

Fees Policy

1. Policy statement

Values

The Boroondara Pre-school is committed to:

- Providing responsible financial management of the centre, which includes setting fees that will result in a financially viable centre whilst keeping user fees at the lowest possible level.
- Providing a fair and manageable system for dealing with the failure to pay fees, and/or inability to pay outstanding debts.
- Maintaining confidentiality in relation to the financial circumstances of parents/guardians.
- Advising users of the pre-school that pre-schools are community based non-profit organisation which are only partially subsidised at the 4yo level, unsubsidised at the 3yo level and that they are reliant on parent fees and input to operate the pre-school.
- Providing equitable access to the funded kindergarten program for families eligible for the kindergarten fee subsidy.
- Complying with all legislative requirements.

Purpose

To provide a clear set of guidelines for the setting, payment and collection of fees, which ensures the viability of the centre and the equitable and non-discriminatory application of fees across the programs provided.

2. Scope

This policy applies to staff, the committee and to parents/guardians whose child/ren is/are attending, or who wish to enrol a child at Boroondara Pre-school ("the pre-school").

3. Background and legislation

The Department of Education and Early Childhood Development (DEECD) provides per capita funding as a contribution toward the costs of providing the four-year-old kindergarten program. The pre-school itself is responsible for all operational costs. Income from other sources, primarily fees, is required to meet the cost of the service. In addition the Kindergarten Fee Subsidy enables eligible families to attend the four-year-old kindergarten program at a minimal cost.

There is no funding or subsidy available for other programs such as the three-year-old pre-school program or extended hours care.

Parents/guardians need to be aware that pre-schools are not a free service and rely on prompt payment of fees to meet costs. All parents/guardians must pay fees that are due. The Committee has the discretion to withdraw service for non-payment of fees.

The DEECD requires that funded centres have in place, and communicate to families, a comprehensive written fees policy. The *Victorian kindergarten policy, procedures and funding criteria 2007-2009, Kindergarten fee subsidy – fees policy*, outlines criteria to be covered in the policy.

Legislation

- Children's Services Regulations 1998

Regulation 20(1) (e) requires centres to display the fees charged in the main entrance of the centre.

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Regulation 20(2) (b) requires centres to have information available on the arrangements for the payment of fees.

4. Definitions

Commonwealth Child Care Benefit (CCB) – Registered care: Registered care is care provided by nannies, grandparents, relatives or friends, kindergartens, occasional care centres and outside school hours care centres that are registered with the Family Assistance Office.

CSR: Children's Services Regulations 1998

DVA Gold Card: A Department of Veterans Affairs health card for all conditions for Australian veterans

Duty Fee: A fee charged per term if parents/guardians fail to attend the required number of duty sessions.

Enrolment application fee: A payment to accompany the enrolment application of a child for a place in a program at the centre – payable to the City of Boroondara – Central enrolments.

Fees: A charge for a place within a program at the centre.

Amenities Levy: this is a levy payable to cover part of the cost of external entertainment, incursions and excursions.

Holding Fee deposit: A charge to secure a place that has been offered in a program at the centre. This payment is **not refundable** but will be applied towards the term fees in term 4. For holders of a current HCC the deposit will not be required once a current card has been sighted by either the pre-school Treasurer or a member of the pre-school staff and the expiry date noted.

Health Care Card: A Commonwealth Government entitlement for low-income earners (incorporating the foster child Health Care Card, the ex Carer Allowance (child) Health Care Card and the low income Health Care Card). NB. This is not a Medicare card.

Kindergarten fee subsidy: A state government subsidy paid directly to the funded organisation to enable eligible families to attend a funded kindergarten program at no cost (or minimal cost).

Kindergarten fee subsidy – fees policy: An update to the *Victorian kindergarten policy, procedures and funding criteria 2007-2009*. It details requirements for organisations funded to provide a kindergarten program to administer the kindergarten fee subsidy and provide access to a free kindergarten program for eligible children and families.

Kindergarten program: A universal early childhood educational program, funded by the state government, for children in the year prior to commencing primary school.

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Late collection charge: A charge will be imposed by the committee when parents/guardians are regularly more than 15 mins late to collect their child/ren from the program and will be incurred after a written warning to that effect. (Refer to the *Delivery and Collection of Children Policy* for further details.)

Multiple birth: Two or more children attending the centre of the same age.

Multiple child: More than one child in a family attending the centre at the same time, in any group.

Partial Fundraising Levy: A levy charged in each of terms 1, 2, 3 and 4, in lieu of major fundraising activities. **Not refundable.**

Maintenance Levy: A levy payable with term 1 fees, which is refunded in term 4 if all maintenance obligations have been met by the family. This levy now incorporates the Lawn mowing fee which was a levy charged at the beginning of the year with term 1 fees to cover the ongoing costs of maintaining the grounds by a professional lawn mowing service.

Three-year-old kindergarten: An unfunded program for three-year-old children provided by an early childhood teacher.

Visa 447, 451, 785 and 786: Temporary Commonwealth Protection/Humanitarian Visas

5. Procedures

The committee is responsible for:

- Implementing and reviewing this policy, in consultation with the parents/guardians and staff.
- Setting fees according to the guidelines outlined in Appendix 2 of this policy.
- Providing a copy of the Fee Policy Summary (Schedule 1) with the Fee Schedule to all parents/guardians and making the *Fees Policy* available at the pre-school.
- Collecting and receipting all fees as per the guidelines outlined in Appendix 3 of this policy.
- Complying with the centre's *Privacy Policy* in regard to any information it receives relating to the financial situation of parents/guardians and the payment/non-payment of fees.
- Notifying parents/guardians within 28 days of any changes to the arrangements for the payment of fees (CSR, regulation 20(3)).
- Ensuring that the requirements of the *Kindergarten fee subsidy, fees policy* is complied with.

The staff are responsible for:

- Informing the committee/board of any complaints/concerns that have been raised regarding the fees at the centre.

The parents/guardians are responsible for:

- Reading the Fee Policy Summary (Schedule 7) and Fee Schedule/s 2/3.
- Signing and complying with the Fee Payment Agreement Form (Schedules 4/5)
- Notifying the contact person if experiencing difficulties with the payment of fees.
- Providing the required documentation at the start of each term for the kindergarten fee subsidy.

Fees Policy

6. Related documents

- *Victorian kindergarten policy, procedures and funding criteria 2007-2009*, www.dhs.vic.gov.au/vkp
- *Kindergarten fee subsidy, fees policy*
- The centre's constitution

Centre policies

- Complaints
- Delivery and Collection of Children
- Enrolment
- Privacy

7. Authorisation

This policy was adopted by the Boroondara Pre-school committee, at the committee meeting on 13th October 2008.

8. Review date

This policy will be reviewed annually, or varied earlier if necessary, and the committee/board will, within 28 days of making any change, notify the parents/guardians of any changes to the arrangements for the payment of fees (CSR, regulation 20(3)).

9. Evaluation

In order to assess whether the policy has achieved the values and purposes the committee/board will:

- Assess the effectiveness of the process for the collection of fees.
- Incorporate relevant questions within the general parents/guardians survey in relation to this policy.
- Take into account feedback from staff and parents/guardians regarding the policy.
- Monitor complaints and incidents regarding the policy.
- Review the number of families experiencing financial hardship and the effectiveness of the procedures for late payment and support offered.
- Review the numbers of families/children excluded from the centre because of the non-payment of fees.

Included with this policy

Appendix 1 – Background information

Appendix 2 – Setting fees and other charges

Appendix 3 – Subsidies and discounts

Appendix 4 – Invoicing, receipting and collection of fees

Appendix 5 – Procedures for late payments/refunds

Schedule 1 – Fee Schedule – four-year-old (funded) kindergarten program

Schedule 2 – Fee Schedule – three-year-old kindergarten program

Schedule 3 – Fees Policy Summary

Schedule 4 – Fee Payment Agreement – four-year-old (funded) kindergarten program

Schedule 5 – Fee Payment Agreement – three-year-old kindergarten program

Background information

Providing fees policy information to parents/guardians

Organisations funded to provide a kindergarten program are required to have in place, and communicate to families, a comprehensive written Fees Policy.

- The Fees Policy Summary (Schedule 1) provides a summary of the Fees Policy.
- The Fee Schedules (Schedule 2 and 3) detail the fees charged by the centre and the arrangements for the payment of fees, as required under regulation 20(1) (e) and 20(2) (b) of the Children's Services Regulations 1998.

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, taking into consideration:

- Funding requirement to provide a minimum of 10 hours per week (four-year-old program)
- Funding requirement to provide eligible concession card holders with access to 10 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, for example, grants
- Capacity of parents/guardians to pay
- Reasonable expenditure, ensuring agreed program quality/standards
- Requirements of the *Kindergarten fee subsidy- Fees Policy*

2. Kindergarten fee subsidy – Fees Policy

2.1 Application of kindergarten fee subsidy

This subsidy is paid directly to the centre and discounted from the kindergarten fees. The *Kindergarten fees subsidy-Fees Policy* outlines requirements the centre needs to comply with. The requirements vary based on the hours the program is offered. The pre-school will ensure these guidelines are met.

2.1.2 The centre's annual fee is more than the kindergarten fee subsidy

More than 10 hours and less than 15 hours per week

- Fee subsidy families are charged no more than the fee subsidy rate for the first 10 hours and no more than the average hourly rate for the additional hours

3. Payment options and procedures

The committee/board will review the payment options and procedures annually. The policy evaluation includes a requirement to review the:

- Number of families experiencing financial hardship and the effectiveness of the procedures for late payment and support offered.
- Numbers of families/children excluded from the centre because of the non-payment of fees.

The outcomes of this review will be taken into consideration when setting fees for the following budget period and the options available to the centre to support families experiencing financial hardship. This policy promotes supporting families as outlined in Schedule 6, exclusion is a last resort.

4. Levies

The committee/board is committed to making kindergarten affordable for all families and providing families with access to the full benefit of state and commonwealth subsidies. Special purpose levies will only be introduced if necessary and in accordance with details in this policy.

4.1 Refundable levies

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

The Boroondara Pre-school is a community-based kindergarten and not only actively encourages family involvement, but depends on it to maintain costs at an affordable level for all families.

A **refundable levy** may be introduced where the committee identifies an opportunity to replace paid labour with voluntary labour. Payment will be refunded to parents/guardians on participation in specified activities. A range of specified activities will be offered to enable families with different time availability, skills and interests to access the refund. This is not intended to be a barrier to participation. Families experiencing hardship should discuss any issues with the Treasurer.

4.2 Special purpose levy

The committee may introduce a **special purpose levy** to raise funds over a number of years for major expenditure items, for example playground redevelopment.

Information will be provided to parents/guardians about the

- period the special levy will be applied for
- amount to be paid
- details of how the funds will be spent
- application of remaining funds on completion of the item.

5. Fundraising

A fundraising Levy was introduced to pay for additional/expensive items and by way of the levy there is the support of every family which evens the load.

The committee will ensure fundraising income is kept separate from the centre's operating budget and is utilised for the intended purpose.

6. 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 and the financial viability of the individual programs or the pre-school is at risk.

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.

7. Enrolment application fee/ fee deposit

A non-refundable **enrolment application fee** is payable to the City of Boroondara on application for a place in the three or four-year-old program.

A **Holding fee deposit** of \$100.00 is payable on acceptance of enrolment. This deposit is **non-refundable**, but will be applied towards term fees in Term 4.. Families eligible for the kindergarten fee subsidy do not have to pay the deposit if supporting documentation is provided. If supporting documentation is not provided then eligible families will have their enrolment deposit refunded once supporting documentation has been sighted. The supporting documentation can be sighted by either the Treasurer or a member of the pre-school staff who will note the expiry date.

Three-year-old program

A **Holding fee deposit** of 100.00 is payable on acceptance of enrolment. This deposit is **non-refundable**, but will be applied towards term fees in Term 4

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:

1. Commonwealth Health Care Card
2. Commonwealth Pensioner Concession Card
3. Visa 785 – Temporary protection
4. Visa 786 – Temporary humanitarian concern visa
5. Department of Veterans' Affairs Gold Card

Or the child:

- Is identified on the birth certificate as a triplet or quadruplet, and
- The other two or three children on the birth certificate are attending a funded kindergarten program

As at 1 July 2007 the kindergarten fee subsidy is \$730 per year (\$182.50 per term).

To obtain the KFS, supporting documentation **must** be sighted by the Treasurer or staff member and the expiry date noted prior to the start of each term. A record of the sighting will be documented on the child's file.

The fees invoice for families eligible for the KFS will have the amount of the KFS deducted from the amount owing.

Families eligible for the kindergarten fee subsidy do not have to pay the enrolment holding deposit if supporting documentation is provided. If supporting documentation is not provided then eligible families will have their enrolment deposit refunded once supporting documentation has been sighted.

Child Care Benefit – Registered care (CCB)

The Boroondara Pre-school is a registered care provider and parents/guardians can claim CCB for the three and four-year-old programs, providing they meet the Family Assistance Office (FAO) work/training/study test. Parents/guardians can access information at www.familyassist.gov.au, or contact the local FAO. The rate set by the Australian Government from 1 July 2007 to 30 June 2008 is \$0.564 per hour. CCB is claimed directly by parents/guardians from the FAO and can only be claimed after fees have been paid in full. A CCB receipt will be issued by the centre, at the end of each term after receiving a request in writing from the parent/guardian.

Multiple birth/child discount

Families with more than one child attending the centre (in the same or different groups) in the same year will be eligible for a multiple child discount. The discount for the multiple child discount is for the second and subsequent child/ren; the eldest child will be charged the full fee, the second and subsequent child/ren will not be charged the maintenance levy or the fundraising levy.

Invoicing, receipting and collection of fees

Fee information will be provided to parents/guardians.

Fee information provided will include:

- o Fee Schedule (Schedule 2/3)
- o Fee Payment Agreement (Schedule 4/5)
- o Fee Policy Summary (Schedule 7)

Procedure for fees collection

1. Fees will be invoiced in five periods:
 - On acceptance of a place the **Holding fee deposit request** will be issued
 - In January an invoice for the term 1 fees will be issued
 - Term 2, 3 and 4 as outlined in step 4 below
2. The kindergarten Holding fee deposit request will be sent by mail with the letter of offer in August/September.
3. The invoice for the term 1 fees will be sent by mail to parents/guardians in January. Term 1 fees must be paid in full before the child commences at the pre-school in term 1.
4. Invoices for terms 2, 3 and 4 will be mailed approximately 3 weeks before the commencement of the next term. Invoices are to be paid in full by the Monday of the first week of the each term.
5. Families commencing at the centre at other times will be invoiced with payment terms of two weeks from the commencement date.
6. 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).

Method of payment

Details of payment will be specified on the invoice. It is important that the child's name accompanies each payment.

Payments can be made by;

Option 1. Internet Banking.

Account Name: Boroondara Pre-School

BSB No:06 3210 Account No: 1003 9328

Amount: \$ _____.

Description: Child's Surname and First Name (in that order)

Option 2. Directly at the Commonwealth Bank

The Family presents the Invoice with the attached pay-in slip at any branch of the Commonwealth Bank. They are to request that the child's name be recorded with the deposit details. A stamp will be placed on the invoice, by the bank, providing the family with a receipt.

Option 3. Payment Plan.

Payment plans, where fees are paid in installments, are available and must be negotiated directly with the Treasurer when the family is experiencing financial hardship.

Receipts for claiming **Child Care Benefit – Registered care** will be provided per term by the Treasurer after receiving a written request from the parent/guardian.

Late enrolments

For children enrolled after the commencement of term 1, an invoice will be issued pro-rata and the child is able to commence on payment of fees.

Children turning three during the year (if applicable)

Children can commence the program when they have turned three; children who turn three after the beginning of Term 1 and before the 30th of April please remember the full term fees must be paid at the beginning of Term 1 to hold their place.

Procedures for late payments/refunds

Difficulty in paying fees

Parents/guardians experiencing difficulties 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 stating fees are overdue, giving 10 working days for payment. The letter will encourage the parents/guardians to contact the 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 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 upon, both parties will sign the agreed plan and a copy will be provided to the parents/guardians and placed on file.
- Step 3: If the parents/guardians fail to make a payment , the committee/board 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 (see Fees Summary, Schedule 1).
- Step 4: If the parents/guardians continue with non-payment of fees, the committee/board will continue to offer the parents/guardians support and assistance as per available options outlined in Schedule 1.
- Step 5: 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 6: If, at the committee/board's discretion, a decision is made to withdraw the child's place at the centre, the parents/guardians will be provided with 14 days' notice by registered mail.

The Treasurer and any committee members 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 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/board 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 implementation of the late payment procedures.

Where a family owes one term's fees to the centre, the committee/board reserves the right to not allow further placements in programs until all outstanding monies are paid, or a payment plan is agreed 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 kindergarten holding fee deposit will be given to families eligible for the kindergarten fee subsidy on sighting of the supporting documentation.
2. Upon commencement of term 1, no partial refunds for term fees will be available. 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.
3. 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; or closure of the centre for staff training days.

Fees Policy - Boroondara Pre-School

Please retain for future reference.

Schedule 1 Fee Schedule for 2009

1. Four Year Old Preschool Fees

Fees are payable prior to the beginning of each term.
Invoices will be sent out a minimum of 3 weeks prior to the due date.

Fee Structure

Group	Core Hours per week (funded)	Extended Hours per week (not funded)	Core Fee per Term (funded)	4K Extended Hours fee per term (not funded)	Amenities Levy Per term	Total Fees per term
4P	11	N/A	\$270.00	N/A	17.50	\$287.50
4K	11	2.45	\$270.00	\$165.00	17.50	\$452.50

Levies paid in Term 1

Year Level	Extended Hours Kit	Maintenance Levy
4P	-	\$70.00
4K	\$27.00	\$70.00

Partial Fundraising Levy

Year Level	Term 1	Term 2	Term 3	Term 4
4P	\$25.00	\$25.00	\$25.00	\$25.00
4K	\$25.00	\$25.00	\$25.00	\$25.00

Fee subsidy for Health Care Card Holders 1 July , 2007 182.50 per term (730.00 pa) see Fee Policy Summary for details however a family eligible for the kindergarten fee subsidy will be charged no more than the fee subsidy rate for the first 10 hours and no more than the average hourly rate for the additional hours.

Families with two or more Siblings attending the preschool at the same time are entitled to pay only the first child's maintenance and fundraising levy.

Maintenance Levy refunded once 2 Working Bees have been attended.

Holding fee deposit (\$100 paid when place accepted) deducted from 4th Term Fees.

3. Late Collection Fee

A Late Collection Fee may be applied to all programs when the parent/guardian is regularly over 15 minutes late to collect their child/children. The parent/guardian will be notified in writing by the committee that late collection of their child/children is unacceptable and fees will apply thereafter.

The fee is based on **\$10.00** for the first ten minutes the parent/guardian is late then **\$20.00** for every ten minutes or part thereof, thereafter.

4. Duty Fee.

All Parents/Guardians are required to undertake **two (2)** duty sessions **per term**.

A Duty Fee is charged when parents/guardians fail to meet their duty obligations and do not participate in pre-school sessions each term. Parental/guardian participation is vital to the running of the pre-school and keeps the running costs of the pre-school as low as possible. It is also an opportunity for both the parent/guardian and the child to enjoy some time at the pre-school together. Failure to participate in the required number of duty sessions per term will incur a **\$20.00** fee per session missed.

5. Additional Costs

Extra payments may be added to the term invoice to cover extra activities related to the particular groups. Eg. Library bags (4P & 4K). A note will be sent to parents to sign the term before, to indicate whether they wish to participate.

6. Other Fees Explained

A Deposit/Holding Fee of \$100.00 is payable when an offer for a place in a program is made, in order to secure/reserve the place. This deposit/holding fee is **not refundable** but will be applied towards term fees in term 4.

Amenities. A fee payable per term to cover part of the cost of external entertainment, incursions and excursions. **Not refundable.**

Maintenance Levy of \$70.00 payable with Term 1 fees, and refundable after Families have attended two Pre-school working bees organised by the maintenance officer.

7. Leaving the Kindergarten

When a child leaves part way through the year, staff and committee must be notified in writing 4 weeks prior to leaving. If the vacant place is filled the Term Fees will be refunded on a pro rated basis. The \$100 holding Fee will not be refunded

8. Fees For Late Enrolment

If a child begins midway through a term then the fees are divided by the number of weeks per term (on average 10 weeks to a term) and then multiplied by the number of weeks the child attends.

Amenities fees will be reduced for each complete term not attended ie charge is \$17.50 per term. The Maintenance Levy will be halved at the beginning of the 3rd term and one Maintenance working bee will need to be attended to have the fee deducted from Term 4 fees. The Partial Fundraising Levy of \$25 will be charged in each term the child attends the pre-school.

Pro-Rata payments for children starting in 2nd Term or thereafter

	Commence in Term 2	Commence in Term 3	Commence in Term 4
Ext Hrs Kit 4K	\$27.00	\$27.00	\$27.00
Maintenance	\$70.00	\$35.00	\$35.00

9. Unfunded 4year old Program

The government funds children for only one year of the 4year old program. It is possible to receive a second year of funding but strict criteria must be met. When funding is not granted the family are required to pay the full Government funding foregone (\$1,747 for the year commencing 1 July, 2008) as well as the applicable fees for 4 year old children.

Fees Policy - Boroondara Pre-School
Schedule 2
Fee Schedule for 2009

Three Year Old Preschool Fees

No Government Funding

Fees are payable prior to the beginning of each term.

Invoices will be sent out a minimum of 3 weeks prior to the due date.

Fee Structure

Term	2 Sessions per week					
	Daily hours, min.	Term fee	Amenities Levy per Term	Maintenance Levy	Fundraising Levy per Term	Total Charge per Term
1	2.30	\$310.00	\$9.50	\$70.00	\$25.00	\$414.50
2	2.30	\$310.00	\$9.50		\$25.00	\$344.50
3	3	\$330.00	\$9.50		\$25.00	\$364.50
4	3	\$330.00	\$9.50		\$25.00	\$364.50

Term	3 Sessions per week					
	Daily hours, min.	Term fee	Amenities Levy per Term	Maintenance Levy	Fundraising Levy per Term	Total Charge per Term
1	2.30	\$465.00	\$9.50	\$70.00	\$25.00	\$569.50
2	2.30	\$465.00	\$9.50		\$25.00	\$499.50
3	3	\$495.00	\$9.50		\$25.00	\$529.50
4	3	\$495.00	\$9.50		\$25.00	\$529.50

The Term fee per session is \$155.00 for each 2 hour 30 min session in terms 1 & 2 and \$165.00 for each 3 hour session in terms 3 & 4.

There is no Health Care Card subsidy for three-year-Old Preschool.

Families with two or more Siblings attending the preschool at the same time are entitled to pay only the first child's maintenance and fundraising levy.

Maintenance Levy refunded once 2 Working Bees have been attended.

Holding deposit (\$100 paid when place accepted) deducted from 4th Term Fees **non-refundable**.

3. Late Collection Fee

A Late Collection Fee may be applied to all programs when the parent/guardian is regularly over 15 minutes late to collect their child/children. The parent/guardian will be notified in writing by the committee that late collection of their child/children is unacceptable and fees will apply thereafter.

The fee is based on **\$10.00** for the first ten minutes the parent/guardian is late then **\$20.00** for every ten minutes or part thereof, thereafter.

4. Duty Fee.

All Parents/Guardians are required to undertake **two (2)** duty sessions **per term**.

A Duty Fee is charged when parents/guardians fail to meet their duty obligations and do not participate in pre-school sessions each term. Parental/guardian participation is vital to the running of the pre-school and keeps the running costs of the pre-school as low as possible. It is also an opportunity for both the parent/guardian and the child to enjoy some time at the pre-school together. Failure to participate in the required number of duty sessions per term will incur a **\$20.00** fee per session missed.

5. Additional Costs

Extra payments may be added to the term invoice to cover extra activities related to the particular groups.. A note will be sent to parents to sign the term before, to indicate whether they wish to participate.

6. Other Fees Explained

A Deposit/Holding Fee of \$100.00 is payable when an offer for a place in a program is made, in order to secure/reserve the place. This deposit/holding fee is **not refundable** but will be applied towards term fees in term 4.

Amenities. A fee payable per term to cover part of the cost of external entertainment, incursions and excursions. **Not refundable.**

Maintenance Levy of \$70.00 payable with Term 1 fees, and refundable after Families have attended two Pre-school working bees organised by the maintenance officer.

7. Leaving the Kindergarten

When a child leaves part way through the year, staff and committee must be notified in writing 4 weeks prior to leaving. If the vacant place is filled the Term Fees will be refunded on a pro rated basis. The \$100 holding Fee will not be refunded

8. Fees For Late Enrolment

If a child begins midway through a term then the fees are divided by the number of weeks per term (on average 10 weeks to a term) and then multiplied by the number of weeks the child attends.

Amenities fees will be reduced for each complete term not attended ie charge is \$17.50 per term The Maintenance Levy will be halved at the beginning of the 3rd term and one Maintenance working bee will need to be attended to have the fee deducted from Term 4 fees. The Partial Fundraising Levy of \$25 will be charged in each term the child attends the pre-school.

Pro-Rata payments for children starting in 2nd Term or thereafter

	Commence in Term 2	Commence in Term 3	Commence in Term 4
Amenities 3yo Per term	\$9.50	\$9.50	\$9.50
Maintenance	\$70.00	\$35.00	\$35.00

Boroondara Pre-School
FEES POLICY SUMMARY 2009

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 the four-year-old kindergarten program. In addition the Kindergarten Fee Subsidy enables eligible families to attend the four-year-old kindergarten program for no cost, or a minimal cost.

The centre meets the balance of cost through fees and fundraising.

There is no funding available for the three-year-old program.

The Boroondara Pre-school provides a range of support options for parents/guardians experiencing difficulty with paying fees by the agreed dates.

2. How fees are set

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

- The financial viability of the centre
- The fees charged by similar centres in the area
- The level of government funding, including the kindergarten fee subsidy, provided for the program
- Availability of other income sources, for example, grants
- The capacity of parents/guardians to pay
- Reasonable expenditure, ensuring agreed program quality/standards
- Requirements of the *Kindergarten fee subsidy- Fees Policy*

The *Kindergarten fees subsidy-Fees Policy* outlines requirements the centre needs to comply with. The requirements vary based on the hours the program is offered.

Fees set for the year would only be reviewed in extraordinary circumstances, for example, if attendance rates fall below the budget 'break-even' point.

2.4 Other charges

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Holding Fee deposit: This payment secures a place that has been offered in a program at the centre. The deposit is \$100.00. This is not intended to be a barrier to participation. Families experiencing hardship should discuss any issues with the Treasurer so that it may be presented to the committee.

Maintenance levy: This payment is refunded on participation of two of the pre-school working bee. Levies retained by the centre pay for replacing volunteer labour with paid labour. The levy is \$70.00pa.

Partial Fundraising Levy – A partial fundraising levy was introduced to share the burden of the purchase of additional/expensive items over all preschool families – for example the major works done on our playground in recent years.

3. Kindergarten Fee Subsidy (four-year-old program only)

A parent/guardian or child who holds a current Health Care Card/Pensioner Concession Card/Visa 786/785, DVA Gold Card is eligible for the kindergarten fee subsidy (four-year-old kindergarten). The supporting documentation must be sighted by the Treasurer or Staff member and the expiry date noted prior to the start of each term. In addition triplets or

quadruplets attending a funded kindergarten program in the same year will be eligible for the kindergarten fee subsidy, the original or certified birth certificates need to be sighted by the pre-school teacher.

A family eligible for the kindergarten fee subsidy will receive a full refund of the kindergarten fee deposit on sighting of the supporting documentation. This documentation must be sighted by the pre-school teacher and the expiry date noted or the Treasurer.

A family eligible for the kindergarten fee subsidy will be charged no more than the fee subsidy rate for the first 10 hours and no more than the average hourly rate for the additional hours.

4. Multiple birth/child discount

The Boroondara Pre-school provides a discount for families with more than one child attending the centre. These families will only be charged one maintenance levy and fundraising levy. With 2 children attending this equates to a \$95.00 discount in term 1 and \$25.00 in each subsequent term. Full fees will be charged for the eldest child attending.

5. Child Care Benefit (CCB) – Registered care

The centre is registered with the Family Assistance Office (FAO) as a registered care provider. Parents/guardians claiming CCB for registered care must be participating in work, or work-related activities (including training, studying, on maternity leave, sick leave, voluntary work) at some time during the week that care was used. The rate set by the Australian Government from 1 July 2007 to 30 June 2008 is \$0.564 per hour. This subsidy is available for both the three and four-year-old programs. Visit www.familyassist.gov.au for further information or telephone the FAO on 13 61 50.

6. Fee structure

This is set out in the attached Fee Schedule.

Fees are not refundable, although the Committee may consider a partial refund in limited circumstances. Request must be submitted in writing for the Committee's consideration.

There will be no refund of fees if a program is unable to operate due to the current qualified staff member being absent and the committee unable to obtain a qualified reliever

7. Refunds

The Holding fee deposit for the four-year-old (funded) program and three-year-old program is not refundable but will however be applied against the Term 4 fees.

Term fees are non-refundable. There will be no refund of fees due to a child's short-term illness; public holidays; family holiday during operational times; closure of the centre for one or more days when a qualified staff member is absent and a qualified reliever is not available; or closure of the centre for staff training days.

8. Payment of accounts

Fees will be invoiced to parents/guardians directly and must be paid by the date indicated on the invoice. Each invoice will be accompanied by payment instructions. Please note that term 1 fees must be received prior to the child commencing at the centre.

If you are experiencing financial hardship, please contact the Treasurer to discuss a payment plan.

9. Unpaid fees

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

- An initial reminder letter stating fees are overdue, giving 10 working days for payment. The letter will include information on a range of support options available for the family.
- Follow up with a telephone call. The Treasurer will endeavour to extract a promise of immediate payment within 10 days. If the family is having difficulty paying a special payment plan will be discussed and agreed upon.
- If payment has not been received, or a payment plan has not been drawn up, the Committee will issue a second and final demand for full payment before end of term. They will notify the family that if this payment is not made by the specified date, then there will not be a place available at the pre-school for the child until fees are paid in full.
- In the interests of the child, exclusion of the child from the pre-school is a last option when all other possibilities have been explored.
- If an agreed payment plan is not adhered to then the follow up process will begin at Step 2.
- The committee will continue to offer support and reserves the right to employ the services of a debt collector.

11. Support services

Families experiencing financial hardship often require access to family support services. Foundation Boroondara can offer financial support to families in difficulty.

11.1 KPV Early Childhood Education Foundation (ECEF)

The Foundation strives to ensure that all children have access to early childhood education services which will enhance their opportunities to succeed in life by providing funds that contribute to attendance fees. It provides financial assistance to families accessing a funded kindergarten program who are experiencing extreme financial hardship.

Referral is required from the kindergarten provider, individual or self-referrals will not be accepted.

Further information and an application form is available from www.kpv.org.au.

12. Late enrolments

For children enrolled after the commencement of term 1, an invoice will be issued pro-rata and the child is able to commence on payment of fees.

13. Second Year of 4 year old

Any child requiring a second year of 4year old preschool will not automatically receive Government funding. When funding is not granted the family are required to pay the full funded amount.

Boroondara Pre-School

Fee Payment Agreement Form 2009

1. Four-year-old (funded) kindergarten program

Please complete this form and return it to the preschool with your enrolment forms.

2. Payment of fees

Invoices and collection of fees will be in accordance with the centre's *Fees Policy*.

3. Multiple birth/child discount [delete if not applicable]

Please indicate if you have one or more children attending the centre at the same time:

Yes No

4. Kindergarten Fee Subsidy

Please indicate if you have one of the following concessions, the number and expiry date or if your child is identified on the birth certificate as a triplet or quadruplet :

Health Care Card Pensioner Concession Card Visa 786/785

DVA Gold Card Number and expiry date: _____

Triplets or Quadruplets

Supporting documentation will need to be sighted at the centre prior to the start of each term by the Treasurer or Pre-school teacher. If your eligible card status changes over the year please advise the centre and you will be invoiced for any outstanding amount.

5. Fee Payment Contract

The contact person for the payment of fees at the preschool is the Treasurer who can be contacted through placing a note in the red box at the preschool.

Name of Child _____

Group Attending.

Name of Parent/Guardian

I/we acknowledge that the **four year old program** at the preschool is a service which is **partly funded** by the State Government, with the balance of the funds coming from fees paid by parents/guardians.

I/we acknowledge that the **extended hours programs** do not attract funding and require full payment of fees and that the pre-school cannot operate without fees paid by parents.

I/we understand that I am only entitled to obtain the kindergarten fee subsidy while I have a current Health Care Card/Pensioner Concession Card/Visa 786/785/Department of Veterans' Affairs Gold Card or have triplets or quadruplets attending kindergarten in the same year. If my eligibility lapses, then full payment of fees is required from the beginning of the next term.

I/we understand that I/we am/are only entitled to obtain the multiple birth/child discount whilst I/we have more than one child attending the centre. If my eligibility lapses, then full payment of fees is required.

I/we agree to pay the fees and levies set out in the invoice issued by the Treasurer, by the date indicated on the invoice, subject to the preschool's policies and State Government regulations.

I/we understand that term fees are non-refundable.

I/we acknowledge that the position of treasurer is held by a volunteer parent.

I/we acknowledge that if fees are not paid within ten (10) working days of the due date, a reminder letter will be sent. If after a telephone call, payment is not received or a payment plan agreed, a second and final letter will be sent notifying me that unless payment is made by mid way through the following term, my child will no longer have a place at the pre-school until fees are paid. .

I/we agree that if our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify the Treasurer to request alternative payment arrangements. I/we acknowledge the pre-school is not bound to agree to alternative payment arrangements

I/we acknowledge having received and read the Preschool's Fee Policy Summary, which sets out the procedures for fee payment.

Signed: _____ Dated: _

(Parent/guardian)

Boroondara Pre-School

Fee Payment Agreement Form 2009

1. Three-year-old kindergarten program

Please complete this form and return it to the preschool with your enrolment forms

2. Payment of fees

Invoices and collection of fees will be in accordance with the centre's *Fees Policy*.

3. Multiple birth/child discount

Please indicate if you have one or more children attending the centre at the same time:

Yes No

4. Fee payment contract

Name of child: _____

Parent's/guardian's name: _____

I/we acknowledge that the three-year-old kindergarten program is not funded by the state government and that fees must be paid by parents/guardians. The centre cannot operate without fees paid by parents/guardians.

I/we understand that I/we am/are only entitled to obtain the multiple birth/child discount whilst I/we have more than one child attending the centre. If my eligibility lapses, then full payment of fees is required.

I/we agree to pay the fees and levies set out in the invoice issued by the Treasurer, by the date indicated on the invoice, subject to the preschool's policies and State Government regulations.

I/we understand that term fees are non-refundable.

I/we acknowledge that the position of treasurer is held by a volunteer parent.

I/we acknowledge that if fees are not paid within ten (10) working days of the due date, a reminder letter will be sent. If after a telephone call, payment is not received or a payment plan agreed, a second and final letter will be sent notifying me that unless payment is made by mid way through the following term, my child will no longer have a place at the pre-school until fees are paid. .

I/we agree that if our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify the Treasurer to request alternative payment arrangements. I/we acknowledge the pre-school is not bound to agree to alternative payment arrangements

I/we acknowledge having received and read the Preschool's Fee Policy Summary, which sets out the procedures for fee payment.

Signed: _____ Dated: _____
(Parent/guardian)