

## Fee Policy Summary – 4 Year Old Kindergarten Gowanbrae Children’s Centre

Gowanbrae Children’s Centre currently runs two partially subsidised 4-year-old groups administered and managed by Moreland Early Years Management. The Department of Education and Training (DET) makes a contribution towards the total program costs of the 4 year old program. The DET's contribution along with fees paid by the children in the 4 year old groups are to pay for the program costs.

### *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 4 year old program are entitled to two or three sessions with a total of 15 hours per week and a fee of **\$1,640.00 per year OR \$410.00 per term.**
- 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.
- Invoices will be issued 4 weeks prior to the commencement of the term and families will be charged automatically on 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.

### Kindergarten fee subsidy

The Department of Education and Training provides a kindergarten fee subsidy when a parent or child holds a valid:

- Commonwealth Health Care Card or Pensioner Concession Card
- Department of Veterans' Affairs Gold/White Card
- Temporary Protection/Humanitarian Visas 447, 451, 785 or 786, Asylum-seeker Bridging Visas A–F or Refugee or Special Humanitarian Visas 200–217
- Families with triplets/quadruplets attending a funded kindergarten program in the same year.

The subsidy is paid to the funded organisation to directly reduce fees paid by parents, making the kindergarten program free for eligible families. The supporting documentation must be sighted by Moreland Early Years Management and/or the early years service prior to the start of each term or when the family becomes eligible. Note that the original or certified birth certificates of triplets/quadruplets must be sighted.

**Receipt of this subsidy means that eligible families will not be required to make enrolment fee and term fee payments for 15 hours of kindergarten.**

### Pro-Rata of Term Fees

If an enrolment is accepted and the first day of attendance is within the first half of a given term, then families will be charged the full term fee.

If an enrolment is accepted and the first day of attendance is after the mid point of a given term, then families will be charged 50% of the full term fee.

If an enrolment is accepted and the first day of attendance is more than 2 weeks after the mid point and there are less than 4 weeks of the term remaining, then the families will be charged on a weekly basis.

### Late Payment of Fees

Where a family enrolled in 4 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 is 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.

## Gowanbrae Children's Centre Fee Schedule 2021

### Four-year-old (funded) kindergarten fees

Hours: 15 hours per week

4 Year Old Kindergarten Fees	Fees	Due Dates
Enrolment Fee	\$50	October 2020
Term 1	\$410	January 2021
Term 2	\$410	April 2021
Term 3	\$410	June 2021
Term 4	\$410	September 2021
Total Yearly Fee	\$1,690	

### 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

### Four-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 four-year-old kindergarten program is partly funded by the state government, with the balance of the funds coming from fees paid by parents/guardians.
- I/we understand that I/we are only entitled to obtain the kindergarten fee subsidy while I/we have a current Health Care Card/Pensioner Concession Card/Visas 200–217/447/451/786/785, Bridging Visas A–F, Department of Veterans' Affairs (DVA) Gold/White Card, Temporary Protection/Humanitarian Visas 447, 451,785 or 786, Asylum-seekers Bridging Visas A–F, Refugee or Special Humanitarian Visas 200–217, or have triplets or quadruplets attending a funded kindergarten program. If my/our eligibility lapses, then full payment of fees is required from the beginning of the following term.
  - 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 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 and surcharge fees applicable to paying the term 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 **\$410.00** per term by the due date on the invoice via direct debit.
  - 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 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.