



## **FEES POLICY**

**Mandatory – Quality Area 7**

### **PURPOSE**

This policy will provide clear guidelines for:

- the setting, payment and collection of fees
- ensuring the viability of Rowen Street Kindergarten Inc., by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by Rowen Street Kindergarten Inc.

### **POLICY STATEMENT**

#### **1. Values**

Rowen Street Kindergarten 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 and/or Early Start Kindergarten.

#### **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 Rowen Street Kindergarten Inc.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians
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 ( <i>refer to Sources</i> )	√	√		
Considering any issues regarding fees that may be a barrier to families enrolling at Rowen Street Kindergarten 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 <i>Fees Policy</i> is readily accessible at the service ( <i>Regulation 171</i> )	√	√		
Providing all parents/guardians with fee information ( <i>refer to Attachment 1</i> )	√	√		
Providing all parents/guardians with a statement of fees and charges ( <i>refer to samples in Attachments 2 and 3</i> ) upon enrolment of their child	√	√		
Providing all parents/guardians with a fee payment agreement ( <i>refer to samples in Attachments 4 and 5</i> )	√	√		
Ensuring fees are collected and receipted	√	√		

Collecting all relevant information and maintaining relevant documentation regarding those with entitlement to concessions ( <i>refer to Definitions</i> )	√	√		√
Complying with the service's <i>Privacy and Confidentiality Policy</i> 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 ( <i>Regulation 172(2)</i> ), and ideally providing one term's notice.	√	√		
Addressing any complaints or concerns that have been raised regarding fees at the service in a timely manner	√	√		
Reading the Rowen Street Kindergarten Inc fee information for families ( <i>refer to Attachment 1</i> ), the Fee Payment Agreement ( <i>refer to Attachments 4 and 5</i> ) and the Statement of Fees and Charges ( <i>refer to Attachments 2 and 3</i> )				√
Signing and complying with the Fee Payment Agreement ( <i>refer to Attachments 4 and 5</i> )				√
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 and/or Early Start Kindergarten, if eligible ( <i>refer to Attachment 1</i> ).				√

### 3. Background and legislation

#### **Background**

The Department of Education and Training (DET) (refer to Definitions) provides funding for each child who is enrolled and attending a funded kindergarten program two years 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 15 hours of a kindergarten program free of charge in the year before school and 5 hours free of charge in earlier years.

DET also funds Early Start Kindergarten for three-year-old Aboriginal and Torres Strait Islander children, children from refugee or asylum seeker background and children known to Child Protection, to access kindergarten programs as outlined in The Kindergarten Funding Guide (refer to Sources).

Regulation 168(2) (n) of Education and Care Services National Regulations 2011 requires that funded kindergarten services have a comprehensive written fees policy, and the content of this policy must be communicated to families. The policy must include a written statement about the fees to be charged and the payment process. All families must be informed of applicable term and annual fees at the time of enrolment. Services must also advise eligible families of the Kindergarten Fee Subsidy (refer to Definitions) and/or or Early Start Kindergarten (refer to Definitions) arrangements. The fees charged must comply with the Kindergarten Fee Subsidy requirements (refer to Definitions) and/or or Early Start Kindergarten (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 policy

#### **Children/families experiencing vulnerability and/or disadvantage (in relation to this policy):**

children are vulnerable if the capacity of parents and family to effectively care, protect and provide for their long-term development and wellbeing is limited. Some factors which may contribute to a child experiencing vulnerability include: a child with a disability; living in a family with a low income, or one which is experiencing problems with housing, domestic violence, substance abuse, or mental health; known to child protection; in statutory out-of-home care; Aboriginal and/or Torre Strait Islander, having a culturally and linguistically diverse background; having a young or sole parent, or a parent with a disability (adapted from the Kindergarten Funding Guide)

**Concession:** A Commonwealth Government entitlement providing concessions for low-income earners and other eligible people. This includes one of the following:

- a Commonwealth Health Care Card

- a Commonwealth Pensioner Concession Card
- a Department of Veterans Affairs Gold Card or White Card
- Refugee or Asylum Seeker visa (200-204, 786 or 866)
- Bridging visas for any of the above Refugee or Asylum Seeker visas
- Multiple Births (triplets or more)

**Early Start Kindergarten (ESK):** Early Start Kindergarten provides eligible children with 15 hours of free or low-cost kindergarten each week led by a qualified Victorian Institute of Teaching (VIT) registered teacher. ESK is available to children who are at least three years old by 30 April in the year they are enrolled to attend the program and are:

- from a refugee or asylum seeker background, or
- Aboriginal and/or Torres Strait Islander, or
- known to child protection.
- These children can also access free year-before-school kindergarten through the ESK Extension Grant regardless of whether they have accessed ESK in the previous year.

**Early Start Kindergarten extension grants:** provides a free or low cost year-before-school kindergarten program for children:

- not eligible for the Kindergarten Fee Subsidy
- who participated in Access to Early Learning in the previous year or are from a refugee or asylum seeker background, or Aboriginal and/or Torres Strait Islander, or known to child protection. A child is not required to access ESK in the previous year to access the ESK extension grant.

**High priority families:** as defined in the Kindergarten Guide this includes:

- Children at risk of abuse or neglect, including children in Out-of-Home Care
- Aboriginal and/or Torres Strait Islander children
- Asylum seeker and refugee children
- Children eligible for the Kindergarten Fee Subsidy
- A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, or multiple birth children (triplets, quadruplets)
- Children with additional needs, defined as children who:
  - require additional assistance in order to fully participate in the kindergarten program
  - require a combination of services which are individually planned
  - have an identified specific disability or developmental delay

**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. High priority families (refer to **Definitions**) should not be charged any fees or levies.

**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. This fee is paid in advance prior to the start of each term.

**Kindergarten security deposit:** A full term fee is charged to secure a place that has been offered in a program at the service prior to the commencement at the service. This is deducted from the first term fees of the year. This deposit should not act as a barrier for enrolment of vulnerable families

**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 in the year before school and 5 hours free of charge for earlier years (*The Kindergarten Funding Guide* (refer to Sources)).

**Refundable maintenance levy:** A payment that is refunded on participation in a specific activity, such as being a member of the committee of management, working bees and other activities where applicable.

## 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 Rowen Street Kindergarten 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*

## 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
- investigating what measures can be taken to reduce any barriers to access the program, especially for vulnerable and disadvantaged children
- 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: *Fee Schedule and Payment Agreement – Three-year old kindergarten*
- Attachment 3: *Fee Schedule and Payment Agreement – Four-year old kindergarten*

## AUTHORISATION

This policy was adopted by the Committee of Management of Rowen Street Kindergarten Inc. on 16 August 2021

**Review date: JULY 2022**



## ATTACHMENT 1

### Fee information for families

#### Rowen Street Kindergarten Inc. 2022

### 1. General information

The Department of Education and Training (DET) provides funding for each child enrolled and attending kindergarten 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, or at minimal cost for earlier years

DET also provides Early Start Kindergarten funding to assist eligible three-year-old Aboriginal and Torres Strait Islander children, from a refugee or asylum seeker background or children known to Child Protection, to access kindergarten programs.

Rowen Street Kindergarten 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 to ensure the balance is achieved between the financial viability of the service and the affordability to parents/guardians, 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 and fundraising
- the fees charged by similar services in the area
- the capacity of parents/guardians to pay fees
- reasonable expenditure in meeting agreed program quality 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)

Fees are set for the year and based on a 'break-even' budget. These fees are only reviewed during the year in extraordinary circumstances, for example, if attendance rates fall below the budget 'break-even' point. In this event, 28 days' notice of any changes will be provided.

### 3. Other charges

Other charges levied by Rowen Street Kindergarten Inc. are included on the Statement of Fees and Charges. These include:

- **Kindergarten Security Deposit:** This payment secures a child's place at the service and is payable on acceptance of enrolment. The Kindergarten Security Deposit is the full payment of Term 1 fees, including any applicable Maintenance Levy. A \$200 administration fee will be deducted from payment of Term 1 fees if a confirmed place is withdrawn prior to commencement.

Families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the deposit for a 15 hour 4 yo kindergarten program. Families experiencing hardship should also discuss any difficulties with the service.

- **Refundable maintenance levy:** The participation of parents/guardians is encouraged by the service and can help to keep costs more affordable. However not all families are able to assist at the service. A refundable maintenance levy system has been introduced by the service and replaces voluntary labour with paid labour. The maintenance levy is charged in four equal installments with each term's fees. Payment will be refunded to parents/guardians on participation in specified activities which may include:
  - Serving a full year on the Committee of Management or Sub Committee;
  - Working bees, maintenance and gardening; or
  - Any other activity approved by the Committee of Management. Refer to the "RSK Maintenance Policy" for further details.

Parents/Guardians of children eligible for Kindergarten Fee Subsidy 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 service. This levy is refunded to parents/guardians at the end of Term 4 when participation in approved activities is completed.

- **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. A late pickup fee will be incurred by parents when children are not collected within 10 minutes of the end of the session. After 10 minutes, the fee will be charged at a rate of \$1 per minute, with a minimum charge of \$15. A book will be kept to record late pickup fees and the Treasurer notified. Late pickup fees are due and payable with the next term fee invoice. Overdue late pickup fees will be treated in the same manner as overdue fees. The late pickup fee will be waived in an emergency situation at the discretion of 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 the Rowen Street Kindergarten Inc. communities to come together.

#### 6. Subsidies

##### 6.1 Kindergarten Fee Subsidy

The Kindergarten Fee Subsidy is provided by DET and enables eligible children to attend 15 hours of kindergarten free of charge in the year before school and at a reduced rate (equivalent to 5 hours of kindergarten free of charge) in earlier years. 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*).

Your child is eligible for the kindergarten fee subsidy:

- if your child identifies as Aboriginal and/or Torres Strait Islander
- if your child is identified on their birth certificate as being a multiple birth child (triplets or more).

or if your child holds or has a parent or guardian who holds, one of the following:

- a Commonwealth Health Care Card
- a Commonwealth Pensioner Concession Card
- a Department of Veterans Affairs Gold Card or White Card
- Refugee or Asylum Seeker visa (200-204, 786 or 866)
- Bridging visas for any of the above Refugee or Asylum Seeker visas



If your family or child has a humanitarian or refugee visa listed by the Department of Immigration and Border Protection which is not included in the above list, your child may still be eligible for the kindergarten fee subsidy.

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**

Early Start Kindergarten gives eligible children 15 hours of free or low-cost kindergarten a week for two years before starting school.

To be eligible, the child must be three by 30 April in the year they start kindergarten and meet one of the following criteria:

- o be from a refugee or asylum seeker background
- o identify as Aboriginal or Torres Strait Islander
- o your family has had contact with Child Protection.

Children can also access free or low cost Four-Year-Old Kindergarten through the Early Start Kindergarten Extension Grant. Contact the service for further information.

## **7. Payment of fees**

Fees are payable for all enrolled days, including any absences due to illness, holidays or public holidays. 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.

### **7.1 Procedures for fees collection.**

Fees will be invoiced to parents/guardians directly and must be paid in full 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 full-term invoice for the following term will be issued and must be paid in full prior to the child commencing at the service to secure the spot. A pro rata catch-up invoice will be issued after commencement and must be paid in full by the date indicated on the invoice. Fees for the remaining year will be invoiced as set out below.

The annual fee will be invoiced to parents / guardians directly as follows:

- On acceptance of a place, the Kindergarten Security Deposit (full payment of Term 1 fees) is payable via EFT. A receipt will be issued prior to commencement.
- Terms 1, 2, 3 and 4 are outlined below:
  1. The Kindergarten Security Deposit will be deducted from the first term (Term 1) fees of the year.
  2. Invoice for Term 2 will be sent by email in late Term 1. Term 3 & 4 invoices are issued at the end of the preceding term. Invoices are to be paid in full by the due date, prior to the start of the term.
  3. 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).
  4. If requested, invoices will be sent by mail to parents/guardians.
  5. All fees will be collected by the Treasurer. If requested, the Treasurer will provide account statements to all families detailing payments received.

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.

### **7.2 Method of payment**

Rowen Street Kindergarten's preferred method of payment is via EFT.

Rowen Street Kindergarten has a NO CASH Policy for Fees.

Parents/guardians experiencing difficulty in paying fees are requested to contact the Treasurer at [RSK.Treasurer@gmail.com](mailto:RSK.Treasurer@gmail.com) 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 will be issued stating fees are overdue, giving 10 working days for payment. A copy of this will be kept on file. It will include information on a range of support options available for the family.
- If payment has not been received by the specified date, the parents/guardians will be invited to attend a meeting to discuss alternative payment options and to develop an agreed payment plan. Minutes of this meeting will be kept on file. If a payment plan is agreed upon both parties will sign the agreed plan and a copy will be kept on file.
- If the parents/guardians fail to attend the meeting and/or if payment is still not received, the Committee of Management will issue a final written request for full payment within 10 working days. The letter will notify the family that, if payment is not received, the child's place at the service may be cancelled.
- The Committee of Management will continue to offer support to families experiencing difficulties in meeting fee invoices.
- If a decision is made to cancel the child's place at the service, the parents/guardians will be provided with 14 days' notice in writing.
- Any siblings applying to enter a Kindergarten program in the future will not be eligible for enrolment until all outstanding fees are paid in full by the family.

The Treasurer, Committee of Management members and staff involved in fee discussions will comply with the Privacy and Confidentiality Policy of Rowen Street Kindergarten Inc. Staff may be consulted on a child's attendance rates and any other information required for the Treasurer to fulfill their role

## **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 will be provided. Fees may still apply for programs offering more than the required minimum hours per week.

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

1. Prior to the commencement of Term 1, if paid, a full refund of the Kindergarten Security 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 will be provided. Note that fees may apply for programs offered for more than the required minimum hours required 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 / withdrawal 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 kindergarten. 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.
5. Refunds may be provided when the child's place is filled within two weeks of the child leaving the kindergarten. This is at the discretion of the Committee of Management.

In any other case, fees are non-refundable. Once the place has been accepted, there will be no refund of fees in the following circumstances:

- a child is unable to attend as they do not meet immunisation requirements
- 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 (i.e. no pro rata fees).

#### **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 28 days in advance of any required fee increase and will be offered the option to request a payment plan.



**ATTACHMENT 2**  
**Fee Schedule and Payment Agreement Three-year-old kindergarten**  
**Rowen Street Kindergarten Inc.**

**1. 3 Year Old Fee Structure for 2022:**

<b>3-year-old Beetles</b>	<b>Term Fees</b>	<b>Refundable Maintenance Levy*</b>	<b>Total</b>	<b>Kindergarten Fee Subsidy (KFS)** (\$)</b>
<b>10 hours per week</b>	<b>(\$)</b>	<b>(\$)</b>	<b>(\$)</b>	
Kindergarten Security Deposit (Term 1)	550	50	600	275
Term 2	550	50	600	275
Term 3	550	50	600	275
Term 4	550	50	600	275
<b>Total</b>	<b>2200</b>	<b>200</b>	<b>2400</b>	<b>1100</b>

<b>3-year-old Butterflies</b>	<b>Term Fees</b>	<b>Refundable Maintenance Levy*</b>	<b>Total</b>	<b>Kindergarten Fee Subsidy (KFS)** (\$)</b>
<b>15 hours per week</b>	<b>(\$)</b>	<b>(\$)</b>	<b>(\$)</b>	
Kindergarten Security Deposit (Term 1)	1000	50	1050	725
Term 2	1000	50	1050	725
Term 3	1000	50	1050	725
Term 4	1000	50	1050	725
<b>Total</b>	<b>4000</b>	<b>200</b>	<b>4200</b>	<b>2900</b>

*\*Payable once per family per term, to be refunded in Term 4 upon participation in approved activity (e.g., working bee).*

*\*\*The Kindergarten Fee Subsidy (KFS) (refer to Attachment 1: Fee Information for families). Parents/Guardians of children eligible for Kindergarten Fee Subsidy will not be required to pay the Maintenance Levy.*

**2. Kindergarten Security Deposit:**

A Kindergarten Security Deposit of \$600 (Beetles) or \$1050 (Butterflies) inclusive of maintenance levy of \$50 is payable when a place in a kindergarten program is offered in order to secure/reserve the place. If a confirmed place is withdrawn prior to commencement, a \$200 administration fee will be deducted from the security deposit (Term 1 fees).

Families of children in the Beetles group who are eligible for the Kindergarten Fee Subsidy (refer to Attachment 1: Fee Information for Families) will be required to pay a \$275 deposit. Families of children in the Butterflies group who are eligible for the Kindergarten Fee Subsidy (refer Attachment 1: Fee Information for Families) will be required to pay a \$725 deposit.

**3. Payment of fees**

Term fees are invoiced in four equal installments: Term 1: Paid as the Kindergarten Security Deposit  
Term 2, 3 and 4: invoiced three weeks prior to the end of the previous term Invoices must be paid by the due date, prior to the start of the term.

**4. Refundable Maintenance Levy**

An annual maintenance levy of \$200 per family is charged in four equal instalments of \$50 with each term’s fees. The maintenance levy is refundable on a pro-rata basis to parents/guardians on participation in specified activities as detailed in the Fee Information for Families (Attachment 1).

**5. Late collection charge**

The Committee of Management reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child (refer to Fee information for families – Attachment 1).

**6. 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.

**7. Early Start Kindergarten**

Early Start Kindergarten gives eligible children 15 hours of free or low-cost kindergarten a week for two years before starting school. To be eligible, the child must be three by 30 April in the year they start kindergarten and meet one of the following criteria:

- be from a refugee or asylum seeker background
- identify as Aboriginal or Torres Strait Islander
- your family has had contact with Child Protection.

Please advise if the child is Aboriginal or Torres Strait Islander	Please tick:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Please advise if the child is known to child protection	Please tick:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Please advise if the child is a refugee or asylum seeker background	Please tick:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

**8. Kindergarten Fee Subsidy (KFS)**

DET provides a fee subsidy for eligible families. Please indicate if you are eligible for one of the following concessions, or meet one of the following criteria:

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

If applicable, 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 Rowen Street Kindergarten by the Enrolment Secretaries or Rowen Street Kindergarten Staff .

**9. Children with additional needs**

Does your child have additional needs? Yes  No

If yes, please specify: \_\_\_\_\_

You must discuss your child’s needs with the educator when your child’s place is confirmed.

Is your child registered with a specific support service/agency? Yes  No

Name of support service/agency: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_

## 9. Fee Payment Agreement & 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 above).
- 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 will implement the late payment of fees procedures as well as the administration fee for late fee payments, as outlined in the *Fees Policy* and *Fee Information for Families (Attachment 1)* and acknowledge this could result in the cancellation of my/our child's place at the kindergarten.
- 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 (Attachment 1)*, which outlines the procedures for payment of fees.

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

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



**ATTACHMENT 3**  
**Fee Schedule and Payment Agreement Four-year-old kindergarten**  
**Rowen Street Kindergarten Inc.**

**1. Fee Structure for 2022**

<b>4-year-old: Ladybugs 15 hours per week</b>	<b>Term Fees (\$)</b>	<b>Refundable Maintenance Levy* (\$)</b>	<b>Total (\$)</b>	<b>Kindergarten Fee Subsidy (KFS)** (\$)</b>
Kindergarten Security Deposit (Term 1)	630	50	680	Nil
Term 2	630	50	680	Nil
Term 3	630	50	680	Nil
Term 4	630	50	680	Nil
<b>Total</b>	<b>2520</b>	<b>200</b>	<b>2720</b>	<b>Nil</b>

<b>4-year-old: Dragonflies 18 hours per week</b>	<b>Term Fees (\$)</b>	<b>Refundable Maintenance Levy* (\$)</b>	<b>Total (\$)</b>	<b>Kindergarten Fee Subsidy (KFS)** (\$)</b>
Kindergarten Security Deposit (Term 1)	900	50	950	270
Term 2	900	50	950	270
Term 3	900	50	950	270
Term 4	900	50	950	270
<b>Total</b>	<b>3600</b>	<b>200</b>	<b>3800</b>	<b>1080</b>

\*Payable once per family per term, to be refunded in Term 4 upon participation in approved activity (e.g., working bee)

\*\*The Kindergarten Fee Subsidy (KFS) (refer to Attachment 1: Fee Information for families). Parents/Guardians of children eligible for Kindergarten Fee Subsidy will not be required to pay the Maintenance Levy.

**2. Kindergarten Security Deposit:**

A Kindergarten Security Deposit of \$680 (for Ladybugs) or \$950 (for Dragonflies) inclusive of the maintenance levy of \$50 is payable when a place in a kindergarten program is offered in order to secure/reserve the place. If a confirmed place is withdrawn prior to commencement, a \$200 administration fee will be deducted from the security deposit (Term 1 fees).

Families of children in the Ladybugs group who are eligible for the Kindergarten Fee Subsidy (refer to Attachment 1: Fee Information for Families) are not required to pay a deposit. Families of children in the Dragonflies group who are eligible for the Kindergarten Fee Subsidy (refer Attachment 1: Fee Information for Families) will be required to pay a \$270 deposit.

### 3. **Payment of fees**

Term fees are invoiced in four equal installments: Term 1: Paid as the Kindergarten Security Deposit Terms 2, 3 & 4 invoiced three weeks prior to the end of the previous term. Invoices must be paid by the due date, prior to the start of the term.

### 4. **Refundable Maintenance Levy:**

An annual maintenance levy of \$200 per family is charged in four equal installments of \$50 with each term's fees. The maintenance levy is refundable on a pro-rata basis to parents/guardians on participation in specified activities as detailed in the Fee Information for Families (Attachment 1).

### 5. **Late collection charge**

The Committee of Management reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child (refer to Fee information for families – Attachment 1).

### 6. **Government Funding:**

The Department of Education and Training (DET) provides per capita funding as a contribution towards the costs of providing the four-year-old kindergarten programs. A second year of a four-year-old kindergarten program may be funded for children who meet certain criteria. These criteria need to be discussed directly with the child's kindergarten teacher.

However, if a child does not meet the necessary criteria but the parent/guardian chooses for the child to have a second year in a four-year-old kindergarten program, then they will be charged directly the funding normally provided by DET. This will be in addition to the normal term fees. Please note that State government legislation requires Rowen Street Kindergarten Inc. to ensure that a child, prior to their school year, receives a place in a funded four-year-old kindergarten program. Should a place be required for a funded child at the kindergarten, then a non-funded child may be required to leave. Any fees paid would be reimbursed on a pro rata basis.

2020 is my child's second year in a four-year-old kindergarten program: Yes  No

If yes, please indicate whether your child has been granted DET funding: Yes  No

### 7. **Kindergarten Fee Subsidy (KFS):**

DET provides a fee subsidy for eligible families. Please indicate if you are eligible for one of the following concessions, or meet one of the following criteria:

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

If applicable, 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 Rowen Street Kindergarten by the Enrolment Secretaries or Rowen Street Kindergarten Staff .

**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)**

### 8. **Children with additional needs**

Does your child have additional needs? Yes  No



If yes, please specify: \_\_\_\_\_

You must discuss your child's needs with the educator when your child's place is confirmed.

Is your child registered with a specific support service/agency? Yes  No

Name of support service/agency: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_

### 9. **Fee Payment Agreement & 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 listed in point 7 above. 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 the additional funding, if my/our child is undertaking a four-year- old kindergarten program in a non-funded position.
- 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 well as the administration fee for late fee payments, as outlined in the *Fees Policy* and *Fee Information for Families (Attachment 1)* and acknowledge this could result in the withdrawal of my/our child's place at the service.
- 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 (Attachment 1), which outlines the procedure for payment of fees.

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

\_\_\_\_\_  
Date

Note: invoices, receipts and collection of fees will be in accordance with the Rowen Street Kindergarten Inc. *Fees Policy*.