

ATTACHMENT 1

Fee information for families

Hughesdale Kindergarten 2022

1. General information

The Department of Education and Training (DET) funding for each child enrolled and attending kindergarten in the two years 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 two years before school.

DET also provides Early Start Kindergarten funding to assist eligible three-year-old Aboriginal and Torres Strait Islander children, from a refugee or asylum seeker background or children known to Child Protection, to access kindergarten programs.

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

2. How fees are set

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

- the financial viability of the service
- the level of government funding provided for the program, including the Kindergarten Fee Subsidy and Early Start Kindergarten
- 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.

3. Other Charges

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

Kindergarten fee deposit: This payment secures a child's place at the service and is payable on acceptance of enrolment. The deposit is retained as part payment on term fees. Children/families experiencing vulnerability and/or disadvantage and families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the deposit. Families experiencing hardship should discuss any difficulties with the service.

Excursion/service event charge: At times throughout the year an additional excursion(s) or event(s) may be arranged where it is considered relevant to the service's program and the children's interests. At this time any additional costs to families are taken into consideration before a decision is made (*refer to Excursions and Service Events Policy*).

Voluntary parent/guardian contributions: Hughesdale Kindergarten may solicit voluntary parent/guardian contributions throughout the year (*refer to Fundraising*).

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

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.

Your child is eligible for the kindergarten fee subsidy:

- if your child identifies as Aboriginal and/or Torres Strait Islander
- if your child is identified on their birth certificate as being a multiple birth child (triplets or more).

or if your child holds or has a parent or guardian who holds, one of the following:

- a Commonwealth Health Care Card
- a Commonwealth Pensioner Concession Card
- a Department of Veterans Affairs Gold Card or White Card
- Refugee or Asylum Seeker visa (200-204, 786 or 866)
- Bridging visas for any of the above Refugee or Asylum Seeker visas

If your family or child has a humanitarian or refugee visa listed by the Department of Immigration and Border Protection which is not included in the above list, your child may still be eligible for the kindergarten fee 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 for the full term in which their concession is valid.

6.2 Early Start Kindergarten

Early Start Kindergarten gives eligible children 15 hours of free or low-cost kindergarten a week for two years before starting school.

To be eligible, the child must be three by 30 April in the year they start kindergarten and meet one of the following criteria:

- be from a refugee or asylum seeker background
- identify as Aboriginal or Torres Strait Islander
- your family has had contact with Child Protection.

Children can also access free or low cost Four-Year-Old Kindergarten through the Early Start Kindergarten Extension Grant. Contact the service for further information.

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.

Fees will be invoiced to parents/guardians directly and must be paid by the date indicated on the invoice. Each invoice will be accompanied by payment instructions. The first term's fees must be received in full prior to the child commencing at the service. For children enrolled after the commencement of a term, a pro rata invoice will be issued and must be paid in full within 14 days of the child's commencement at the service. Receipts will be provided for all fee payments.

Parents/guardians experiencing difficulty in paying fees are requested to contact the Treasurer (treasurer@hughesdalekinder.asn.au) 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.

Fees will be invoiced to parents/guardians via the Fee Payment Agreement

7.1 Method of Payment

Details of payments will be specified on the Term Fees Notice.

Fees can be paid via Internet Banking or paid directly at any Bendigo Bank Branch using the account details on your Term Fees Notice. Please use your child's first initial, surname and group initial (e.g. "J Brown G" for Justin Brown Green group) as the reference so your payment can be identified.

Please note that payments are not accepted at the Kindergarten.

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.
- Where payment is still not received, families will be invited to attend a meeting 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 employ the services of a debt collector.
- 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.
- No further enrolments of children from the parents/guardians will be accepted until all outstanding fees have been paid.

9. Refunds 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 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
- 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. Support services

Families experiencing financial hardship often require access to family support services. Information on these services may be available from the kindergarten service provider or alternatively families may contact the local council.

11. 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.

Attachment 2A. STATEMENT OF FEES AND CHARGES 3 year-old funded kindergarten

Hughesdale Kindergarten
Fee schedule 2022
Three-year-old kindergarten

Hours: 6 hours per week

	Fees (\$)	Other charges (\$)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	\$100	-	\$100	-	-	-
Term 1	\$180	-	\$180	-	-	-
Term 2	\$280	-	\$280	-	-	-
Term 3	\$280	-	\$280	-	-	-
Term 4	\$280	-	\$280	-	-	-
Total	\$1,120	-	\$1,120	-	-	-

Payment of fees

Invoices will be issued approximately four weeks prior to each term and must be paid by the due date (usually the last day of the preceding term).

Fees will be invoiced to parents/guardians and families are required to complete the [Fee Payment Agreement](#)

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. Payment will secure the child's place in the four-year-old kindergarten program. *Children/families experiencing vulnerability and/or disadvantage and families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the deposit.*

Families experiencing hardship should discuss any difficulties with the service.

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.

Early Start Kindergarten

Families who are eligible for the Early Start Kindergarten will not be required to make fee payments.

Children turning three during the year

Children can only commence the program when they have turned three. Fees to be paid upon commencement.

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.

Attachment 2B.

STATEMENT OF FEES AND CHARGES

3 year-old funded kindergarten for x2 children

Hughesdale Kindergarten

Fee schedule 2022

Three-year-old kindergarten

Hours: 6 hours per week

	Fees (\$)	Fees – @ 90% 2 nd child	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	\$100	\$100	\$200	-	-	-
Term 1	\$180	\$152	\$332	-	-	-
Term 2	\$280	\$252	\$532	-	-	-
Term 3	\$280	\$252	\$532	-	-	-
Term 4	\$280	\$252	\$532	-	-	-
Total	\$1,120	\$1,008	\$2,128	-	-	-

Payment of fees

Invoices will be issued approximately four weeks prior to each term and must be paid by the due date (usually the last day of the preceding term).

Fees will be invoiced to parents/guardians and families are required to complete the [Fee Payment Agreement](#)

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. Payment will secure the child's place in the four-year-old kindergarten program. *Children/families experiencing vulnerability and/or disadvantage and families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the deposit.*

Families experiencing hardship should discuss any difficulties with the service.

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.

Early Start Kindergarten

Families who are eligible for the Early Start Kindergarten will not be required to make fee payments.

Children turning three during the year

Children can only commence the program when they have turned three. Fees to be paid upon commencement.

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.

ATTACHMENT 2C. STATEMENT OF FEES AND CHARGES

4 year-old funded kindergarten

Hughesdale Kindergarten

Fee schedule 2022

Four-year-old kindergarten

Hours: 15 hours per week

	Fees (\$)	Other charges (\$)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	\$100	-	\$100	-	-	-
Term 1	\$560	-	\$460	-	-	-
Term 2	\$560	-	\$560	-	-	-
Term 3	\$560	-	\$560	-	-	-
Term 4	\$560	-	\$560	-	-	-
Total	\$2,240	-	\$2,240	-	-	-

Payment of fees

Invoices will be issued approximately four weeks prior to each term and must be paid by the due date (usually the last day of the preceding term).

Fees will be invoiced to parents/guardians and families are required to complete the [Fee Payment Agreement](#)

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. Payment will secure the child's place in the four-year-old kindergarten program. *Children/families experiencing vulnerability and/or disadvantage and families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the deposit.*

Families experiencing hardship should discuss any difficulties with the service.

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.

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.

ATTACHMENT 2D. STATEMENT OF FEES AND CHARGES 4 year-old funded kindergarten for **x2 children**

Hughesdale Kindergarten
Fee schedule 2022
Four-year-old kindergarten

Hours: 15 hours per week

	Fees (\$)	Fees – @90% 2 nd child	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	\$100	\$100	\$200	-	-	-
Term 1	\$460	\$404	\$864	-	-	-
Term 2	\$560	\$504	\$1064	-	-	-
Term 3	\$560	\$504	\$1064	-	-	-
Term 4	\$560	\$504	\$1064	-	-	-
Total	\$2,240	\$2,016	\$4,256	-	-	-

Payment of fees

Invoices will be issued approximately four weeks prior to each term and must be paid by the due date (usually the last day of the preceding term).

Fees will be invoiced to parents/guardians and families are required to complete the [Fee Payment Agreement](#)

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. Payment will secure the child's place in the four-year-old kindergarten program. *Children/families experiencing vulnerability and/or disadvantage and families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the deposit.*

Families experiencing hardship should discuss any difficulties with the service.

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.

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.

ATTACHMENT 2E.

Hughesdale Kindergarten
Fees Policy 2021

Hughesdale Kindergarten is supported by the Victorian Government

STATEMENT OF FEES AND CHARGES

4 year-old funded kindergarten for **Three and Four-year-old kindergarten for x2 children**
(x2 children attending different age groups)

Hughesdale Kindergarten

Fee schedule 2022

Four-year-old kindergarten

Hours: 15 hours per week

	Fees 4YO 1 st child	Fees – 90% 3YO 2 nd child	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	\$100	\$100	\$200	-	-	-
Term 1	\$460	\$152	\$612	-	-	-
Term 2	\$560	\$252	\$812	-	-	-
Term 3	\$560	\$252	\$812	-	-	-
Term 4	\$560	\$252	\$812	-	-	-
Total	\$2,240	\$1, 008	\$3, 248	-	-	-

Payment of fees

Invoices will be issued approximately four weeks prior to each term and must be paid by the due date (usually the last day of the preceding term).

Fees will be invoiced to parents/guardians and families are required to complete the (3yo) [Fee Payment Agreement](#) and (4yo) [Fee Payment Agreement](#).

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. Payment will secure the child's place in the four-year-old kindergarten program. *Children/families experiencing vulnerability and/or disadvantage and families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the deposit.*

Families experiencing hardship should discuss any difficulties with the service.

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.

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.