



BRUNSWICK KINDERGARTEN POLICIES & PROCEDURES

7.03 FEES AND PAYMENTS POLICY 2022

PURPOSE

Mandatory- Quality Area 7

This policy will provide clear guidelines for:

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

POLICY STATEMENT

VALUES

Brunswick Kindergarten 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; and
- equitable access for families eligible for the Kindergarten Fee Subsidy.

SCOPE

This policy applies to the Approved Provider, Person with Management and Control, Nominated Supervisor, Person in Day-to-Day Charge, educators and parents/guardians with an enrolled child, or who wish to enrol a child with Brunswick Kindergarten.

BACKGROUND

The Department of Education and Training (DET) requires that funded services have a comprehensive written fees policy in place, and that the content of this policy must be communicated to families. The policy must include a written statement about the fees to be charged and the payment process. All families must be informed of applicable term and annual fees at the time of enrolment. Eligible families must also be advised of the Kindergarten Fee Subsidy arrangements.

Regulation 168(2) (n) of Education and Care Services National Regulations 2011 requires that funded services have a comprehensive written fees policy, and the content of this policy must be communicated to families. The policy must include a written statement about the fees to be charged 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 requirements (refer to *Attachment 1- Definitions*) and be responsive to the local community and the viability of the service. The Kindergarten Funding Guide (refer to *Attachment 1- Sources*) outlines the criteria to be covered in the policy.

POLICY INFORMATION

FEES AND FUNDRAISING

The Department of Education and Training (DET) provides funding for each child enrolled and attending kindergarten in the year before school as a contribution toward the costs of providing the 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 kindergarten program free of charge in the year before school.

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.

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

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.

SETTING FEES

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 Funding Guide* (Department of Education and Training) available from the DET website: www.education.vic.gov.au

Once fees are set for the year, they will only be reviewed in extraordinary circumstances, for example, if enrolments drop and the service is at risk of not being able to meet its expenses.

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

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 (refer to *Attachments 3-5 Fee Schedules*).

OTHER CHARGES

All charges levied by Brunswick Kindergarten are included on the Statement of Fees and Charges, provided to all families on enrolment and found in the attachments of this document.

Charges in addition to the fee for placement include:

KINDERGARTEN ENROLMENT APPLICATION FEE

Applications are to be accompanied by a non-refundable \$170 Application fee to secure a child's place at Brunswick Kindergarten. This payment covers administrative costs associated with processing enrolment and is payable on acceptance of enrolment.

This fee includes the \$70 Enrolment Fee to cover administrative costs. The additional \$100 is attributed towards Annual Volunteer and Excursion/Incursion fees and Term One fees listed above once a child's place is confirmed. An invoice detailing Annual levies and Term One fees, and including the \$100 rebate, will be sent once families have selected a group and received confirmation of their child's place.

If families choose to forfeit their child's place after payment of the \$170.00 Application fee, it cannot be refunded. This is because the fee covers:

- i) The kindergarten's administrative costs of processing the enrolment,
- ii) Part of the cost of the opportunity lost if the kindergarten is then unable to fill that enrolment.

Families experiencing hardship should also discuss any difficulties with the service.

EXCURSION/INCURSION CHARGES

This annual charge is required to cover the cost of excursions or incursions that are planned as part of the kindergarten program. Affordability and relevance to the children's interests and the service program will be taken into consideration when deciding on excursion or incursion events (refer to *Excursions and Service Events Policy*).

In some circumstances, an additional Special Events charges may that occur throughout the year in response to the emerging children's program needs and interests. Events that are planned ahead as part of the excursion/incursion program are separate to this additional charge. Activities arranged by Brunswick Kindergarten staff that incur this additional Special Event charge are not mandatory. Brunswick Kindergarten will provide usual services for any child or family who choose not to participate in these activities.

VOLUNTEER PARTICIPATION CHARGE

This additional charge is a refundable Volunteer Participation Levy to encourage participation from the kinder community in fundraising or social events or in activities to maintain kinder operations.

Families who contribute 10 hours of their time to assisting in some of the following or similar activities will be eligible for a full or partial refund of the levy. Eligible activities include, but are not limited to, weekend or school holiday Working Bees, kinder family social functions or fundraisers, taking on a Committee position, participation on Fete Day, using an identified skillset to support kinder operations. Records of participation will be administered by the Committee of Management, with full or partial refunds owing credited to invoices for Term 4 kinder fees, dependant on family participation levels.

LATE COLLECTION CHARGE

It is a requirement that Brunswick Kindergarten maintain the correct staff ratios in our rooms at all times. As an employer Brunswick Kindergarten has an obligation to ensure staff finish their working day on time. The Committee of Management reserves the right to implement a late collection charge when families are frequently late in collecting a child from the service. This charge will be set at \$5.50 (inclusive of GST), per 5 minutes from the conclusion of the session, and will be added to the family's kindergarten account.

NO CONTACT CHARGE

The Committee of Management reserves the right to implement a no-contact charge when parents/guardians do not inform the kinder prior collecting a child late from the service. This charge will be set at \$16.50 (inclusive of GST), and will be added to the family's kindergarten account.

LATE PAYMENT CHARGE

Where term fee payment has not been received, and alternative payment arrangements have not been discussed with the Kindergarten, a late payment charge of \$50 may be applied 14 days after the invoice due date accompanied by a late payment letter.

MERCHANT SERVICE FEE

The Committee of Management reserves the right to implement a Merchant Service Fee on any credit or debit card transactions processed at the Kindergarten. Merchant fee rates will be set at 0.88% for debit cards, 1.35% for credit cards and 0.70% for EFTPOS transactions. These fees will be applied at the time of card processing.

SUBSIDIES

KINDERGARTEN FEE SUBSIDY (FUNDED PROGRAMS ONLY)

The Kindergarten Fee Subsidy is provided by DET and enables eligible children to attend 15 hours of kindergarten free of charge. Eligibility conditions may change from time-to-time and must be checked in the most recent edition of the *Kindergarten Funding Guide* (refer to *Attachment 1- Sources*).

Families may be eligible for the Kindergarten Fee Subsidy in the year before school if their child:

- is Aboriginal and/or Torres Strait Islander; or
- holds, or has a parent/guardian who holds a Humanitarian or refugee Visa; or
- is a multiple birth child (triplets or more); or
- holds, or has a parent who holds a Commonwealth Health Care Card, Pensioner Concession Card or Veteran's Affairs Card.

Exclusions and exceptions: *Not available for approved child care services in receipt of Commonwealth Child Care Subsidy.*

Where a child is identified by a parent, carer or legal guardian as an Aboriginal and/or Torres Strait Islander, no verification is required.

In all other instances, supporting documentation should be sighted by the service on acceptance of a place or on commencement in the program, however where there are delays, such as in obtaining health care cards for children in out-of-home care, the delay should not provide a barrier to the child accessing the Kindergarten Fee Subsidy. Families are eligible for the *Kindergarten Fee Subsidy* (refer to *Attachment 1- Sources*) for the full term in which their concession is valid. Please contact the kindergarten for further information.

EARLY START KINDERGARTEN FEE SUBSIDY

DET also funds Early Start Kindergarten for three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection, to access funded kindergarten programs planned and delivered by a qualified early childhood teacher as outlined in *The Kindergarten Funding Guide* (refer to *Attachment 1- Sources*). Brunswick Kindergarten receives funding for children who meet this eligibility criteria- please see the kinder for further information.

CHILD CARE SUBSIDY

The Child Care Subsidy is an Australian Government payment that can assist eligible families with the costs of child care for children aged 13 and under. Only care provided at services that operate for a minimum of 48 weeks in the year are eligible for this subsidy. As Brunswick Kindergarten operates for a maximum of 41 weeks in the year, the child care services we offer (Magenta Group and the after-session Activity Groups) are not deemed eligible care to contribute to these payments.

Child Care Subsidy is not applicable to the funded 4-year-old and 3-year-old programs, as these are already subsidised.

Further details are available at <https://www.education.gov.au/child-care-subsidy-1>

IMPACT OF PANDEMIC LOCKDOWN- RESTRICTED ACCESS

The Committee of Management recognises that government-mandated health restrictions may impact a family's ability to access their enrolled kinder programs. If this situation arises, the Committee of Management will assess the financial impact of offering fee credit to impacted families, ensuring the financial viability of the service is maintained. Families will be informed of any offer on a term basis, or prior to the next invoice period, whichever occurs first.

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.

Fees are to be prepaid prior to the commencement of each kinder term, with invoices distributed at least two (2) weeks prior to the end of the preceding term, with a due date prior to the start of the next term.

Fees will be invoiced to families 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 4 weeks 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. Receipts or account updates will be provided for all fee payments.

FINANCIAL HARDSHIP AND SUPPORT SERVICES

Families experiencing difficulty in paying fees are requested to contact the kinder Director or Committee of Management 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.

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

UNPAID FEES

Where fees are not paid by the due date, and alternative payment arrangements have not been discussed with the Kindergarten, the following steps will be taken.

7 days after the invoice due date	Brunswick Kindergarten will attempt to make phone and email/mail contact with families in an effort to collect outstanding fees
14 days after the invoice due date	A reminder letter will be sent to families, including information on support options available to the family. A late payment charge of \$50 may be applied to the original invoice with a specified payment date.
7 days after the new invoice due date	Families will be invited to attend a meeting to discuss available support options, which may include establishing a payment plan
7 days after invitation to attend meeting	Where a family does not establish or return contact with Brunswick Kindergarten, final notice of payment will be sent to the family
Due date of final notice of payment	Where payment has not been received and alternative arrangements have not been made, Brunswick Kindergarten will contact the families via phone to notify them that their child's enrolment is no longer valid and they may not be allowed to attend. Following this call, families will have 2 business days to make payment and provide Brunswick Kindergarten with proof of such payment before their child may be prevented from attending the kindergarten.
Due date of final notice of payment	Where telephone contact cannot be established, Brunswick Kindergarten will contact the families via email/mail to notify them that their child's enrolment is no longer valid and they may not be allowed to attend. Following this, families will have 7 business days to make payment and provide Brunswick Kindergarten with proof of such payment before their child may be prevented from attending the kindergarten.

The Committee of Management reserves the right to employ the services of a debt collector where fees remain unpaid. When doing so the following steps will be taken.

Following decision to engage debt collection services	Families with outstanding debt will be sent a letter of Intent to Engage Collection Services. This letter will detail the total outstanding debt, a final date payable before debt collection begins and methods of payment.
2 business days after the final date payable as per last communication	Outstanding debts to be handed to collection agency as chosen by the Committee of Management

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 enrolment application fee, where appropriate) will be provided. Fees may still apply for programs offering more than the required minimum hours per week, or which are not covered by kindergarten funding.

In any other case, fees are non-refundable (exceptional circumstances may apply – these are at the discretion of the Committee of Management). 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; or
- 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.

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

Families will be notified no less than 14 days prior to changes to this policy or associated procedures.

CHILDREN COMMENCING AFTER THE START OF TERM

Families who enrol up until 4 weeks after the start of term will be invoiced for full term fees. Families who commence more than 4 weeks after the commencement of the term will be invoiced for fees set at a pro-rata rate.

CHILDREN TURNING THREE DURING THE YEAR OF ENROLMENT

The Kindergarten Funding Guide (refer to *Attachment 1- Sources*) states that a place is to be reserved for an enrolled child in the three-year-old kindergarten program who has not yet turned three, but family term fees must not be charged. The kindergarten will receive the relevant kindergarten funding for that child in the interim period.

Children cannot attend the 3-year-old program unaccompanied by a parent or authorised guardian until they have turned three years of age, although an orientation period is welcomed prior to commencement with a parent or guardian remaining in their company whilst on the premises.

ACKNOWLEDGEMENT

This policy was developed in association with the Early Learning Association Australia.

AUTHORISATION AND REVIEW

This policy was adopted by the Committee of Management of Brunswick Kindergarten on 01/09/2021.

REVIEW DATE: 30/06/2022

Or more frequently in response to legislative and/or other changes.

ATTACHMENTS

Attachment 1: Background, Legislation, Definitions, Sources & Related Policies

Attachment 2- Accountabilities

Attachment 3- Fee Schedule- 2022 Four-year-old (Funded) program

Attachment 4- Fee Schedule- 2022 Three-year-old (Funded pro-rata) program

Attachment 5- Fee Schedule- 2022 Activity Group program

Attachment 6- Fee Payment Agreement

Attachment 7- Direct Debit & Credit Card payments- Merchant fees

ATTACHMENT 1

BACKGROUND AND LEGISLATION

Background

The Department of Education and Training (DET) provides funding for each child who is enrolled and attending a funded kindergarten program in the year before school. 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 children to attend a funded kindergarten program **free of charge in the year before school**.

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

Regulation 168(2) (n) of *Education and Care Services National Regulations 2011* requires that funded services have a comprehensive written fees policy, and the content of this policy must be communicated to families. The policy must include a written statement about the fees to be charged 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 requirements (refer to *Definitions*), and be responsive to the local community and the viability of the service. *The Kindergarten Funding Guide* (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)
- *Child Wellbeing and Safety Act 2005* (Vic)
- *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*, including Quality Area 7: Governance and Leadership

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 child care: Approved child care services are services that have Australian Government approval to receive the Child Care Subsidy (refer to *Definitions*) on behalf of eligible parents. Approved child care includes centre based day care, including long day care and occasional care, family day care, outside school hours care and in home care.

Child Care Subsidy (CCS): A Commonwealth Government means tested subsidy to assist eligible families with the cost of child care. Payments are paid directly to approved child care providers. Further information can be found at: <https://www.education.gov.au/child-care-subsidy-0>

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 up to 15 hours per week. Details are available at: www.education.vic.gov.au

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

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 in addition to per capita grants to subsidise the costs of parent fees and enable eligible children to attend a funded kindergarten for 15 hours free of charge (*The Kindergarten Funding 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).

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.

SOURCES AND RELATED POLICIES

Sources

- Early Start Kindergarten <https://www.education.vic.gov.au/parents/child-care-kindergarten/Pages/early-start-kindergarten.aspx>
- Kindergarten Fee Subsidy <https://www.education.vic.gov.au/Documents/childhood/providers/comms/Free%20or%20low-cost%20kindergarten%20-%20kindergarten%20fee%20subsidy.pdf>
- *The Kindergarten Funding Guide* (Department of Education and Training): <https://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx>
- The constitution of Brunswick Kindergarten
- Three-year-old kindergarten <https://www.education.vic.gov.au/about/programs/Pages/three-year-old-kinder.aspx>

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*

ATTACHMENT 2

ACCOUNTABILITIES

The Approved Provider and Person with Management and Control are 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 Funding Guide* (refer to *Sources*)
- considering any issues regarding fees that may be a barrier to families enrolling at Brunswick Kindergarten and removing those barriers wherever possible
- reviewing 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
- ensuring that the *Fees Policy* is readily accessible at the service (Regulation 171)
- providing all parents/guardians with fee information (refer to *Attachments 3-5 Fee Schedules*)
- providing all parents/guardians with a statement of fees and charges (refer to *Attachments 3-5 Fee Schedules*) upon enrolment of their child
- providing all parents/guardians with a fee payment agreement (refer to *Attachment 6*)
- ensuring fees are collected and receipted
- 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
- notifying parents/guardians a minimum of 14 days of any proposed changes to the fees charged or the way in which the fees are collected (Regulation 172(2)), and ideally providing one term's notice.

The Nominated Supervisor and Person in Day-to-Day Charge is responsible for:

- assisting the Approved Provider in developing this policy, and ensuring that this policy is based on the *Kindergarten Funding Guide* (refer to *Attachment 1- Definitions*)
- implementing and reviewing this policy, in consultation with parents/guardians, the Approved Provider and staff, and in line with the requirements of DET's *The Kindergarten Funding Guide* (refer to *Attachment 1- Sources*)
- considering any issues regarding fees that may be a barrier to families enrolling at Brunswick Kindergarten and removing those barriers wherever possible
- considering options for payment when affordability is an issue for families
- communicating this policy, the availability of the Kindergarten Fee Subsidy and payment options to families in a culturally-sensitive way and in the family's first language where possible
- providing all parents/guardians with fee information (refer to *Attachments 3-5 Fee Schedules*)
- providing all parents/guardians with a statement of fees and (refer to *Attachments 3-5 Fee Schedules*) upon enrolment of their child, and ensuring that the *Fees Policy* is readily accessible at the service
- providing all parents/guardians with a fee payment agreement (refer to *Attachment 6*)
- 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.

All other staff 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.

Parents/guardians are responsible for:

- reading the Brunswick Kindergarten Fee information for families (refer to *Policy Information, above*), the Fee Payment Agreement (refer to *Attachment 6*) and the Statement of Fees and Charges refer to *Attachments 3-5 Fee Schedules*)
- signing and complying with the Fee Payment Agreement (refer to *Attachment 6*)
- 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 *Policy Information, above*).

ATTACHMENT 3

Brunswick Kindergarten- Fee schedule- 2022 Four-year-old (funded) kindergarten

Four-year-old (funded) kindergarten, all groups- 15 hours per week	Fees and charges (families <u>not</u> eligible for Kindergarten fee subsidy)	Fees and charges (families eligible for Kindergarten fee subsidy)
Enrolment application fee	\$70*	\$70*
Activities Levy (payable with Term 1 fees)	\$100	\$100
Volunteer Levy (payable with Term 1 fees, refundable in Term 4 if volunteer hours have been met)	\$100	\$25
Term 1 fees	\$420 (+\$100 already paid in enrolment application fee)	\$0
Term 2 fees	\$520	\$0
Term 3 fees	\$520	\$0
Term 4 fees	\$520	\$0
Total	\$2350	\$195

* Payment at the time totals \$170 and includes \$100 towards payment of Term 1 fees or the Excursion/Incursion Levy (for families eligible for the fee subsidy).

Payment of fees

Invoices will be issued two weeks prior to the start of each term and must be paid by the due date. Details on payment options (Direct Debit or Credit Card) will be available on each invoice. Details of associated merchant fees are detailed in Attachment 7.

Enrolment application fee

Parents/guardians are required to pay the Application fee at initial offer of \$170. \$100 of this fee will be put towards Term 1 fees for families not eligible for the Kindergarten fee subsidy, or towards the Activities Levy for families eligible for the Kindergarten fee subsidy. Payment will secure the child's place in the kindergarten program.

Other charges

Parents/guardians are required to pay an Excursion/Incursion Levy to assist in covering the costs of incursions and excursions that eventuate as part of the program. They are also required to pay a refundable Volunteer Levy to encourage participation in kinder social and maintenance events. This is payable in Term 1, and fully refundable in Term 4 dependant in participation levels.

Kindergarten Fee Subsidy

Families who are eligible for the Kindergarten Fee Subsidy (refer to *Policy Information*, above) will not be required to make fee payments.

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 \$5.50 (inclusive of GST) per 5 minutes from the conclusion of the session and will be added to the family's kindergarten account.

No contact charge

The Committee of Management reserves the right to implement a no-contact charge when parents/guardians do not inform the kinder prior collecting a child late from the service. This charge will be set at \$16.50 (inclusive of GST), and will be added to the family's kindergarten account.

ATTACHMENT 4

Brunswick Kindergarten- Fee schedule 2022- Three-year-old (funded) kindergarten

Orange Group (two days)- 10 hours	Fees and charges (families without concession card)	Fees and charges (families with concession card)
Enrolment application fee	\$70*	\$70*
Activities Levy (payable with Term 1 fees)	\$50	\$50
Volunteer Levy (payable with Term 1 fees, refundable in Term 4 if volunteer hours have been met)	\$100	\$25
Term 1 fees	\$520 (+\$100 already paid in enrolment application fee)	\$0
Term 2 fees	\$620	\$0
Term 3 fees	\$620	\$0
Term 4 fees	\$620	\$0
Total	\$2700	\$145

* Payment at the time totals \$170, and includes \$100 towards payment of Term 1 fees

Orange group (single day)- 5 hours	Fees and charges (families without concession card)	Fees and charges (families with concession card)
Enrolment application fee	\$70*	\$70*
Activities Levy (payable with Term 1 fees)	\$50	\$50
Volunteer Levy (payable with Term 1 fees, refundable in Term 4 if volunteer hours have been met)	\$100	\$25
Term 1 fees	\$180 (+\$100 already paid in enrolment application fee)	\$0
Term 2 fees	\$280	\$0
Term 3 fees	\$280	\$0
Term 4 fees	\$280	\$0
Total	\$1340	\$145

* Payment at the time totals \$170, and includes \$100 towards payment of Term 1 fees

Green group (full day)- 7.5 hours <i>Note: when group is scheduled in 2021 (TBD)</i>	Fees and charges (families without concession card)	Fees and charges (families with concession card)
Enrolment application fee	\$70*	\$70*
Activities Levy (payable with Term 1 fees)	\$50	\$50
Volunteer Levy (payable with Term 1 fees, refundable in Term 4 if volunteer hours have been met)	\$100	\$25
Term 1 fees	\$350 (+\$100 already paid in enrolment application fee)	\$0
Term 2 fees	\$450	\$0
Term 3 fees	\$450	\$0
Term 4 fees	\$450	\$0
Total	\$2020	\$145

* Payment at the time totals \$170, and includes \$100 towards payment of Term 1 fees

Payment of fees

Invoices will be issued two weeks prior to the start of each term and must be paid by the due date. Details on payment options (Direct Debit or Credit Card) will be available on each invoice. Details of associated merchant fees are detailed in Attachment 7.

Enrolment application fee

Parents/guardians are required to pay the Application fee at initial offer of \$170. \$100 of this fee will be put towards Term 1 fees for families not eligible for the Kindergarten fee subsidy, or towards the Activities Levy for families eligible for the Kindergarten fee subsidy. Payment will secure the child's place in the kindergarten program.

Other charges

Parents/guardians are required to pay an Excursion/Incursion Levy to assist in covering the costs of incursions and excursions that eventuate as part of the program. They are also required to pay a refundable Volunteer Levy to encourage participation in kinder social and maintenance events. This is payable in Term 1, and fully refundable in Term 4 dependant in participation levels.

Kindergarten Fee Subsidy

Families who are eligible for the Kindergarten Fee Subsidy (refer to *Policy Information*, above) will not be required to make fee payments.

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 \$5.50 (inclusive of GST) per 5 minutes from the conclusion of the session and will be added to the family's kindergarten account.

No contact charge

The Committee of Management reserves the right to implement a no-contact charge when parents/guardians do not inform the kinder prior collecting a child late from the service. This charge will be set at \$16.50 (inclusive of GST), and will be added to the family's kindergarten account.

ATTACHMENT 5

Brunswick Kindergarten- Fee schedule- 2022 Activity Group Program

ALL-DAY ACTIVITY GROUP

Activity Group	Day & Hours	Term Fee
Magenta Group (4YO only)	Wednesday 8.30am – 4.00pm	\$660.00

AFTER SESSION ACTIVITY GROUPS

Activity Group session	Hours	Cost per session term booking	Cost per session casual booking
Monday	4.00pm – 5.30pm	\$22.50	\$27.00
Tuesday	4.00pm – 5.30pm	\$22.50	\$27.00
Wednesday	4.00pm – 5.30pm	\$22.50	\$27.00
Thursday	4.00pm – 5.30pm	\$22.50	\$27.00
Friday	4.00pm – 5.30pm	\$22.50	\$27.00

Payment of fees

Invoices will be issued two weeks prior to the start of each term and must be paid by the due date. Details on payment options (Direct Debit or Credit Card) will be available on each invoice. Details of associated merchant fees are detailed in Attachment 7.

Magenta Group charges

Four-year-old children enrolled in one of the funded kindergarten programs can also enrol in the additional one-day Magenta Group, that is delivered by two Activity Group Leaders with Early Childhood Diploma qualifications.

Enrolment in Magenta group is dependent on class availability, and children must be enrolled in a four-year-old funded program at Brunswick Kindergarten. Term fees will be invoiced with kinder program fees and are not eligible for any concessions.

Kindergarten Fee Subsidy

Activity Group Sessions are not eligible for KFS funding, or any other kindergarten funding.

Families who are eligible for the Kindergarten Fee Subsidy (refer to *Policy Information*, above) will still be liable to pay these fees if they elect to enrol their child in the Activity Group sessions.

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 \$5.50 (inclusive of GST) per 5 minutes from the conclusion of the session and will be added to the family's kindergarten account.

No contact charge

The Committee of Management reserves the right to implement a no-contact charge when parents/guardians do not inform the kinder prior collecting a child late from the service. This charge will be set at \$16.50 (inclusive of GST) and will be added to the family's kindergarten account.

ATTACHMENT 6

Fee Payment Agreement - 2022 Funded Kindergarten Programs & Unfunded Activity Group Program

By completing the Brunswick Kindergarten online Enrolment form as part of the Enrolment process (see *Enrolment and Orientation Policy*), all families are required to indicate that they agree to this Fees Policy and therefore to the following:

- I/we acknowledge that the four-year-old and three-year-old kindergarten programs are 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 date on the invoice.
- I/we understand that term fees & the Activity Levy are non-refundable.
- I/we understand that the Volunteer Levy is refundable, dependant on participation levels as determined and recorded by the Committee of Management.
- 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 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 Committee of Management 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. (refer to *Attachments 3-5 Fee Schedules*)

Kindergarten Fee Subsidy

Eligibility for concession cards is determined in the online Enrolment form as part of the Enrolment process (see *Enrolment and Orientation Policy*).

Supporting documentation will need to be sighted on commencement by a staff member and a copy provided to Brunswick Kindergarten to be placed on file.

Note: the eligibility of concessions may vary from time-to-time. Up-to-date information can be found at www.education.vic.gov.au

ATTACHMENT 7

Merchant Fees- Direct Debit & Credit Card Payments

DIRECT DEBIT | Recurring payments from bank accounts and credit cards

Bank Account**	Per transaction	\$0.00
Credit/Debit Card Transaction Fee	Per Transaction	\$0.00
Visa/Mastercard*	Calculated on transaction value	1.98%
Failed Transaction	Per failed or rejected transaction	\$4.40

** Additional 1.10% will apply to International Credit Cards*

*** Additional 0.25% will apply to Bank Account Transactions over \$2,000.00.*

ECOMMERCE | Online payments via Credit Card

Credit/Debit Card Transaction Fee	Per Transaction	\$0.33
Credit/Debit Card Rejection Fee	Per Rejected Transaction	\$0.33
Visa/Mastercard*	Calculated on transaction value	1.98%

** Additional 1.10% will apply to International Credit Cards*