

## Fee Policy Summary – 3 Year Old Program Gowanbrae Children’s Centre

The 3-Year Old Group receives no financial contribution from the Department of Education and Training (DET) and therefore all the program costs are solely funded by children's fees. Fees are therefore calculated per year based on these costs and are required to enable the kindergarten to continue. Fees are kept to a minimum cost and **must be paid on a weekly basis during the term.**

### **PLEASE READ THIS FEE POLICY CAREFULLY**

#### **Kindergarten enrolment fee**

Parents are required to pay the non-refundable enrolment fee of \$50.00 on offer of a place. This payment is a charge to administer your child’s enrolment. Completed enrolment documentation, payment of the enrolment fee and up to date immunisation documentation will secure the child’s place in the three year old program.

#### **Payment of fees**

- Fees are **compulsory, payable in advance and are usually not refundable.**
- Families accepting a position for the 3 year old program are entitled to 2 sessions with a total of 7 hours per week **at a fee of \$48.00 per session or \$96.00 per week which up to 85% can be claimed by the Child Care subsidy.**
- Payment of the non-refundable enrolment fee of \$50.00 will be paid by credit card upon acceptance of the position.
- Payment of term fees will be via the direct debit facility, either by a nominated bank account or credit/debit card.
- Parents will be charged on a weekly basis. The invoice for the first two weeks of Term 1 will be issued in November 2020 and families will be required to pay by the date specified on the invoice.
- If term fees are not received by the specified date, then the late payment of fees process will apply. If payment is still not received, then the position will be offered to the next child on the waiting list. As outlined in the Fees policy, a late payment fee of \$50.00 will apply, at the discretion of Moreland Early Years Management.
- If a fee paying family is experiencing financial difficulties, then communication is required to be made with the Moreland Early Years Management to discuss alternative payment options.
- All term fees are non-refundable. Moreland Early Years Management may consider a partial refund. Applications for a refund must be in writing and must clearly outline the reasoning for the refund. Any refund will be at the discretion of Moreland Early Year Management and will be assessed on a case-by-case basis. An administration fee may be applied.
- Children who leave **Gowanbrae Children’s Centre** on holidays for any period of time will be required to pay all term fees to hold their position. If a family decides to leave the kindergarten

program during the term, the fees still apply unless their position can be offered to the next child on the waiting list and the position is accepted.

- A place cannot be held for a child unless fees are paid in full prior to commencement of each term.

### Late Payment of Fees

Where a family enrolled in 3 year old kindergarten is refusing to pay fees the following procedure will take place:

- Moreland Early Years Management will issue a reminder to the late paying family.
- Unless parents have discussed late payment of fees with Moreland Early Years Management, if payment is not received by the final due date as outlined in the reminder letter the late payment fee of \$50.00 will apply.
- A telephone call will be made to the family with outstanding fees ascertaining why they have not paid.
- A meeting will be arranged by the Moreland Early Years Management with the parent to discuss the situation and negotiate a suitable arrangement. This will be followed by a letter stating the outcome of the meeting and giving a time frame of 1 week for payment.
- A final letter will be issued warning the family that the service will be withdrawn and a date given.

### Late Collection charge

Moreland Early Years Management in conjunction with the early years services reserves the right to implement a late collection charge when parents are frequently late in collecting a child/ren. In these situations, the following procedure will apply:

- The qualified staff member will inform the parents that if it continues, Moreland Early Years Management will be notified and the parent will be charged a late fee.
- If after the reminder, or Moreland Early Years Management letter, the parents are between **20** and **30** minutes late, a fee of **\$5.00** for every **5** minutes, or part thereof, from the conclusion of the session will be invoiced by Moreland Early Years Management.
- If the parent is over **30 minutes** late in collecting their child, the fee will be **\$5.00 for every 5 minutes**, or part thereof, for the first **30 minutes** from the conclusion of the session and then **\$10.00 for every 5 minutes** or part thereof.

### Children turning three during the year

- Children can commence the three-year-old program when they have turned three. Those children turning three after the commencement of Term 1 but before the 30<sup>th</sup> April may not commence the early years' service and program until they have turned 3 years old.

The **non-refundable** enrolment fee and a **FULL** term fee to hold their position must be paid in advance and is not refundable.

## Gowanbrae Children's Centre Fee Schedule 2021

### Three-year-old program fees

Hours: 7 hours per week

3 Year Old program Fees	Fees	Due Dates
Enrolment Fee	\$50	October 2020
Term 1 – first 2 weeks	\$192	November 2020
Term 1	\$96	Per week
Term 2	\$96	Per week
Term 3	\$96	Per week
Term 4	\$96	Per week

### 2021 Term Dates

Term One: 28 January to 1 April 2021	Term Three: 12 July to 17 September 2021
Term Two: 19 April to 25 June 2021	Term Four: 4 October to 17 December 2021

## Fee Payment Agreement 2021

### Three-year-old kindergarten program

Please complete this form for a 2021 position at **Gowanbrae Children's Centre**

#### Fee payment contract

Given name of child: \_\_\_\_\_

Parent's full name: \_\_\_\_\_

- I/we acknowledge that the state government does not fund the three-year-old kindergarten program and that the kindergarten cannot operate without receiving fees.
- I/we agree to pay the \$50.00 non-refundable enrolment fee which is a charge to administer my child's enrolment.
- I/we agree to pay the first two weeks of Term 1 by the due date on the invoice issued in November 2020.
- I/we agree to complete the Direct Debit form by nominating a bank account or credit card and will ensure there are sufficient funds when charging of fees.
- I/we agree to pay the transaction fee applicable to paying the weekly fees.
- I/we agree to communicate any changes or updates to the direct debit account nominated within 7 days.
- I/we agree to be charged fees of \$48.00 per session or \$96.00 per week via direct debit.
- I/we agree to pay the term fees even if my child has not started at the kindergarten to secure their position.
- I/we understand term fees are non-refundable and payment of fees is still required regardless if a child is absent (i.e. holiday, short-term illness).
- I/we acknowledge the fees payable is the gap between the total fees and the child care subsidy determined by the Family Assistance Office.
- I/we acknowledge that if fees are not paid by the due date, Moreland Early Years Management will implement the Fees policy late payment of fees procedures, which could result in the issuing of a late payment fee and/or the cancellation of my child's place at the centre.
- I/we agree that if our financial circumstances change and I/we are unable to pay as agreed, we will immediately notify Moreland Early Years Management to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the Early Year's Services Fee Policy summary, which sets out the procedures for fee payment.

- I/we acknowledge the Late Collection charge procedure and will pay the fee if there is a late collection of my child/children.
- I/we acknowledge that we need to provide 2 weeks' notice of cancelation of my child/children's position and if there are any absences (Cessation of Care) during this time then the full fee will be charged as per the Child Care subsidy requirements.