

# Fees

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## **Purpose**

This policy will detail the kindergarten fees, levies and subsidies and their application.

## **Fees**

- Fees are determined each year by the Committee of Management based on estimated operating expenditure and projected income.
- 4 year old fees are usually slightly lower than 3 year old fees as the 4 year old placements are subsidised by the Government.

### ***Enrolment Fee:***

- When a child has been offered a place at the kindergarten, an enrolment fee is required to be paid to secure the place. This is a one-off non-deductible payment.
- The enrolment fee is set by the Committee of Management and reviewed on an annual basis.
- This fee is the same, no matter when the place is offered, even if a child is enrolled halfway through the year.

### ***Fundraising Levy:***

- The fundraising levy is applied to all families but any special projects initiated by the Committee may necessitate further fundraising events throughout the year.
- Families with two or more children attending the kindergarten at the same time will be asked to contribute only one fundraising levy per term. Fees due will be adjusted accordingly.

### ***Working bee levy:***

- A working bee levy will be added to first term's fees. For policy on the Working Bee Levy refund, see next page.

### ***Administration Levy:***

- An administration levy is charged each term to help cover the cost of the part-time administration assistant employed by the kindergarten.

### ***Excursion and Incursion Levy:***

- An excursion and incursion levy is charged for 4 year old groups to help cover the costs of excursions and incursions throughout the year.

### ***Late Fee:***

- A late fee will be charged for any fees not paid by the specified due date unless prior arrangement is made with the Administration Assistant.
- Overdue accounts will be transferred to the Administration Assistant to follow up.

### ***Payment Methods:***

- Fees are due in advance. Two weeks prior to the end of the previous term, an invoice is placed in the child's communication pocket.
- Fees for term 1 can be paid at the AGM and will be due the first week of the first term. Term 2 fees will be due by the last day of term 1. Payment should be placed in the "Fees Box" located inside the kinder except if paying in cash.

If paying by cash: this should be placed in an envelope and handed to the Administration Assistant on Monday or Wednesday, between 11am and 1pm. All cheques are to be made out to "Olympic Avenue Kindergarten". Cheques should be placed in an envelope and put in the fees box.

- Fees should be paid by EFT/internet transfer to reduce the cash held on the premises and the administration time required to deposit cash/cheques at the bank.
- The reference on the EFT/ internet transfer must include the child's name and group (e.g. Orange) so that the fees can be reconciled to the bank account.

EFT/internet transfer: details are as follows:

Victoria Teachers Credit Union: <b>BSB – 704 191</b>	Account number: <b>155886</b>
Account name: <b>Olympic Avenue Kindergarten</b>	Reference: <b>Child's name</b>

So that the Administration Assistant knows that payment has been made, the payment method on the fees slip should be circled and placed in the fees box. The child's name should be added to the internet banking details so that it appears on the kindergarten's statement.

#### **Reimbursement of Fees**

##### **If a child is leaving part way through the Term:**

There will be no reimbursement of the fees for the remainder of the Term. The levies already charged are non-refundable, even if (for example) a child has not attended an excursion/incursion.

##### **If a child is leaving part way through the Year:**

If notice is given prior to the commencement of the following Term, then fees for the remainder of the year will not be charged.

#### **Refunding Working Bee Levies:**

The Working Bee Levy is refunded if:

- You hold a committee position (regardless of the number of children at the kindergarten).
- If you are not a committee member and you attend one of the four group working bees throughout the year (Committee working bee DOES NOT count, as no attendance list is completed).
  - If a family has two children attending the kindergarten, then mum or dad must attend two working bees OR both parents can attend one.
- If you are not on the committee and you cannot attend a working bee, then a person can complete another task in lieu of this. E.g. making kinder bags, etc. This task must still be listed on and signed off on the working bee attendance list.

The working bee refund is not returned if you do not complete one of the above points or you DO NOT sign the attendance list at a working bee. We cannot give the refund just because someone says they attended a working bee. The attendance list is the evidence.

#### **Kindergarten Fee Subsidy (4 year old groups only):**

The kindergarten fee subsidy provides eligible concession card holders and their families with access to 10 hours per week of a kindergarten program at no cost. Because the 4 year old program is 11 hours per week, the additional hour of kinder is charged at the standard hourly rate. Fees will be adjusted accordingly. Eligible families are still required to pay the levies and enrolment fee.

The kindergarten fee subsidy is paid to funded organisations to directly reduce the kindergarten fee paid by eligible families. The kindergarten is eligible to receive the kindergarten fee subsidy for each child who meets the following criteria.

The child:

- is eligible to attend a funded kindergarten program,  
and
- individually holds, or has a parent or guardian who holds, a Commonwealth Health Care Card, a Commonwealth Pensioner Concession Card, Temporary Protection / Humanitarian Visas 447, 451, 785 and 786, or a Department of Veterans' Affairs Gold Card,  
**or**
- is an asylum seeker, refugee or special humanitarian entrant,  
**or**
- the child is identified on the birth certificate as a triplet or quadruplet, and
- the other two or three children on the birth certificate are attending a funded kindergarten program, and
- the family does not have 'approved' Commonwealth Child Care Benefit applied to the fee paid for the time spent in the funded kindergarten program.

**Claiming the Kindergarten Fee Subsidy:**

- The parent/guardian must notify staff of their eligibility and show their Health Care Card, Pension Card or visa when enrolling their child in the kindergarten or at the start of the year.
- The kindergarten will make the claim for the fee subsidy to the Department of Education and Early Childhood Development on behalf of the child.
- The kindergarten fee subsidy can be applied for at any time during the year, such as if a child joins the kindergarten part way through the year.
- The kindergarten will issue a fees notice each term adjusted for the kindergarten fee subsidy.

**Authorisation:**

This policy was adopted by the Committee of Management, at the meeting in April 2010.

**Review Date:** This policy shall be reviewed by April 2012

**Signed:**