

MAINTENANCE FEES



PURPOSE

The Department of Education and Training (DET) provides per capita funding as a contribution towards the cost of operating the pre-school. The Maintenance Fee Policy is designed to allow the pre-school to successfully fund and complete any maintenance/capital works projects that arise. Most pre-schools in Nillumbik have a similar policy. The pre-school itself is responsible for all operational costs.



POLICY STATEMENT

VALUES

Woodridge Pre-school is committed to:

- providing a safe and healthy environment for all children, early childhood teachers, educators, staff and others attending the service both indoors and outdoors
- providing responsible financial management of the service, which includes setting fees that will result in a financially viable service and keep user fees at the lowest possible level
- providing a fair and manageable system for dealing with the failure to pay fees and/or inability to pay outstanding debts, whilst maintaining confidentiality
- advising users of the service about how Pre-schools are funded and that they are reliant on parent/carer fees to operate the service
- compliance with legislative requirements.

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, parents/guardians whose children attend the programs and activities of Woodridge Pre-school.

RESPONSIBILITIES	Approved provider and persons with management or control
The Committee of Management will set a maintenance fee for each year, taking into consideration: <ul style="list-style-type: none"> • the operational costs of the maintenance service • the Levy charged by similar services in the area. 	√



PROCEDURES

PAYMENT OF FEE

The Maintenance Fee is payable before or at the Annual General Meeting with the Term 1 fees, or at the time of enrolment and is non-refundable. The Maintenance Fee is designed to allow the pre-school to successfully fund and complete any maintenance/capital works/projects that arise during the year.

The full fee is to be used to employ a handyman or relevant tradesperson to complete all works. The fee amount for 2020 was set at \$150 per family (non-refundable). Families eligible for the Kindergarten Fee Subsidy, in the four-year-old program only, do not pay this levy.

The 2021 Maintenance Fee was set at \$150 per family (non-refundable). Families eligible for the Kindergarten Fee Subsidy, at enrolment in the four-year-old program only, do not pay this levy.

Each family in the four-year-old groups will also be required to complete one sweeping duty per year.

FREE KINDERGARTEN FEES

The government introduced the 'free kinder' program for 2021 that covers all/most of the kinder fees. The guidelines for this program state that we need to ensure that families are not charged any compulsory out-of-pocket levies or maintenance fees (voluntary fundraising and payments/donations are permitted).

For the year 2021, parents will be offered a refund of their maintenance levy or asked for a voluntary donation of the fees already paid, to cover the shortfall in government funding received and what the kinder would have received for fees and the maintenance levy. The voluntary donation will allow the Committee of Management to continue to cover the maintenance costs without impacting the programs Woodridge Pre-school runs.



BACKGROUND AND LEGISLATION

BACKGROUND

Maintenance fees are necessary because there is a shortfall between the level of government funding and the costs of operating a viable pre-school.

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

SOURCES AND RELATED POLICIES



RELATED POLICIES

- Fees

EVALUATION



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

- monitor the implementation, compliance, complaints and incidents in relation to this policy
- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- 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 all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk.



ATTACHMENTS

- Attachment 1: Maintenance Fee Policy Summary



AUTHORISATION

This policy was adopted by the approved provider of Woodridge Pre-school on 22 July 2021

REVIEW DATE: July 2022

ATTACHMENT 1. MAINTENANCE FEE POLICY SUMMARY

The Maintenance Fee Policy is designed to allow the pre-school to successfully fund and complete any maintenance/capital works projects that arise during the year.

The Maintenance Fee is payable before or at the Annual General Meeting with the Term 1 fees. The levy amount for 2021 was set at \$150 per family (non-refundable). Families eligible for the Kindergarten Fee Subsidy, at time of enrolment in the four-year-old program only, do not pay this levy.

Each family in the four-year-old groups will also be required to complete one sweeping duty per year.

The Maintenance Fee is designed to allow the pre-school to successfully fund and complete any maintenance/capital works/projects that arise during the year.

The Maintenance Fee is a non-refundable fee.

The full fee is to be used to employ a handyman or relevant tradesperson to complete all works.

For the 2021 kinder year, the maintenance levy is unable to be charged due to the free kinder program and parents will be offered a refund or asked for a voluntary donation to be made for the \$150 already collected.