

AELC POLICY



Mandatory – Quality Area 7, Leadership and Service Management

Fees

1. Authorisation

This policy was adopted by the Committee of Armadale Early Learning Centre Inc., at its Committee meeting of 2 December 1997.

2. Review Date

This policy was last reviewed [August 2017](#) and is to be reviewed annually, or when deemed necessary. This policy is due to be reviewed [July 2018](#).

3. Purpose

This policy will provide clear guidelines for:

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

4. Policy Statement

4.1 Values

AELC 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.

4.2 Scope

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

5. Background and Legislation

5.1 Background

The Department of Education and Training (DET) provides per capita funding as a contribution towards the costs of providing the four-year-old kindergarten program. Income from other sources, primarily fees, is required to meet the cost of the service. In addition, the Kindergarten Fee Subsidy enables eligible families to attend the four year-old kindergarten program at no cost, or a minimal 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*.

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*, and be responsive to the local community and the viability of the service. The *Kindergarten Guide*, outlines the criteria to be covered in the policy.

5.2 Legislation

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 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 1995* (Vic)
- *National Quality Standard*, Quality Area 7: Leadership and Service Management
 - Standard 7.3: Administrative systems enable the effective management of a quality service

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

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

6. 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* section of this manual.

Approved care: Care given by a service provider that has been approved by the Family Assistance Office to receive Child Care Benefit payments on behalf of eligible families. Most long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services are approved providers. Details are available at:

www.humanservices.gov.au/customer/services/centrelink/child-care-benefit

Child Care Benefit (CCB): A Commonwealth Government payment to help families who use either approved or registered childcare services. All eligible families can receive some Child Care Benefit. Details are available at:

www.humanservices.gov.au/customer/services/centrelink/child-care-benefit

Early Start Kindergarten: 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/about/programs/learningdev/Pages/default.aspx>

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.

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.

Health Care Card: A Commonwealth Government entitlement providing concessions for low-income earners and other eligible people. Details are available at:

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 (KFS): A state government subsidy paid directly to the funded service to enable eligible families to attend a funded kindergarten program at no cost (or minimal cost) to promote participation. Details, eligibility requirements and a calculator, are available in *The Kindergarten Guide* (refer to *Sources*).

Kindergarten Fee Subsidy – Fees Policy: Provides operational guidelines for services administering the Kindergarten Fee Subsidy and can be found in *The Kindergarten Guide* (refer to *Sources*).

Late collection charge: A charge that may be imposed by the Approved Provider when parents/guardians are late to collect their child/children from the program (refer to Attachment 1 – Fee information for families).

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.humanservices.gov.au/customer/services/centrelink/child-care-benefit

Voluntary parent/guardian contribution: A voluntary payment for items not directly related to the provision of the children’s program. Attendance at the service is not conditional on this payment.

7. Sources

7.1 Sources

- *The Kindergarten Guide (Department of Education and Early Childhood Development)* is available under *early childhood / service providers on the DET website*: www.education.vic.gov.au
- The constitution of AELC

7.2 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*

8. Key Responsibilities and Authorities

8.1 Kindergarten Manager or Nominated Responsible Person

The Kindergarten Manager or Nominated Responsible Person is responsible for:

- 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 (refer to 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 (refer to samples in Attachments 4 and 5)

- collecting and receipting all fees
- collecting all relevant information and maintaining relevant documentation regarding those with entitlement to concessions, where applicable
- reporting any problems to the Committee.

8.2 Approved Provider

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* (refer to *Sources*)
- ensuring that this policy is based on the principles of the *Kindergarten Fee Subsidy – Fees Policy* (refer to *Definitions*)
- considering any issues regarding fees that may be a barrier to families enrolling at AELC 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
- 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
- notifying parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected (Regulation 172(2))
- ensuring a notice outlining fees charged by the service is displayed prominently in the main entrance to AELC.

8.3 Nominated Supervisor

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 Fee Subsidy – Fees Policy* (refer to *Definitions*)
- implementing and reviewing this policy, in consultation with parents/guardians, the Approved Provider and staff, and in line with the requirements of DEECD's *The Kindergarten Guide* (refer to *Sources*)
- considering any issues regarding fees that may be a barrier to families enrolling at AELC and removing those barriers wherever possible
- considering options for payment when affordability is an issue for families
- 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 (refer to samples in Attachments 2 and 3) upon enrolment of their child, and ensure that the *Fees Policy* is readily accessible at the service

- providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 3 and 4)
- collecting all relevant information and maintaining relevant documents 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
- notifying parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected
- ensuring a notice outlining fees charged by the service is displayed prominently in the main entrance to AELC.

8.4 Certified Supervisors and educators

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 Approved Provider
- assisting the Approved Provider, as required, in sighting supporting documentation for access to the Kindergarten Fee Subsidy.

8.5 Parents/guardians

Parents/guardians are responsible for:

- reading the AELC Fees Policy, 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 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 (refer to Attachment 1 – Fee information for families).

9. 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
- 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)).

10. Attachments

Attachment 1: Fee Information for Families

Attachment 2: Fee Statement 4-year-old programs

Attachment 3: Fee Statement 3-year-old programs

Attachment 4: Fee Payment Agreement – Four-year-old (funded) kindergarten program

Attachment 5: Fee Payment Agreement – Three-year-old kindergarten program

Attachment 6: Kindergarten Fee Subsidies

Date Reviewed	Details of Changes (if any)	Date of Next Review
October 2001	Revised and updated	
May 2003	Revised and updated	
May 2004	Revised and updated	
July 2004	Revised and updated	
October 2004	Revised and updated	
September 2005	Updated	
May 2006	Updated	
December 2007	Updated	
June 2008	APPENDIX Added	
November 2008	Updated	
April 2009	Updated	
July 2010	Updated	
March 2011	Updated	
August 2011	Updated	

December 2011	Updated to reflect fee increase	
June 2012	Updated to state that there is a no refund policy on deposits.	
November 2012	Updated to reflect fee increase	
December 2013	Updated to reflect fee increase as well as deposit pay back on a term pro-rata basis rather than in Term 4.	
15 th June 2015	<ul style="list-style-type: none"> - Applied to 2015 Template - Updated in line with ELAA Fees Policy v2 	Dec 2015
July 2016	Updated fee statements due to increased class hours. Clarified requirements on receiving refundable levy.	
Oct 2016	Reviewed to ensure 2017 readiness	
August 2017	Reviewed to ensure 2018 readiness	



Attachment 1

Fee information for families

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.

AELC provides a range of support options to parents/guardians experiencing difficulty with payment of fees.

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, 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 in *The Kindergarten Guide*: (Department of Education and Early Childhood Development) available under *early childhood / service providers* on the DEET 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.

Parents/guardians will be notified one term in advance of any required fee increase and will be offered the option to request a payment plan.

3. Other charges

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

- **Kindergarten fee deposit:** A deposit, as set by the Committee, is paid in respect of all children enrolling at the Centre to secure a place. The deposit will be taken

as part payment of the annual fees, and will offset term fees on a pro-rata basis. The deposit is not refundable or transferable. For 2018/9, the Fee Deposit is to be taken as up to but no more than 75% of one terms fees. Families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the deposit, if only attending the subsidised hours. Families experiencing hardship should also discuss any difficulties with the service. The fee deposit part payment is outlined below;

- If the child attends the full year at AELC, the deposit will be taken as part payment for each term, and deducted from the term fees, i.e. the deposit will be deducted from fees in full.
 - If the child attends the first term and is then withdrawn from the service, the part payment for that term will be deducted from the first terms fee. The remainder of the deposit will be forfeited. This is applicable to any withdrawal from the service part way through the year i.e. the part payment will only be received on a pro-rata basis for the terms (or part thereof) the child attends.
 - If the child does not attend until part way through the year, and the place has been paid for in full (as per Section 7.8 *Holding Places*), the part payment still applies and will be deducted from term fees.
- **Excursion/service event charge:** This additional charge is required to cover the cost of excursions or special events that occur throughout the year in response to emerging children's program needs and interests. Affordability and relevance to the children's interests and the service program will be taken into consideration before a decision is made that will require families to pay this additional charge (refer to *Excursions and Service Events Policy*). Events that are planned ahead are included as an expenditure item in the service's budget and do not incur this additional charge.
 - **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.
 - **Refundable 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 levy system has been introduced by the service and replaces voluntary labour with paid labour. The levy is \$100 and will be added to Term 1 fees. Payment will be refunded to parents/guardians on Term 4 account after participation in specified activities which may include working bees, maintenance, gardening, or donated 4 hours of service to the kindergarten as approved by the Committee. Eligible concession card holders 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.
 - **Non-refundable levy:** This levy is retained by the service and is included in the total fees charged by the service.

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 AELC for further information.

Families who may be eligible for the Kindergarten Fee Subsidy (four-year-old programs only) include those who are:

- Health Care Card holders
- Pensioner Concession Card holders
- Department of Veterans' Affairs Gold or White Card holders
- Bridging Visas A-E
- 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)
- ImmiCard
- Aboriginal or Torres Strait Islander children
- triplets or quadruplets attending a funded kindergarten program in the same year.

Supporting documentation must be provided to the service on acceptance of a place or on commencement in the program. A deposit will need to be paid to hold a place unless this information is provided. Families are eligible for the Kindergarten Fee Subsidy for the full term in which their concession is valid. Contact AELC for further information.

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. Contact AELC for further information.

6.3 Child Care Benefit (CCB)

Child Care Benefit (CCB) is an Australian Government payment that can assist eligible families with the costs of childcare at an approved or registered care provider. Armadale

Early Learning Centre is an approved care provider with the Family Assistance Office (FAO).

Approved care is childcare that meets certain standards and requirements, and is approved by the Australian Government. Approved care providers must hold a licence to operate, have qualified and trained staff, be open certain hours and meet health, safety and other quality standards. Most long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services are approved providers.

Registered care is childcare provided for work-related purposes, including training and studying, maternity leave, sick leave or voluntary work, and the work-related purpose must have occurred at some time during the week in which the registered care was used. Registered care is provided by individuals registered with the Department of Human Services and may include care given by kindergarten staff. The amount payable is set by the Australian Government. Further details are available at: www.humanservices.gov.au/customer/themes/families

7. Payment of fees

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.

Annual fees will be invoiced to parents/guardians at the beginning of the calendar year via email and postal mail. **Term fees are due in full prior to the commencement of each term.** All fees must be paid by each due date listed on the invoice. A reminder email will be sent to all AELC families 3-5 days prior to each due date.

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 the child's commencement at the service.

Parents/guardians experiencing difficulty in paying fees are requested to contact the AELC Centre Manager to arrange a suitable alternative payment plan. This will then be tabled with the Committee/President if required. The *Privacy and Confidentiality Policy* of the service will be complied with at all times in relation to a family's financial/personal circumstances.

7.1 Method of Payment

Payment of fees is to be made by electronic funds transfer to the bank account nominated by AELC. Please ensure your reference details are correct. Cash will not be accepted by any member of staff at the Centre.

8. Unpaid fees

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

- An initial reminder letter will be sent to parents/guardians with a specified payment date, and will include information on a range of support options available for the family. If payment is not then received within seven days, a late fine of \$20.00 will be added to the account.
- Where payment is still not received, families will be invited to attend a meeting (either by phone or in person) to discuss the range of support options available and establish a payment plan.

- Failure to attend the meeting and continued non-payment may result in a second and final letter notifying parents/guardians that the child's place at the service may be withdrawn unless 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.
- The Committee of Management will continue to offer support and will reserve the right to withdraw service for non-payment of fees.
- 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.

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 (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, fees (including deposits) are non-refundable. 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 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 once 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. If your service does not already have this information a good place to start is with your 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 one term in advance of any required fee increase and will be offered the option to request a payment plan.

13. Holding Places

Parents are required to pay fees for each term their child attends the Centre. If their child is absent during this time a place will be held on condition that payment in full is received in advance. If their child cannot commence until part way through the year a place will be held on condition that payment in full is received in advance from the beginning of the year. In the event of fees not being paid in advance the place will be

offered to the next child on the waiting list and the Centre will not be able to guarantee another place for the original child on their return or on their commencement.

14. Repeating 4 year old Kinder

If parents choose for their child to repeat 4 year old kinder, regardless of where the first year of funded 4 year old kinder was completed and they are not eligible for a second year of funding, the following options are available at the parents' discretion. They may:

1. Enrol and pay full fees (normal fees plus the funding normally received) provided an unfunded spot is available at the time of commencement, and acknowledge that they will relinquish that spot if another child seeking a funded position applies, and this spot is the only one available. A signed form of acknowledgement will be required.

OR

2. Withdraw the child during the first year of funded 4-year-old kinder at/before the end of first term for the remainder of the year. The second year would then be funded as usual and not subject to threat from a new enrolment.

Teachers are well qualified to advise on children repeating and will make recommendations accordingly. If these recommendations are not followed, the kinder cannot be held responsible for the loss of a place.

NB. With option 1, a pro-rata refund of fees and a refund of the deposit would apply if the spot was required to be relinquished. In option 2, the normal refund policy would apply.

14. 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.



Attachment 2

Statement of Fees 2018 – 4 year old funded programs

Wombat Group

Hours: 20.25 hours per week

	Fees (\$)	Less Deposit (25%/term)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Less Deposit (25%/term)	Total (\$)
Fee Deposit	720	0	720	80	0	80
<i>Refundable Levy</i>	<i>100</i>	<i>0</i>	<i>100</i>	<i>0</i>	<i>0</i>	<i>0</i>
Term 1	1080	180	900	105	20	85
Term 2	980	180	800	105	20	85
Term 3	980	180	800	105	20	85
Term 4	980	180	*800	105	20	85
Total	4020		*4020	420		420

Possum Group

Hours: 19.5 hours per week

	Fees (\$)	Less Deposit (25%/term)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Less Deposit (25%/term)	Total (\$)
Fee Deposit	720	0	720	80	0	80
<i>Refundable Levy</i>	<i>100</i>	<i>0</i>	<i>100</i>	<i>0</i>	<i>0</i>	<i>0</i>
Term 1	1080	180	900	105	20	85
Term 2	980	180	800	105	20	85
Term 3	980	180	800	105	20	85
Term 4	980	180	*800	105	20	85
Total	4020		*4020	420		420

Possum Group + Additional Hours

Hours: 39.75 hours per week

	Fees (\$)	Less Deposit (25%/term)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Less Deposit (25%/term)	Total (\$)
Fee Deposit	1400	0	1400	760	0	760
<i>Refundable Levy</i>	<i>100</i>	<i>0</i>	<i>100</i>	<i>100</i>	<i>0</i>	<i>100</i>
Term 1	1970	350	1620	1095	190	905
Term 2	1870	350	1520	995	190	805
Term 3	1870	350	1520	995	190	805
Term 4	1870	350	*1520	995	190	*805
Total	7580		*7580	4080		*4080

*less Refundable Levy where applicable

Payment of fees

Invoices will be issued once a term and must be paid by the due date.

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 fees on a pro-rata basis. 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 for the first 15 hours of the kindergarten program.

Child Care Benefit (CCB)

For information on the Child Care Benefit, refer to Fee information for families.

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.

Refundable 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 levy system has been introduced by the service and replaces voluntary labour with paid labour. The levy is \$100 and will be added to Term 1 fees. Payment will be refunded to parents/guardians on Term 4 account after participation in specified activities, which may include working bees, maintenance, gardening, or donated 4 hours of service to the kindergarten as approved by the Committee. Eligible concession card holders 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.



Attachment 3

Statement of Fees and Charges 2018 – 3-year-old programs

Koala Group

Hours: 8 hours per week

	Fees (\$)	Less Deposit (25%/term)	Total (\$)
Fee Deposit	500	0	500
<i>Refundable Levy</i>	<i>100</i>	<i>0</i>	<i>100</i>
Term 1	770	125	645
Term 2	670	125	545
Term 3	670	125	545
Term 4	670	125	*545
Total	2780		*2780

Kangaroo Group

Hours: 14 hours per week

	Fees (\$)	Less Deposit (25%/term)	Total (\$)
Fee Deposit	680	0	680
<i>Refundable Levy</i>	<i>100</i>	<i>0</i>	<i>100</i>
Term 1	990	170	820
Term 2	890	170	720
Term 3	890	170	720
Term 4	890	170	*720
Total	3660		*3660

**less Refundable Levy where applicable*

Payment of fees

Invoices will be issued once a term and must be paid by the due date.

Kindergarten fee deposit

Parents/guardians are required to pay the fee deposit on offer of a place. This non-refundable payment is retained and deducted from term fees on a pro-rata basis. 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.

Child Care Benefit (CCB)

For information on the Child Care Benefit, refer to Fee information for families.



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.

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.

Refundable 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 levy system has been introduced by the service and replaces voluntary labour with paid labour. The levy is \$100 and will be added to Term 1 fees. Payment will be refunded to parents/guardians on Term 4 account after participation in specified activities which may include working bees, maintenance, gardening, or donated 4 hours of service to the kindergarten as approved by the Committee. Eligible concession card holders 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.

Attachment 4

**FEE PAYMENT AGREEMENT 2018
Four-year-old (funded) kindergarten program**

Please complete this form and return to AELC on Introduction Day

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 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, then I/we understand that full payment of fees is required from the beginning of the following term.
- I/we agree to pay fees by the due dates on the invoice.
- I/we understand that term fees are non-refundable.
- I/we acknowledge that if fees are not paid by the due dates, the Committee of Management will implement the late payment of fees procedures, as outlined in the *Fees Policy*, which 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 AELC Centre Manager 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 below which concession you are eligible for – the criteria is outlined on Attachment 1 Section 6.

Concession: _____

Supporting documentation will need to be sighted on commencement at Armadale Early Learning Centre by the Centre Manager.

Note: the eligibility of concessions may vary from time-to-time. Up-to-date information can be found in *The Kindergarten Guide* (Department of Education and Early Childhood Development) available under *early childhood / service providers on the DEECD website: www.education.vic.gov.au*

Signature (parent/guardian)

Date

Note: Invoices, receipts and collection of fees will be in accordance with the Armadale Early Learning Centre Fees Policy.

Attachment 5

**FEE PAYMENT AGREEMENT 2018
Three-year-old kindergarten program**

Please complete this form and return to AELC on Introduction Day

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 dates on the invoice.
- I/we acknowledge that if fees are not paid by the due dates, the Committee of Management will implement the late payment of fees procedures, as outlined in the *Fees Policy* which could result in the withdrawal of my/our child's place at the service.
- 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 AELC Centre Manager 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

Note: invoices, receipts and collection of fees will be in accordance with the AELC *Fees Policy*.

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. Contact the service for further information.



Attachment 6

Kindergarten Fee Subsidy Calculation

1.1 Requirement to have a kindergarten fees policy

Services charging annual fees more than the kindergarten fee subsidy: Extract from the Victorian kindergarten policy procedures and funding criteria 2010 – 12.

If offering 15 or more hours each week, services:

- are required to charge concession card holders no more than the fee subsidy rate for the first 15 hours
- are required to provide eligible families with access to the additional hours for no more than the average hourly rate for that service
- must consider offering eligible families a choice to access a shorter program (not less than 15 hours) at a cost no greater than the annual kindergarten fee subsidy rate
- are required to keep fees as affordable as possible for all families.

For example:

- Services offering 15 or more hours of service weekly and charging fees which are more than the annual fee subsidy will provide eligible families with access to a 15 hour program for free and any additional hours can be charged at the average hourly rate for that service. Please see below for an example:
 - e.g. Child accessing 22 hours a week, Annual fee \$5300, average annual hourly fee: $\$5300 \div 22 = \240.9 .
In 2014, Eligible families offered either a 15 hour program at no cost or the option of accessing an additional 7 hours at a cost of \$1686 (7 x 240.9)

AELC POLICY



2018 AELC Fees Payment

Dear AELC Families,

AELC relies upon the prompt payment of your fees in order to efficiently operate the service. Anne Beddoe manages this process together with the Committee of Management.

In order to streamline our payment process, we have made some small changes for 2018.

You will soon receive an invoice outlining all fees due for your child for 2018. The balance of each term's fees will be due prior to the commencement of each term. You will receive an email reminder 3 – 5 days before each due date.

Payment is to be made via direct deposit to the AELC account listed on your invoice. Please ensure you include your reference so we can easily identify your payment.

Should you have any questions regarding the above please refer to "Attachment 1" herewith or contact Anne Beddoe on 9509 3187 or administration@armadaleelc.vic.edu.au.

Kind regards,

Ricci Thompson
President
AELC Committee of Management