

FEES POLICY

PURPOSE

This policy will provide Woodridge Pre-school with clear guidelines for:

- the setting, payment and collection of fees
- ensuring the viability of Woodridge Pre-school, by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by Woodridge Pre-school.

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POLICY STATEMENT

1. Values

Woodridge Pre-school is committed to:

- providing responsible financial management of the service, including balancing the provision of a high-quality service with setting fees at a level that balance the capacity of parents to pay and providing for the overall financial viability of the service
- providing a fair and manageable system for dealing with non-payment and/or inability to pay fees/outstanding debts
- ensuring there are no financial barriers for families wishing to access an early childhood program for their child/children
- maintaining confidentiality in relation to the financial circumstances of parents/guardians
- advising users of the service about program funding, including government support and fees to be paid by parents/guardians
- providing equitable access for families eligible for the Kindergarten Fee Subsidy.

2. Scope

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, teachers, educators and parents/guardians with an enrolled child, or who wish to enrol a child at Woodridge Pre-school.

3. Background and Legislation

Background

The Department of Education and Training (DET) provides per capita funding as a contribution towards the costs of the four-year-old kindergarten program. 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 families to attend the four-year-old kindergarten program at minimal or no cost.

DET also funds eligible three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection, to access kindergarten programs as outlined in the *The Kindergarten Guide 2016* (refer to *Sources*).

DET requires that funded services have a comprehensive written fees policy in place, and the content of this policy must be communicated to families. The policy must include a written statement about the fees to be charged, as required under Regulation 168(2)(n), and the payment process. All families must be informed of applicable term and annual fees at the time of enrolment. Services must also advise eligible families of the Kindergarten Fee Subsidy arrangements. The fees charged must

comply with the *Kindergarten Fee Subsidy – Fees Policy* (refer to *Definitions*), and be responsive to the local community and the viability of the service. *The Kindergarten Guide 2016* (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), as amended 2011
- *Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015*
- *Child Wellbeing and Safety Act 2005* (Vic), as amended 2012
- *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 2010* (Vic)
- *National Quality Standard*, Quality Area 7: Leadership and Service Management
 - The most current amendments to listed legislation can be found at:
 - Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
 - Federal Register of Legislation: <https://www.legislation.gov.au/>
- Standard 7.3: Administrative systems enable the effective management of a quality service

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*

Early Start Kindergarten Funding: A funding program that enables three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection to attend a kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours. Details are available at <http://www.education.vic.gov.au/childhood/parents/kindergarten/pages/earlystart.aspx>

Excursion/incursion/service event charge: An additional charge required to meet the cost of special events or excursions/incursions that occur in response to emerging children's program needs. Events that are planned ahead and are included as an expenditure item in the service's budget do not incur this additional charge (refer to *Excursions and Service Events Policy*).

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

Health Care Card: A Commonwealth Government entitlement providing concessions for low-income earners and other eligible people. Details are available at: <https://www.humanservices.gov.au/customer/services/centrelink/health-care-card>

Kindergarten fee deposit: A charge to secure a place that has been offered in a program at the service. This is deducted from term fees.

Kindergarten Fee Subsidy (supplementary funding): The Department provides a kindergarten fee subsidy to promote participation in kindergarten programs and to realise the government's aim to provide all children with access to a high-quality kindergarten program in the year prior to school. Details are available at <http://www.dhs.vic.gov.au/for-individuals/financial-support/concessions/education/kindergarten-fee-subsidy-for-4-year-old-children>

Kindergarten Funding: criteria and operational requirements: Provides operational guidelines for services administering the Kindergarten Fee Subsidy and can be found in the *The Kindergarten Guide 2016* available at: [http://www.education.vic.gov.au/Documents/childhood/providers/funding/The Kindergarten Guide 2016.pdf](http://www.education.vic.gov.au/Documents/childhood/providers/funding/The%20Kindergarten%20Guide%202016.pdf)

Kindergarten per capita grant funding: the main type of funding available from the Department for each eligible child who is enrolled and attending a funded kindergarten program in the year before school.

Late collection charge: A charge that may be imposed by the Committee of Management when parents/guardians are late to collect their child/children from the program.

Registered care: Care provided by nannies, grandparents, relatives or friends, individuals working within kindergartens, occasional care services and outside school hours care services that are registered with the Family Assistance Office. Eligible families can receive some reimbursement of costs when using a registered care provider. Details are available at www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/

5. Sources and Related Policies

Sources

- The Kindergarten Guide 2016:
- [http://www.education.vic.gov.au/Documents/childhood/providers/funding/The Kindergarten Guide 2016.pdf](http://www.education.vic.gov.au/Documents/childhood/providers/funding/The%20Kindergarten%20Guide%202016.pdf)
- The Model Rules of Woodridge Pre-school

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
- No Jab, No Play Policy

PROCEDURES

The Approved Provider is responsible for:

- reviewing the current budget to determine fee income requirements
- developing a fee policy that balances the parent's/guardian's capacity to pay, with providing a high-quality program and maintaining service viability
- implementing and reviewing this policy in consultation with parents/guardians, the Nominated Supervisor and staff, and in line with the requirements of DET's *The Kindergarten Guide 2016* (refer to *Sources*)
- ensuring that this policy is based on the principles of the *Kindergarten Fee Subsidy – Fees*
- considering any issues regarding fees that may be a barrier to families enrolling at Woodridge Pre-school and removing those barriers wherever possible
- reviewing the number of families experiencing financial hardship and 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
- providing all parents/guardians with a copy of the document containing Fee Information for Families (refer to Attachment 1)
- providing all parents/guardians with a Statement of Fees and Charges (Attachments 2 and 3) upon enrolment of their child, and ensure that the *Fees Policy* is readily accessible at the service (Regulation 171)

- providing all parents/guardians with a fee payment agreement
- collecting and receipting all fees
- collecting all relevant information and maintaining relevant documentation regarding those with entitlement to concessions, where applicable
- complying with the service's *Privacy and Confidentiality Policy* regarding financial and other information received, including in relation to the payment/non-payment of fees.

The Nominated Supervisor is responsible for:

- assisting the Approved Provider in developing this policy and ensuring that this policy is based on the principles of the *Kindergarten Funding: criteria and operational requirements*
- implementing and reviewing this policy, in consultation with parents/guardians, the Committee of Management and staff, and in line with the requirements of DET's *The Kindergarten Guide 2016*.

Certified Supervisors and other educators are responsible for:

- informing the Approved Provider of any complaints or concerns that have been raised regarding fees at the service
- referring parents'/guardians' questions in relation to this policy to the Committee of Management
- assisting the Committee of Management, as required, in sighting supporting documentation for access to the Kindergarten Fee Subsidy.

Parents/guardians are responsible for:

- reading the Woodridge Pre-School Fee Information for Families (refer to Attachment 1), the Fee Payment Agreement (refer to Attachments 4 and 5) and the Statement of Fees and Charges (refer to Attachments 2 and 3)
- signing and complying with the Fee Payment Agreement (refer to Attachments 4 and 5)
- notifying the Committee of Management if experiencing difficulties with the payment of fees
- providing the required documentation to enable the service to claim the Kindergarten Fee Subsidy for eligible families (refer to Attachment 1 – Fee Information for Families).

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to affordability, flexibility of payment options and procedures for the collection of fees
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up-to-date with current legislation, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians of children enrolled at Woodridge at least 14 days before making any changes that will affect the fees charged or the way in which fees are collected (Regulation 172(2)).

ATTACHMENTS

- Attachment 1: Fee Information for Families
- Attachment 2: Woodridge Pre-school Four-year-old Kindergarten Statement of Fees and Charges
- Attachment 3: Statement of Fees and Charges – Woodridge Pre-school Three-year-old Kindergarten Fee Schedule 2018
- Attachment 4: Woodridge Pre-school Four-year-old Kindergarten Fee Payment Agreement
- Attachment 5: Woodridge Pre-school Three-year-old Kindergarten Fee Payment Agreement
- Attachment 6: Fee Policy Summary

AUTHORISATION

This policy was adopted by the Committee of Management of Woodridge Pre-School in September 2018.

Review date: May 2019

Attachment 1: Fee information for families

Woodridge Pre-School 2018/19

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 four-year-old kindergarten 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 four-year-old kindergarten program free of charge, or at a minimal cost.

DET also provides funding to assist eligible three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection, to access kindergarten programs.

Woodridge Pre-School provides a range of support options to parents/guardians experiencing difficulty with payment of fees (see below).

2. How fees are set

As part of the budget development process, the Committee of Management sets fees each year for the programs of the service, taking into consideration:

- the financial viability of the service
- the level of government funding provided for the program
- 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 Fees Policy* (details in *The Kindergarten Guide 2016* document available at:
[http://www.education.vic.gov.au/Documents/childhood/providers/funding/The Kindergarten Guide 2016.pdf](http://www.education.vic.gov.au/Documents/childhood/providers/funding/The%20Kindergarten%20Guide%202016.pdf))

Fees set for the year are only reviewed during that year in extraordinary circumstances, for example, if attendance rates fall below the budget 'break even' point.

The Committee of Management will increase fees on an annual basis at the rate of 4%.

3. Other charges

Other charges levied by Woodridge Pre-School are included on the Statement of Fees and Charges. These can include:

- **Kindergarten fee deposit:** This payment secures a child's place at the service and is payable on acceptance of enrolment. The deposit is retained as part payment on term fees. Families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the deposit. Families experiencing hardship should also discuss any difficulties with the service.
- **Non-refundable fee:** This fee is retained by the service and is included in the total fees charged by the service.
- **Late collection charge:** The Committee of Management reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child from the service. This charge will be set at a level determined by the Committee of Management.

4. Statement of fees and charges

A Statement of Fees and Charges for four-year-old or three-year-old kindergarten will be provided to families on enrolment.

5. Fundraising

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

6. Subsidies

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

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

Families may be eligible for the Kindergarten Fee Subsidy (four-year-old program only) where:

- The child is identified by a parent, carer or legal guardian as Aboriginal and/or Torres Strait Islander.
- The child individually holds, or has a parent or guardian who holds one of the following:
 - Commonwealth Pensioner Concession Card
 - Commonwealth Health Care Card
 - Department of Veterans' Affairs Gold Card or White Card
 - Refugee visa (subclass 200)
 - 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)
 - Bridging visas A-E
 - ImmiCard.
- The child is identified on their birth certificate as being a higher-order multiple birth child (triplets or more).

Supporting documentation must be sighted by the service 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.

6.2 Early Start Kindergarten fee subsidy

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

7. Payment of Fees

The Committee of Management will review, on an annual basis as a minimum, the payment options and procedures to ensure that they are inclusive and sensitive to families' cultural and financial situations.

Term 1 fees will be invoiced to parents/guardians directly and must be paid by the date indicated on the invoice. Each invoice will be accompanied by payment instructions. The first term's fees must be received in full prior to the child commencing at the service. For children enrolled after the commencement of a term, a pro rata invoice will be issued and must be paid in full prior to the child's commencement at the service. Receipts will be provided upon request.

Term 2, 3 and 4 fee invoices will be issued three weeks prior to the end of each term, to be due for payment two weeks from issue.

Parents/guardians experiencing difficulty in paying fees are requested to contact the Assistant (Fees) Treasurer (ATWoodridgePreschool@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:

- a An initial reminder copy of the original invoice will be forwarded to parents/guardians with a specified payment date.
- b Where payment is still not received by the specified date, families will be contacted via telephone by the Assistant (Fees) Treasurer to arrange immediate payment. Support options, including a payment plan, may be offered to families in need.
- c Failure to meet the revised payment arrangement will result in a final letter of demand notifying parents/guardians that the child's place at the service is henceforth suspended and may be withdrawn unless immediate payment is made, or a payment plan is entered into within a specified period of time. This letter will also include information on a range of support options available for the family. It will also advise families that the Committee of Management reserve the right to employ the services of a debt collector.
- d Where a family fails to make immediate payment, or agree to a payment plan, their child's place shall be immediately suspended.
- e If a decision is made to withdraw the child's place at the service, the parents/guardians will be provided with 14 days' notice in writing.

Note: After Kinder Care (AKC) debts will be treated separately to Term Fees and the same procedure will be followed regarding these debts.

9. Refund of fees

If a family becomes eligible for the Kindergarten Fee Subsidy during a term, a refund of the applicable term fees (and fee deposit, where appropriate) will be provided. Fees may still apply for programs offering more than the required minimum hours per week.

In any other case, term fees are non-refundable, as in the following circumstances:

- cancellation of a child's enrolment by a parent/guardian
- enrolment of a child ineligible to attend the service according to legislation, regulation or policies of the centre, including the 'No Jab, No Play' law (refer to the Woodridge Pre-school No Jab, No Play Policy for details)
- a child's short-term illness
- public holidays
- family holiday during operational times
- closure of the service for one or more days when a qualified educator is absent and a qualified reliever is not available
- closure of the service for staff training days
- closure of the service due to extreme and unavoidable circumstances.

In addition, there will be no refund where a family chooses not to send their child to the program for the maximum number of hours for which they are enrolled.

10. Children turning three during the year of enrolment

Full payment from the first day of Term 1 is required if a place is to be reserved for a child in the three-year-old kindergarten program. Children can only commence the program when they have turned three.

11. Support services

Families experiencing financial hardship often require access to family support services. Information on these services is available from the kindergarten service provider and a list can be supplied to those families who require it.

12. Notification of fee changes during the year

Extraordinary circumstances may result in a review of the set, current year fees. As an example, should attendance rates fall below the budget 'break even' point, the service may be required to increase fees in order to meet service costs, unless funding from other sources can be secured. Parents/guardians will be notified 30 days in advance of any required fee increase and will be offered the option to request a payment plan.

Attachment 2: Woodridge Pre-school Four-year-old Kindergarten Statement of Fees and Charges

Fee Schedule 2019

Hours: 15 hours per week

Deposit	\$150
Fees	\$2,000.00 per annum (\$500 per term)
Maintenance fee	\$150 (per family per annum)
Total	\$2,100
Fees for families eligible for the Kindergarten Fee Subsidy	\$0 per term

Maintenance Fee

A \$150 non-refundable Maintenance Fee must be paid per family. This fee applies to each family, only once, irrespective of the number of children attending Woodridge Pre-School. The Maintenance fee must be paid, along with Term 1 fees, at or by the Annual General Meeting (AGM) held in November, the year prior to commencement. Families eligible for the Kindergarten Fee Subsidy in the four-year-old program do not pay this fee.

Payment of fees

- Term 1 fees and the non-refundable Maintenance Fee are to be paid at, or by, the Annual General Meeting (AGM) in November the year prior to commencement.
- Fees will be invoiced quarterly, and must be paid by the due date.
- Term fees are non-refundable.

Kindergarten fee deposit

Parents/guardians are required to pay the fee deposit upon offer of a place. This payment is retained and deducted from Term 1 fees. Payment will secure the child's place in the four-year-old (funded) kindergarten program.

Kindergarten Fee Subsidy

Families who are eligible for the Kindergarten Fee Subsidy (refer to Fee Information for Families) will not be required to make fee payments in 2018. This will be reviewed on an annual basis as the gap between the fee subsidy and fees charged is subject to fluctuation.

Late collection charge

If children are collected late a late fee will apply. This is to cover the cost of staff overtime, as they are unable to pack up until the last child leaves. If a child is collected 5 minutes late, a fee of \$5 will be charged, with an additional \$5 for every five minutes late thereafter.

Attachment 3: Woodridge Pre-school Three-year-old Kindergarten Statement of Fees and Charges

Fee schedule 2019

Hours: 9 hours per week

Kindergarten Fee Deposit	\$150
Fees	\$2,300 per annum (\$575 per term)
Maintenance Fee	\$150 per family per annum
Total	\$2,450

Maintenance Fee

A \$150 non-refundable Maintenance Fee must be paid per family. This fee applies to each family, only once, irrespective of the number of children attending Woodridge Pre-School. The Maintenance Fee must be paid, along with Term 1 fees, at or by the Annual General Meeting (AGM) held in November, the year prior to commencement. Families eligible for the Kindergarten Fee Subsidy in the four-year-old program do not pay this fee.

Payment of fees

- Term 1 fees and the non-refundable Maintenance Fee are to be paid at, or by, the Annual General Meeting (AGM) held in November, the year prior to commencement.
- Fees will be invoiced quarterly, and must be paid by the due date.
- Term fees are non-refundable.

Kindergarten fee deposit

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

Early Start Kindergarten fee subsidy

Families who are eligible for the Early Start Kindergarten fee subsidy (refer to Fee Information for Families) will not be required to make fee payments.

Children turning three during the year

Full payment from the first day of Term 1 is required if a place is to be reserved for a child in the three-year-old kindergarten program. Should a vacancy exist, then pro-rata fee payment applies at the time of commencement. Children can only commence the program once they have turned three years of age.

Late collection charge

If children are collected late a late fee will apply. This is to cover the cost of staff overtime, as they are unable to pack up until the last child leaves. If a child is collected 5 minutes late, a fee of \$5 will be charged, with an additional \$5 for every five minutes late thereafter.

Attachment 4: Woodridge Pre-school Four-year-old Kindergarten Fee Payment Agreement

To be returned by the Woodridge Annual General Meeting 29th November 2018

FEE PAYMENT CONTRACT

Child's full name:

Parent's/guardian's full name:

- I/we acknowledge that the four-year-old kindergarten program is partly funded by the Victorian 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 below. If my/our eligibility lapses, I/we understand full payment of fees is required at the time my/our eligibility lapses or my/our child's place may be suspended or withdrawn.
- I/we agree to pay fees by the due date.
- I/we understand that term fees are non-refundable.
- I/we acknowledge that if fees are not paid by the due date, the Committee of Management will implement the late payment of fees procedures, as outlined in the *Fees Policy*, which could result in the suspension or withdrawal of my/our child's place at the service, and/or a debt collector being appointed to recover the fees.
- 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 Assistant (Fees) Treasurer to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's Fee Information for Families, which outlines the procedure for payment of fees.

Kindergarten Fee Subsidy

Please indicate if you or your child are eligible for one of the following concessions:

- Aboriginal and/or Torres Strait Islander
- Commonwealth Health Care Card
- Commonwealth Pensioner Concession Card
- Department of Veterans' Affairs Gold or White Card
- Refugee visa (subclass 200)
- 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)
- Bridging visas A – E
- ImmiCard
- Child is identified on birth certificate as being a higher-order multiple birth child (triplets or more)

Supporting documentation must be sighted on commencement at Woodridge Pre-School by the Assistant (Fees) Treasurer.

Note: Eligibility of concessions may vary. Up-to-date information can be found at www.education.vic.gov.au/childhood/parents/kindergarten/Pages/fees.aspx#link35

.....
Signature (parent/guardian)

.....
Date

Attachment 5: Woodridge Pre-school Three-year-old Kindergarten Fee Payment Agreement

To be returned by the Woodridge Annual General Meeting 29th November 2018

FEE PAYMENT CONTRACT

Child's full name:

Parent's/guardian's full name:

- I/we acknowledge that the three-year-old kindergarten is not funded by the state government and that the program cannot operate without receiving fees (the only exception is where a child is eligible for the Early Start Kindergarten fee subsidy – see below).
- I/we agree to pay fees by the due date.
- I/we acknowledge that if fees are not paid by the due date, the Committee of Management will implement the late payment of fees procedures, as outlined in the *Fees Policy* which could result in the suspension or withdrawal of my/our child's place at the service, and/or a debt collector being appointed to recover the fees.
- 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 Assistant (Fees) Treasurer to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's Fee Information for Families, which outlines the procedures for payment of fees.

.....
Signature (parent/guardian)

.....
Date

Early Start Kindergarten

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

Attachment 6: Fees Policy Summary

The Committee of Management bases the pre-school's budget on fees being paid for all children attending the pre-school. It is extremely important that fees are paid by the due date to allow the pre-school to continue to meet its ongoing expenses. As parents/guardians, please ensure that your child's fees are paid by the specified due date.

Procedure for Payment of Fees

Four-year-old program

- The \$150 holding deposit that you paid when you accepted a place at Woodridge Pre-school is deducted from your Term 1 fees.
- Please note: this holding deposit is non-refundable under any circumstances.

Three-year-old program

- The \$150 enrolment deposit you paid when you accepted a place at Woodridge Pre-school is deducted from your Term 1 fees.
- Please note: this enrolment deposit is non-refundable under any circumstances.

General Information

The Woodridge Pre-school Annual General Meeting (AGM) is held in November each year.

Term 1 fees and the non-refundable Maintenance Fee are to be paid at, or by, the Annual General Meeting (AGM) held in November, or as determined by the Committee of Management. (Please note: the maintenance fee will be charged once per family, per year.) Payment can be made at the AGM via EFTPOS, or prior to the AGM by direct bank/internet deposit. For security reasons cash cannot be accepted at the AGM.

Fees for Terms 2, 3 and 4 must be paid quarterly, by the due date stated on the invoice. Term 2, 3 and 4 fee invoices will be issued three weeks prior to the end of each term, to be due for payment two weeks from issue.

To pay term fees, EFTPOS is available at the kindergarten. Alternatively, place your fees and the invoice in an envelope labelled with your child's name and group on the outside and put the envelope in the Fees and Fundraising Safe in the kinder foyer. For direct bank transfer, see fee invoice for details. Please note, if paying by cheque, make payable to Woodridge Pre-school and cross 'Not Negotiable'. Any bank charges in relation to dishonoured cheques must be paid by the family concerned.

If you have difficulty meeting the payments at any time, please contact the Assistant (Fees) Treasurer immediately (ATWoodridgePreschool@gmail.com) to discuss options, i.e. a payment plan. Discussions and arrangements will be made in the strictest confidence.

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

1. An initial reminder copy of the original invoice will be forwarded to parents/guardians with a specified payment date.
2. Where payment is still not received by the specified date, families will be contacted via telephone by the Assistant (Fees) Treasurer to arrange immediate payment. Support options, including a payment plan, may be offered to families in need.
3. Failure to meet the revised payment arrangement will result in a final letter of demand notifying parents/guardians that the child's place at the service is henceforth suspended and may be withdrawn unless immediate payment is made, or a payment plan is entered into within a specified period of time. This letter will also include information on a range of support options available for the family. It will also advise families that the Committee of Management reserve the right to employ the services of a debt collector.

4. Where a family fails to make immediate payment, or agree to a payment plan, their child's place shall be immediately suspended
5. If a decision is made to withdraw the child's place at the service, the parents/guardians will be provided with 14 days' notice in writing.
6. After Kinder Care (AKC) debts will be treated separately to Term Fees and the same procedure will be followed in regard to these debts.

Other Matters

- Health Care/Pension Health Benefit cardholders are eligible for the Kindergarten Fee subsidy. To be eligible, card holders must bring their cards to the AGM as proof of their eligibility.
- If you have more than one child attending Woodridge Pre-school in the same year, you will need to pay full fees for both as the budget is based on per-child fees. An exception is made for multiple births of triplets or above.
- Term fees are non-refundable. Fees will not be refunded or waived for cancellation of term enrolment, holidays or long absences during term time.
- Only full-time places are offered. If families choose for their child not to attend all sessions, they must still pay full fees.
- If children are collected late a late fee will apply. If a child is collected 5 minutes late, a fee of \$5 will be charged, with an additional \$5 for every five minutes late thereafter.
- Any other matters regarding the *Fees Policy* will be dealt with at the discretion of the Committee of Management.
- Each family must sign and return the '*Policies and Permissions Form*' and the '*Fee Payment Agreement*' before starting at Woodridge Pre-school to acknowledge they are aware of the guidelines set out in the *Fees Policy* and intend to abide by them.

A copy of the full policy is kept in the Policies Folder in the foyer at the pre-school and also on the Woodridge Pre-school website at <http://www.woodridgepreschool.org.au> > policies. Please feel free to request a full copy of the policy.