

MAINTENANCE POLICY



PURPOSE

This policy will provide a framework for charging maintenance levies, earning maintenance credits and use of funds for maintenance works carried out at Rowen Street Kindergarten Inc. All families within the Rowen Street Kindergarten community, irrespective of the sessions the children attend, are charged the same maintenance levy. The Committee of Management considers that all families form an equal part of the kindergarten community.

PROCEDURES

1. A maintenance levy is charged, and credits may be earned in order for the levy to be refunded as follows:
 - A. A maintenance levy of \$200.00 is charged annually. It is payable in four equal installments of \$50.00 with each term's fees. The maintenance levy is:
 - a. **Refundable** (by earning maintenance credits throughout the year as specified in table 1, below), OR
 - b. **Non-refundable** (by *not* earning maintenance credits)
 - B. A refund equal to one quarter (\$50.00) of the annual maintenance levy will apply for each maintenance credit earned, to be paid at the conclusion of the year.
 - C. Families with more than one child attending the kindergarten in the same calendar year will be charged one maintenance levy for that year, and be required to earn four maintenance credits to be entitled to a full maintenance levy refund (\$200.00).
 - D. Families who hold a valid concession card and have provided documentation proof to the kindergarten (E.g. copy of current health care card provided as part of enrolments documentation) are not charged the maintenance levies.
 - E. The total maintenance levy refundable can be no greater than the maximum levy paid in one year, i.e. the maximum number of maintenance credits is four (\$200.00).
 - F. For safety reasons, whilst children are permitted to attend working bees, they must be supervised by a parent/guardian whilst attending the working bee.
 - G. For safety reasons, pets are not permitted to be brought to working bees
 - H. Alternative tasks may be available as designated by the staff or Committee during the year. These may be ongoing tasks or discrete items of work that

can be done outside of kindergarten and/or working bee hours. Persons with special skills or use of specialised equipment (sewing, carpentry, trucks, etc.) are encouraged to negotiate appropriate tasks. The number of maintenance credits earned will be determined at the discretion of the Committee, as advised in table 1.

- I. Generally, maintenance levies are not refunded until the end of the kindergarten year. However, in certain circumstances, where families withdraw children from the kindergarten during the year, individual assessments will be considered.
 - J. In recognition of time and energies given, all committee and non-committee members are eligible for 4 maintenance credits, qualifying them for a full refund of the maintenance levy, as specified in table 1. Attendance at a minimum of 50% of committee meetings is required to obtain this refund.
 - K. The conveners of large fundraising events, such as the Fun Day will also be eligible for maintenance credits. Parents who are conveners of stalls at the Fun Day are eligible for maintenance credits as set out in table 1.
 - L. Families who enroll their children during the year, i.e. do not attend for four full terms, will be charged the following maintenance levy amounts
 - Commencing during Term 1 \$200.00 (4 credits)
 - Commencing during Term 2 \$150.00 (3 credits)
 - Commencing during Term 3 \$100.00 (2 credits)
 - Commencing during Term 4 \$50.00 (1 credit)The levy will be added in \$50.00 installments to each Term's fees.
 - M. Rosters will be available for families to nominate the working bee dates they plan to attend. Any offer of specialist skills or equipment, as previously described, can be made known to staff on their child's enrolment form.
 - N. Each person attending working bees must sign their name and child's name on the sign-in sheet provided on the day so that maintenance credits can be allocated.
 - O. The maintenance levy will be refunded pro-rata for any maintenance credits earned throughout the year. E.g. If two credits have been earned for the year, a refund of \$100.00 will be paid in December.
 - P. Any query regarding maintenance credits should be directed to the working bee coordinator and/or Treasurer at the earliest opportunity for prompt resolution and to ensure a correct refund in December. The onus is on families to bring any discrepancies to the attention of the coordinator.
2. Any grounds projects or maintenance activities exceeding \$500.00 are required to provide two written quotes and obtain committee approval before work commences.
 3. The Committee shall vote to determine when maintenance levy funds shall be used to complete maintenance tasks or larger projects within the kindergarten grounds as the needs arise.

Table 1. Maintenance Credits

Role / Activity	No. of maintenance credits awarded (1 = \$50, max 4 = \$200)
1. Committee of Management position	4 credits
2. Non-committee position	4 credits
3. Class Social Representative	2 credits
4. Working Bees (held each term)	At each Working Bee attendance: <ul style="list-style-type: none"> • 1 credit - 2 parents/guardians both helping for 1 hour each; • 1 credit - 1 parent helping for (minimum 1.5 hours); • 2 credits - 2 parents/guardians both helping for minimum 1.5 hours each
5. Fun Day	<ul style="list-style-type: none"> • 1 credit - being a stall holder (2-hour shift) • 1 credit - assistance in setting up or cleaning up day (minimum 1.5 hours)
6. Other	<ul style="list-style-type: none"> • 1 credit - Book covers/contacting • 1 credit - End of year clean-up of classrooms (1.5 hours) • 1 credit - Hosting an advertising board on home property (e.g. Open-day, Fun Day) • Alternative tasks that assist the kinder. E.g. special skills or use of specialised equipment (sewing, carpentry, trucks etc). The number of credits awarded is at the Committee's discretion.

AUTHORISATION

This policy was adopted by the Committee of Management of Rowen Street Kindergarten Inc. on 12 August 2019

REVIEW DATE: JULY 2020