergarten Association, Inc.** by [Date].

#### 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 acknowledge that if fees are not paid by the due date, the Committee of Management implement the late payment of fees procedures, as outlined in the *Fees Information for Families* which could result in the withdrawal of my/our child's place at the service and no further enrolments being accepted until the outstanding fees are paid.
- I/we understand that term fees are non-refundable.
- 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 Treasurer to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's Fee information for families, which outlines the procedures for payment of fees.

#### Note:

Sunnyside Kindergarten uses Qikkids and Ezidebit software programs for invoicing and fee collection.

Invoices will be emailed in the first week of each term. Payments will then be deducted the following week. Reminders will also be sent out at this time to alert you that the invoice has been sent.

The Ezidebit system automatically deducts fees from a bank account or credit card that you have nominated on the specified date.

Ezidebit is the only payment method that will be accepted by the kindergarten. This is to streamline our collection system and ensure that we are working in the most efficient manner.

Should you be experiencing hardship, please contact the Treasurer at [treasurer@sunnysidekindergarten.org.au](mailto:treasurer@sunnysidekindergarten.org.au) to organise part payment of your fees.

An Ezidebit form will be included in your Information Pack, distributed at the AGM. Please complete the form and sign, and then upload as required in your Online Enrolment forms. You will need to nominate either a bank account or credit card that the fees will be deducted from.

In addition, a refundable working bee levy of \$100 per rostered working bee is payable. Please also see **Sunnyside Kindergarten Parent Handbook**.

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

\_\_\_\_\_  
Date

Note: invoices, receipts and collection of fees will be in accordance with the **Sunnyside Kindergarten Association, Inc. 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 6**

### **Setting Fees and Other Charges**

#### **1. Fees**

As part of the budget development process, the committee sets fees for the programs for the following year (prior to letters of offer being sent out), taking into consideration:

- Funding requirement to provide a minimum of eighteen hours per week (four-year-old program)
- Funding requirement to provide eligible concession card holders with access to fifteen hours per week of the funded kindergarten program at no cost
- Financial viability
- Fees charged by similar centres in the area
- Level of government funding, including the kindergarten fee subsidy, provided for the program
- Availability of other income sources, such as grants
- Capacity of parents/guardians to pay
- Reasonable expenditure, ensuring agreed program quality/standards
- Requirements of the *Kindergarten fee subsidy—fees policy*.

#### **2. Payment options and procedures**

The committee will regularly review the payment options and procedures to ensure that they are inclusive and sensitive to families' cultures and financial situations. Procedures for payment will be flexible and clearly communicated to all families.

#### **3. Refundable levies**

The committee is committed to making early childhood education affordable for all families and providing families with access to the full benefit of state and Commonwealth subsidies. Refundable levies will only be introduced if necessary and in accordance with details in this policy.

This is not intended to be a barrier to participation and families experiencing difficulties with this should discuss any issues with the **Treasurer or Accountant**.

The committee will review annually the application of any refundable levies as defined in this policy.

#### **4. Fundraising**

Fundraising is important: it pays for additional/expensive items while bringing together families and the wider community. Participation in fundraising is voluntary; however, the support of every family eases the load.

The committee will ensure that fundraising income is kept separate from the centre's operating budget, and that families will be informed about expenditure of fundraising income.

#### **5. 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 given notice one term in advance of any required fee increase. Parents/guardians will be provided an option of requesting a payment plan.

#### **6. KINDERGARTEN FEE DEPOSIT**

A non-refundable kindergarten fee deposit of **\$200.00** is payable in order to secure your child's place for the next year. This deposit is retained and later deducted from Term 4 fees. Families eligible for the

kindergarten fee subsidy do not have to pay the deposit, and supporting documentation must be sighted by the **Treasurer or Accountant** at the commencement of Term 1.

## ATTACHMENT 7

### Subsidies and discounts

#### Kindergarten fee subsidy

Children attending the four-year-old (funded) kindergarten program are eligible for the kindergarten fee subsidy (KFS) if the parent/guardian/or the child has a:

- Commonwealth Health Care Card
- Commonwealth Pensioner Concession Card
- Asylum-seeker Bridging Visas A–F
- Visas 200–217
- Temporary Protection Visas 447, 451, 785, 786
- Department of Veterans' Affairs Gold Card.

Or the child:

Is identified on the birth certificate as a triplet or quadruplet

The other two or three children on the birth certificate are attending a funded kindergarten program.

To obtain the KFS, supporting documentation *must* be sighted by the **Treasurer or Accountant** prior to or at the commencement of every term or when the child becomes eligible. The type of concession card and expiry date will be recorded on the child's file. Further documentation will be required upon the expiry of the card to maintain eligibility.

Note: Due to privacy reasons, unique identifiers such as concession card numbers will not be recorded.

#### Child Care Benefit—Registered care (CCB)

The **Sunnyside Kindergarten Association Inc.** is a registered care provider and parents/guardians can claim CCB for the three year old kindergarten program, providing they meet the Family Assistance Office (FAO) work/training/study test. The rate is set by the Commonwealth Government and is claimed directly by parents/guardians from the FAO. Claims can only be made after fees have been paid in full. A CCB receipt will be issued by the centre **with the receipt of payment**.

Parents/guardians can access information at [www.familyassist.gov.au](http://www.familyassist.gov.au), or contact the local FAO.

## ATTACHMENT 8

### Invoicing, receipting and collection of fees

Fee information will be provided to parents/guardians.

Fee information provided will include:

Fee policy summary

Fee schedule

### Procedure for fees collection the annual fee will be invoiced in five periods:

On acceptance of a place, the kindergarten fee deposit invoice will be issued.

In **late January of the year of commencement** an invoice Term 1 fees will be issued

Terms 2, 3 and 4 as outlined in step 4 below.

1. The kindergarten fee deposit is paid upon acceptance of an offer. The invoice for 1 fees will be sent by email to parents/guardians. This invoice is to be paid in full by due date via the kindergarten's Ezidebit system.
2. Invoices for Terms 2, 3 and 4 will also be emailed. Invoices are to be paid in full by the Friday of the second week of the applicable term via the kindergarten's Ezidebit system.
3. Families commencing at the centre at other times will be invoiced with payment terms of two weeks from the commencement date.
4. All families, including those eligible for the kindergarten fee subsidy, will receive an invoice detailing the charges for the period invoiced and the amount owing (if any).
5. All fees will be collected by the **Treasurer**. The **Treasurer** will provide receipts to all families for payments received.

### Method of payment

Details of payment will be specified on the invoice: payment can be made by our **Ezidebit system**.

### Issue of receipts

Receipts will be provided will **upon request** by the accountant for all fee payments.

Receipts for claiming Child Care Benefit—Registered care will also be provided by the treasurer **upon request**.

### Late enrolments

For children enrolled after the commencement of Term 1, an invoice will be issued pro rata, the child is able to commence the program immediately and the fee invoice will need to be paid in full within fourteen days of commencement.

## ATTACHMENT 9

### Procedures for late payments/refunds

#### Difficulty in paying fees

Parents/guardians experiencing difficulty in paying fees are requested to contact the Treasurer to arrange suitable alternative payment arrangements, such as an instalment plan.

#### Late payment/non-payment of fees procedure

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

- Step 1: A written reminder notice will be sent after **two weeks** of the due date stating fees are overdue, giving ten working days for payment. A copy of the current fees policy summary will be included and support options available (see Attachment 5, 'Fees Policy Summary'). A copy of this letter will be kept on file. The letter will encourage the parents/guardians to contact **Treasurer**. If contact is made, a record of the conversation will be recorded, a copy sent to the parents/guardians (if required) and a copy placed on file.
- Step 2: If payment has not been received by the specified date or no contact has been made with the **Treasurer**, the parents/guardians will be contacted by telephone to discuss alternative payment options and to develop an agreed payment plan. Minutes of contact/conversation will be kept on file. If a payment plan is agreed on, both parties will sign the agreed plan and a copy will be given to the parents/guardians and placed on file.
- Step 3: If the parents/guardians fail to make a payment, the committee will issue a second and final letter, requesting full payment within 10 working days, or attendance at a meeting to discuss alternative payment options (as per Step 2). The letter will be sent by registered mail and will include information on support options available.
- Step 4: If the parents/guardians continue with the non-payment of fees, the Committee will continue to offer the parents/guardians support and assistance as per available options outlined in [Attachment 5](#), 'Fees policy summary'.
- Step 4: If the payment plan drawn up and signed by both parties is not adhered to, the follow-up process will commence at Step 2.
- Step 5: If, at the committee's discretion, a decision is made to withdraw the child's place at the centre, the parents/guardians will be provided fourteen days' notice by registered mail.

The **Treasurer**, and any committee involved will ensure the Privacy policy of the centre is complied with 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 **Treasurer**, to fulfil their role. The **Treasurer**, and any other committee members involved will ensure the centre's Privacy policy is complied with in relation to the family's financial/personal situation.

#### Debt recovery

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

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

## **Refund of fees**

Fees are non-refundable. Refunds/pro rata refunds apply only in the following cases:

1. Up to the commencement of Term 1, a full refund of the fee deposit will be given to families eligible for the kindergarten fee subsidy on sighting the supporting documentation.
2. If a family becomes eligible for the kindergarten fee subsidy during a term, a full refund of the applicable term fees (and fee deposit for Term 1) will be provided. Note that fees may apply for programs offered for more than ten hours per week.
3. On commencement of Term 1, no partial refunds for term fees will be available (except as applied in point 2 above). If the child leaves before the end of the term, no pro-rata refund will be available for that term. Written notice of departure is required prior to the invoicing period for the next term.
4. The committee may consider a partial refund in exceptional circumstances. Applications for a refund must be in writing and must clearly outline the reasons why the child ceased to attend the centre. Any refund will be at the discretion of the committee and will be assessed on a case-by-case basis. An administration fee may be applied.

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 centre in extreme and unavoidable circumstances.