



Fee Policy 2022

Quality Area 7

VALUES:

The Kindergarten is committed to:

- Providing responsible financial management of the service, which includes 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 the non-payment and/or inability to pay fees/outstanding debts;
- Maintaining confidentiality in relation to the financial circumstances of families;
- Advising users of the service about how the programs are funded, including government support & parent fees;
- Providing equitable access for families eligible for the kindergarten fee subsidy.

PURPOSE:

The aim of this policy is to provide a clear set of guidelines for:

- The setting, payment and collection of fees
- Ensuring the viability of Yackandandah Kindergarten by setting appropriate fee charges
- Equitable and non-discriminatory application of fees across the programs provided

GUIDELINES:

Policy Statement

The Department of Education and Training (DET) provides per capita funding as a contribution toward the costs of providing kindergarten two years before school. In addition, the kindergarten fee subsidy (KFS) enables eligible families to attend the funded kindergarten program at a reduced or no cost.

The kindergarten meets the balance of costs through fees and fundraising.

Early Start Kindergarten (ESK) is a grant funded by the Department of Education and Training that provides eligible three-year-old children access to 15 hours of kindergarten per week for free or at low cost, including in areas with funded Three-Year-Old Kindergarten. A child can be placed in a Three-Year-Old Kindergarten program, a mixed age program or where Early Start enrolments are incorporated into a four-year-old program.

The ESK grant is available for children who are:

- three years old by 30 April in the year they are enrolled
- Aboriginal and/or Torres Strait Islander or known to Child Protection.
- enrolled in a kindergarten program delivered by a Victorian Institute of Teaching (VIT) registered early childhood teacher.

Notification of a child's eligibility for ESK can be provided to your service verbally or in writing from a parent or by any professional supporting the family. No other action or information is required to determine eligibility.

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PROCEDURES:

The Yackandandah Primary School Council, through the Kindergarten Sub-Committee is responsible for:

- Implementing and adhering to the Fees Policy Guidelines as outlined in Attachment 1
- Implementing and reviewing this policy, in consultation with the families and staff and in line with the requirements of the DET *Victorian Kindergarten, Policy, Procedures and Funding Criteria*
- Developing a fees policy that balances the capacity of the families' capability to pay, providing a high-quality program and maintaining service viability
- Considering any issues regarding fees that may be a barrier to families enrolling at Yackandandah Kindergarten and removing those barriers wherever possible
- Ensuring the Fees Policy is accessible to all families upon enrolment of their child and making the Fees Policy readily accessible at the service
- Documenting the type of concession card and expiry date of eligible concession card holders
- Complying with the kindergarten's Privacy Policy in regard to any information received relating to the financial situation of families and the payment/non-payment of fees
- Notifying families within 28 days of any changes to the arrangements for the payment of fees
- Ensuring a notice outlining the fees charged by Yackandandah Kindergarten is displayed prominently in the main entrance
- Ensuring all families are aware of how to make their payments

The Business Manager at Yackandandah Primary School in conjunction with the Kindergarten Administration Officer is responsible for:

- Ensuring term fees are invoiced and issued, collected and receipted in line with the Fees Policy
- Responding to enquiries from families regarding fee payments

The Kindergarten Staff and Administration Officer are responsible for:

- Informing the committee of any complaints or concerns that have been raised regarding the fees at the service
- Referring families' questions in relation to this policy to the Committee
- Assisting the Program Director as required in sighting supporting documentation for Families' eligibility to access the kindergarten fee subsidy

The families are responsible for:

- Reading the Fees Policy prior to accepting a place at Yackandandah Kindergarten
- Signing, returning to the kinder and complying with the Fees Payment Agreement form
- Notifying the Business Manager/Director/Principal/Approved Provider if experiencing difficulties with the payment of fees
- Providing the required documentation to enable the service to claim the kindergarten fee subsidy for eligible families. All documentation must be received prior to the child starting kindergarten.

Payment of Fees

Fees can either be paid by:

- Direct deposit into the Yackandandah Primary School's Bank Account. Details are: Westpac Bank BSB: 033-222 Account No. 018848 OR
- Cash or cheque at the Yackandandah Primary School Office – EFTPOS facilities are not available.

A receipt will be sent home to families after payment has been receipted into the Educa finance system.

Attachments

Attachment 1: Fees and charges information for families

Attachment 2: Fees Payment Agreement – four year old partly State Government funded program

Attachment 3: Fees Payment Agreement – three year old partly State Government funded program

Attachment 4: Fees Payment Agreement – Bush Kinder non-funded program and Wednesday / Friday non-funded program

Attachment 5: Fees Schedule

RESPONSIBILITY:

The Fees Policy is the responsibility of the Yackandandah Primary School Council and is to be approved by the School Council.

ASSOCIATED POLICIES / DOCUMENTS:

- Enrolment Policy
- Delivery & Collection of Children Policy
- Privacy Policy
- Education & Care Services National Law Act 2010
- Education & Care Services National Regulations
- Yackandandah Kindergarten Management Committee – Budget documents

REVIEW:

In accordance with the Policy Review Table, the Fees Policy will be scheduled for review in 2023.

ATTACHMENT 1.

Fee and charges information for families.

YACKANDANDAH KINDERGARTEN 2022

1. Why fees are necessary

The Department of Education and Training (DET) provides per capita funding as a contribution toward the costs of providing a FUNDED kindergarten program two years before school. 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 funded kindergarten program free of charge, or at a minimal cost.

Yackandandah Kindergarten provides a range of support options to parents/guardians experiencing difficulty with payment of fees (see below).

2. How fees are set

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

- The financial viability of the service
- The level of government funding provided for the program, including the Kindergarten Fee Subsidy
- The availability of other income sources, such as grants
- The fees charged by similar services in the area
- The capacity of parents/guardians to pay fees
- Reasonable expenditure in meeting agreed program quality and standards
- Requirements of the *Kindergarten Fee Subsidy – Fees Policy* (details can be found in *The Kindergarten Guide*, available under *early childhood / service providers* on the DET website:

www.education.vic.gov.au

Fees set for the year would only be reviewed in extraordinary circumstances; for example, if attendance rates fall below the budget 'break even' point. Families will be given notice one term in advance of any required fee increase. Families will be provided an option of requesting a payment plan.

3. Other Charges

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

- **Enrolment Fees:** Families are required to pay the Enrolment fee on lodgement of the Enrolment Form to cover administrative costs associated with the enrolment application process. This fee is non-refundable.
- **Maintenance Levy:** This fee has been established as a family contribution to the maintenance of our kindergarten grounds rather than rely on parent rosters for general weekly upkeep.
- **IT Levy:** This fee relates to the use of iPads by the children and the Kindyhub communication medium used by staff to share photos, stories and observations of the children with their parents.
- **Voluntary Fundraising Contribution:** Introduced to allow equitable sharing of the fundraising load across the whole parent body.

- **Late Collection Charge:** The committee reserves the right to implement a late collection of children charge when parents/guardians are frequently late in collecting a child/ren. In these situations the following procedures will apply:
 - The qualified staff member will inform the parents/guardians/carer that if late collection continues the committee will be notified and the family will be charged a late fee.
 - Late fees will be applied at the Principal's discretion using the following guidelines as per the Delivery and Collection of children policy:
 - An initial \$10 fee will be applied if parent/guardians or carers are 10 minutes late to pick-up their child
 - \$1 per minute will apply for each following minute between 11 and 20 minutes and \$3 for per minute will apply for any time following 20 minutes.
 - Parents will be required to sign a 'Late Pick Up Form' acknowledging that they were late and confirming the time in question to allow charges to be calculated.
 - A photocopy of the form will be provided to parents for their record and for attaching charge details.
 - The fee amount is to be paid directly to Yackandandah Kindergarten as per normal procedures.
 - The original form will be forwarded to the administration officer.
 - On receipt of Late Pickup Fee charge, a receipt will be issued.
 - If the charge is not paid it will be added to the family in question's next kindergarten term fees.

4. Statement of Fees and Charges

The Kindergarten Handbook is provided to parents at the time of seeking enrolment application forms [either in person or via our website]. This details the Kindergarten fees and charges for funded and non-funded programs.

5. Fundraising

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

The committee will ensure that fundraising income is not included in the calculation of the program fees and that families will be informed about expenditure of fundraising income.

6. Subsidies

6.1 Kindergarten Fee Subsidy (partly State Government funded programs only)

The Kindergarten Fee Subsidy (KFS) is provided by DET and enables eligible children to attend kindergarten free of charge or at a minimal cost. Eligibility conditions change from time-to-time – contact the service for further information.

Families who may be eligible for the Kindergarten Fee Subsidy (3yo & 4yo funded programs only) include those who are:

- Health Care Card Holders
- Pensioner Concession Card Holders
- Department of Veteran's Affairs Gold Card or White Card holders
- Bridging Visas A-E
- Refugee Visa (subclass) 2000

- In-country Special Humanitarian Visa (subclass 201)
- Global Special Humanitarian Visa (subclass 202)
- Temporary Humanitarian Concern Visa (subclass 786)
- Protection Visa (subclass 866)
- Emergency Rescue Visa (subclass 203)
- Woman at Risk Visa (subclass 204)
- Humanity Stay Visa (subclass 449)
- Temporary Protection Visa (subclass 786)
- Safe Haven Enterprise Visa (subclass 79)
- ImmiCard
- Aboriginal or Torres Strait Islander children
- Triplets or quadruplets attending a funded program in the same year.

Supporting documentation must be sighted by the Director or Administration Officer on acceptance of a place or on commencement in the program. Families are eligible for the Kindergarten Fee Subsidy for the full term in which their concession is valid. Contact the service for further information.

6.2 Early Start Kindergarten Fee Subsidy

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

The child:

- Has been identified by family at enrolment as being Aboriginal or Torres Strait Islander, or is known to Child Protection;
- Turns three years of age on or before 30 April of the year of enrolment; and

To obtain the Early Start kindergarten funding, supporting documentation *must* be sighted by the Program Director prior to or at commencement or when the child becomes eligible.

7. Payment of Fees

The School Council will regularly review payment options and procedures to ensure that they are inclusive and sensitive to families' cultural and financial situations.

Fees will be invoiced to parents/guardians directly from the Yackandandah Primary School and must be paid by the date indicated on the invoice. For children enrolled after the commencement of a term, a pro rata invoice will be issued and must be paid in full within 14 days of commencement at the service. Parents/guardians who elect to hold a place (for holidays or a late start) must pay the full term fees to hold that place. Receipts will be provided for all fee payments.

METHOD OF PAYMENT

Payment can be made by cash, money order or cheque (made out to "Yackandandah Primary School"), directly to the school office, or by direct deposit to the Yackandandah Primary School account.

Yackandandah Primary School's banking details appear on the relevant invoice, in the enrolment handbook, and on the website. The child's invoice reference code should be specified when making a direct deposit payment.

Any fee incurred due to dishonoured cheques will be payable to the kindergarten by the drawer of the cheque.

DIFFICULTY IN PAYING FEES

Families experiencing difficulty in paying fees are requested to contact the Business Manager at Yackandandah Primary School to arrange suitable alternative payment arrangements. The *Privacy and Confidentiality Policy* will be complied with at all times in relation to a family's financial/personal circumstances.

LATE PAYMENT / NON-PAYMENT OF FEES

If families have not communicated to the Business Manager or Principal reasons for late or non-payment of fees, the following procedures will be implemented:

Step 1: A friendly 'reminder notice' stating fees are overdue and providing 10 working days for payment, will be mailed to families.

Step 2: If payment has not been received by the specified date or no contact has been made with the Principal, a second and final demand for full payment within 7 days will be mailed to the families to ensure the child's place at kindergarten is not forfeited.

Step 3: If the family fail to make a payment, the Principal will telephone to discuss alternative payment options and to develop an agreed payment plan which will be signed and copied to both parties.

Step 4: If the payment plan agreed to and signed by both parties is not adhered to, the matter will be referred by the Principal to the School Council for direction. The School Council reserves the right to cancel the child's place at the kindergarten and to not allow further placements in programs until all outstanding monies are paid. If, at the committee's discretion, a decision is made to cancel the child's place at the kindergarten, the family will be provided 14 days' written notice by registered mail.

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.

In any other case, fees are non-refundable (exceptional circumstances may apply and are at the discretion of School Council).

There will be no refund of fees in the following circumstances:

- A child's short term illness
- Public holidays
- Family holiday during operational times
- Closure of the service for one or more days when a qualified educator is absent and a qualified reliever is not available
- Closure of the service for 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.

8. Children turning 3 years of age during the year

Payment in full from the first day of term one will apply if a place is reserved for a child turning three during the year (but before 29 April). Such children can only commence the program when they have turned three years of age.

ATTACHMENT 2

**FEE PAYMENT AGREEMENT
FOUR-YEAR-OLD [PARTLY STATE GOVT FUNDED] KINDERGARTEN PROGRAM**

ATTACHMENT 3

**FEE PAYMENT AGREEMENT
THREE-YEAR-OLD [PARTLY STATE GOVT FUNDED] KINDERGARTEN PROGRAM**

ATTACHMENT 4

**FEE PAYMENT AGREEMENT
3YO & 4YO NON-FUNDED BUSH KINDER PROGRAM &
4YO WEDNESDAY / FRIDAY NON-FUNDED KINDERGARTEN PROGRAM**

ATTACHMENT 5

Fees Schedule

NOTE: 4yo partly State Govt Funded Program fees are partly funded by the State Government, with the balance of the funds coming from fees paid by parents/guardians/carers.

4 year old partly State Government Funded Pre-School Program

Fee Type	Description	Amount	
Enrolment Fee	A payment to cover administrative costs associated with the enrolment of a child in a program at Yackandandah Kindergarten and is only refundable if we cannot secure a place for a child.	\$30 per child	
Term Fee	Term Fees per term which are not refundable. An additional financial contribution is received by the Department of Education to keep these fees at these subsidised levels.	\$485 (15 hours/week) per term per child.	
Maintenance Levy	Family contributions to the maintenance of our kindergarten grounds rather than relying on parent rosters for general weekly upkeep.	\$30 per family regardless of how many children enrolled	
IT Levy	A payment to cover the children's use of iPads and the Kindyhub communication tool by which parents receive messages, stories, photos of their children's kinder day activities.	\$15 per family regardless of how many children enrolled	
Health Care Card Holders	Where KFS funding criteria is met: the family will receive a fully subsidised program. As our program offers 15hrs /wk (above the funded hours) a fee applies. (KFS= kindergarten fee subsidy)		

- No Health Care Card subsidy available to the Wednesday & Friday non-funded programs as per KFS criteria.
- Multiple Child Enrolment discount structure:
Families with two or more children enrolled at Yackandandah Kindergarten will be given a 20% discount off the second or further child's full term fees only. Any further application for discounted fees should be directed to the Principal for consideration.

NOTE: 3yo partly State Govt Funded Program fees are partly funded by the State Government, with the balance of the funds coming from fees paid by parents/guardians/carers.

Fees Schedule

3 year old partly State Government Funded Kindergarten Program

Fee Type	Description	Amount	
Enrolment Fee	A payment to cover administrative costs associated with the enrolment of a child in a program at Yackandandah Kindergarten and is only refundable if we cannot secure a place for your child.	\$30 per child	
Term Fee	Term Fees per term which are not refundable. An additional financial contribution is received by the Department of Education to keep these fees at these subsidised levels.	\$485 (15 hours/wk) per term per child	
Maintenance Levy	Family contributions to the maintenance of our kindergarten grounds rather than relying on parent rosters for general weekly upkeep.	\$30 per family regardless of how many children enrolled	
IT Levy	A payment to cover the children's use of iPads and the Kindyhub communication tool by which parents receive messages, stories, photos of their children's kinder day activities.	\$15 per family regardless of how many children enrolled	
Health Care Card Holders	Where KFS funding criteria is met: the family will receive a fully subsidised program. As our program offers 15hrs /wk (above the funded hours) a fee applies. (KFS= kindergarten fee subsidy)		

- No Health Care Card subsidy available to the Wednesday & Friday non-funded programs as per KFS criteria.
- Multiple Child Enrolment discount structure:
Families with two or more children enrolled at Yackandandah Kindergarten will be given a 20% discount off the second or further child's full term fees only. Any further application for discounted fees should be directed to the Principal for consideration.

Cont FEES SCHEDULE:

Wednesday / Friday 4yo School Readiness Non-Funded Program

Fee Type	Description	Amount	
Enrolment Fee	A payment to cover administrative costs associated with the enrolment of a child in a program at Yackandandah Kindergarten and is only refundable if we cannot secure a place for your child. (NB: This is not paid if an enrolment fee was paid for another program (4 year old or 3 year old kinder)).	\$30 per child	
Term Fee	Term Fees per term which are not refundable. Wednesday & Friday is not funded.	\$656 (for 4 year olds: 7.5 hours/wk) per term per child	
Maintenance Levy	Family contributions to the maintenance of our kindergarten grounds rather than relying on parent rosters for general weekly upkeep. (NB: This is not paid if the maintenance levy was paid for another program (4 year old or 3 year old kinder)).	\$30 per family regardless of how many children enrolled	
IT Levy	A payment to cover the children's use of iPads and the Kindyhub communication tool by which parents receive messages, stories, photos of their children's kinder day activities.	\$15 per family regardless of how many children enrolled	

- No Health Care Card subsidy available to the Wednesday & Friday non-funded programs as per KFS criteria.
- Multiple Child Enrolment discount structure:
Families with two or more children enrolled at Yackandandah Kindergarten will be given a 20% discount off the second or further child's full term fees only. Any further application for discounted fees should be directed to the Principal for consideration.

Cont FEES SCHEDULE:

Bush Kinder 3yo & 4yo Non-Funded Program

Fee Type	Description	Amount	
Enrolment Fee	A payment to cover administrative costs associated with the enrolment of a child in a program at Yackandandah Kindergarten and is only refundable if we cannot secure a place for your child. (NB: This is not paid if an enrolment fee was paid for another program (4 year old or 3 year old kinder)).	\$30 per child	
Term Fee	Term Fees per term which are not refundable. Wednesday & Friday is not funded.	\$656 (for 7.5 hours/wk) per term per child	
Maintenance Levy	Family contributions to the maintenance of our kindergarten grounds rather than relying on parent rosters for general weekly upkeep. (NB: This is not paid if the maintenance levy was paid for another program (4 year old or 3 year old kinder)).	\$30 per family regardless of how many children enrolled	
IT Levy	A payment to cover the children's use of iPads and the Kindyhub communication tool by which parents receive messages, stories, photos of their children's kinder day activities.	\$15 per family regardless of how many children enrolled	
<ul style="list-style-type: none">No Health Care Card subsidy available to the Wednesday & Friday non-funded programs as per KFS criteria.<u>Multiple Child Enrolment discount structure:</u> Families with two or more children enrolled at Yackandandah Kindergarten will be given a 20% discount off the second or further child's full term fees only. Any further application for discounted fees should be directed to the Principal for consideration.			

Definitions

Registered 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. Eligible families can receive some reimbursement of costs when using a registered care provider.

Enrolment application fee: a payment to cover administrative costs associated with the enrolment application of a child for a place in a program at the service.

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).

Kindergarten Fee Subsidy (KFS): a state government subsidy paid directly to the funded organisation to enable eligible families to attend a kindergarten program free of charge or at minimal cost.