

FEES POLICY

Mandatory – Quality Area 7

PURPOSE

This policy will provide clear guidelines for:

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

POLICY STATEMENT

1. VALUES

Alfred Nuttall Memorial 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
- providing equitable access for families eligible for the Kindergarten Fee Subsidy.

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 Alfred Nuttall Memorial Kindergarten.

3. BACKGROUND AND LEGISLATION

Background

The Department of Education and Training (DET) provides per capita funding as a contribution towards the costs of the four-year-old kindergarten program. 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 families to attend the four-year-old kindergarten program at minimal or no 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 Kindergarten Funding Guide* (refer to *Sources*).

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* (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*, 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/>

4. 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 *ANMK Policy General Definitions*.

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

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/earlystartkinder.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 Funding 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 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.

Working Bee Levy: This annual levy is available for families who are unable to attend their rostered working bee for the year and are unable to swap to another date.

5. SOURCES AND RELATED POLICIES

Sources

- *The Kindergarten Funding Guide* (Department of Education and Training is available under early childhood / service providers on the DET website: www.education.vic.gov.au)
- The constitution of Alfred Nuttall Memorial Kindergarten

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*

PROCEDURES

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 Funding 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 Alfred Nuttall Memorial Kindergarten 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
- 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 samples in Attachments 2 and 3) upon enrolment of their child, and ensure that the *Fees Policy* is readily accessible at the service (Regulation 171)

- collecting and receipting all fees
- 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 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 Alfred Nuttall Memorial Kindergarten.

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 DET's *The Kindergarten Funding Guide* (refer to *Sources*)
- considering any issues regarding fees that may be a barrier to families enrolling at Alfred Nuttall Memorial Kindergarten 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 document containing fee information for families
- 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
- 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 Alfred Nuttall Memorial Kindergarten.

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.

Parents/guardians are responsible for:

- reading the Alfred Nuttall Memorial Kindergarten fee information for families (refer to Attachment 1), and the Statement of Fees and Charges (refer to Attachments 2 and 3)
- 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).

PROCEDURES SPECIFIC TO ALFRED NUTTALL KINDERGARTEN

The kindergarten operates on a budget and income is received from DET and parent fees that include a fundraising levy (in lieu of carrying out any fundraising activities). In order to be financially viable,

the kindergarten is dependent on the payment of fees. Specific Alfred Nuttall Kindergarten fee policies and procedures are outlined below:

- Fee information and the Fees Policy is available on the kindergarten website and a hard copy is also available in the parent library.
- Fees are set annually in Term 3 or 4 of the prior year by the outgoing Committee (Approved Provider) and are subject to change depending on financial circumstances. Any changes to fees must be notified in writing at least 28 days prior to the start of the Term.
- Fees are due and payable in the first week of each term, or as one lump sum of the full amount at the commencement of the year or in exceptional cases by arrangement with the Approved Provider (e.g. monthly).
- At the beginning of each year or term, a standardised invoice (for the term's fees) including a due date for the fees will be emailed to parents.
- Payment of fees can only be made via EFT or cheque. If paying by cheque, the family must send an email to fees@alfrednuttallkinder.org.au advising of payment by cheque and place the cheque in a clearly labelled envelope and place it in the locked fee box in the locker area. In exceptional circumstances only, payment by cash will be arranged and a receipt provided.
- Staff are not to be involved in fees collection. The Approved Provider must nominate a Fee Collection Officer who is responsible for the collection, receipting and banking of fees.
- Administering the Kindergarten Fee Subsidy:
 - The relevant, original concession card, visa, travel document or letter of visa status must be sighted, the expiry date recorded and again supplied whenever a new card or relevant document is issued. Any excess grant money will be used to offset other costs or contribute to the provision of the service.
 - If more than 15 hours of kindergarten is offered and the Kindergarten fees are more than the grant money, then eligible families will be charged the average hourly rate for additional hours of service provision. The Nominated Supervisor will recommend to the Approved Provider exceptions to this when these fees cause a barrier to a child attending the service. The Approved Provider must consider this recommendation in line with the inclusion and equity philosophy of Alfred Nuttall Memorial Kindergarten.
 - Delays in obtaining health care cards for children in out-of-home care will not provide a barrier to accessing the Kindergarten Fee Subsidy where a carer identifies that the child is in out-of-home care. The application will proceed with a note made in the child's enrolment records that the health care card has not yet been sighted. Information in the enrolment record should then be updated once the health care card is sighted.
- The full fee will be charged regardless of the number of sessions attended each week, unless with prior arrangement with the Approved Provider, for example, a child with additional needs who attends another Early Intervention Service.
- Full payment from the first day of Term One 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.
- If taking extended leave during the year, then a child's place may only be held by the payment of full fees.
- Pro rata fees will be determined for children who enrol more than two weeks after commencement of term or are finishing permanently more than two weeks prior to the end of term (and provided 28 days notice is given).
- A deposit on acceptance of a place within the Kindergarten will be deducted from term one fees and is non-refundable. If the place is accepted and later declined the fee will be non-refundable and will be kept by the kindergarten to cover costs. Deposits can be paid by cheque or EFT. Families eligible for the Kindergarten Fee Subsidy are not required to pay the deposit.
- Refunds of fees is at the discretion of the Approved Provider, based on Constitutional requirements, any outstanding monies owed for services provided and administration costs may be charged.

- All procedures for collecting unpaid fees will be respectful of privacy and confidentiality and mindful of the impact financial stress can place on a family.
- Where fees are not paid by the due date, an initial reminder notice is emailed to families as a reminder to parents of unpaid fees after 14 days from the commencement of term, stating fees are payable within 14 days. The reminder notice is provided in Attachment 4.
- A second written reminder notice is then emailed to families as a reminder to parents of unpaid fees stating fees are payable within 14 days (Attachment 4).
- Third and final letter, signed by the President, is to be sent by post and email stating fees are due immediately (Attachment 4).
- A member of the Committee (usually the President) will then speak to a member of the family if fees are still outstanding.
- An agreement will be negotiated between the parent(s) and the Approved Provider. If there are difficulties paying a lump sum term fee, then payment by instalments can be negotiated.
- Should the instalments or full fee remain unpaid, then the Approved Provider has at its discretion the right to exclude the child from the service. The Approved Provider and Nominated Supervisor are responsible for ensuring all possible funding and support has been identified for and made available to the family. The Nominated Supervisor is able to make recommendations to the Approved Provider in regard to exclusion and any such decision will be made in line with the inclusion and equity philosophy of Alfred Nuttall Memorial Kindergarten.
- New enrolments will not be accepted from a family with outstanding fees. The Nominated Supervisor will recommend to the Approved Provider exceptions to this when these fees cause a barrier to a child attending the service. The Approved Provider must consider this recommendation in line with the inclusion and equity philosophy of Alfred Nuttall Memorial Kindergarten.
- Where a child has completed their attendance at Alfred Nuttall Memorial Kindergarten but fees remain outstanding and each of the above steps for seeking payment have been undertaken, the Approved Provider may, after considering all relevant circumstances, refer the outstanding payment to a debt collection agency in order to retrieve payment of the funds.

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)).

ATTACHMENTS

- Attachment 1: Fee information for families
- Attachment 2: Statement of Fees and Charges – Four-year-old (funded) kindergarten program
- Attachment 3: Statement of Fees and Charges – Three-year-old kindergarten program
- Attachment 4: Fee reminder emails / letters

ATTACHMENT 1

Fee information for families

Alfred Nuttall Memorial Kindergarten

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 levies.

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.

Alfred Nuttall Memorial 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
- 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 *The Kindergarten Guide*: (Department of Education and Training) available under *early childhood / service providers* on the DET website: www.education.vic.gov.au)

Fees set for the year are only reviewed in extraordinary circumstances, for example, if attendance rates fall below the budget 'break even' point.

3. Other charges

Other charges levied by Alfred Nuttall Memorial 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. Families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the deposit. Families experiencing hardship should also discuss any difficulties with the service.
- **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.
- **Working Bee Levy:** This annual levy is available for families who are unable to attend their rostered working bee for the year and are unable to swap to another date. Alfred Nuttall Memorial Kindergarten committee members are exempt from this levy.

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 and fee information is provided on the website.

5. Fundraising

The Alfred Nuttall Memorial Kindergarten community does not undertake fundraising activities to raise additional funds to support the service. A Fundraising Levy is incorporated into the parent fees charged, which is used to meet the balance and/or pay for additional items for the service.

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 the service or the search for Kindergarten Fee Subsidy on the DET website (www.education.vic.gov.au) for further information.

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

- if your child identifies as an 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. Supporting documentation must be sighted by the service on acceptance of a place or on commencement in the program. Families are eligible for the Kindergarten Fee Subsidy for the full term in which their concession is valid. Contact the service 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 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. For children enrolled more than two 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.

Parents/guardians experiencing difficulty in paying fees are requested to contact the Fee Collection Service or Director 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.

Payment of fees can only be made via EFT or cheque. In exceptional circumstances only, payment by cash will be arranged and a receipt provided.

8. Unpaid fees

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

- An initial reminder letter will be emailed to parents/guardians with a specified payment date. A second reminder letter will be emailed to parents/guardians with a specified payment date.
- Where payment is still not received, families will be sent a letter signed by the President and asked to pay the outstanding fees immediately.
- Where payment is still not received, families will be contacted by the Fee Collection Officer or another Committee Member to discuss the range of support options available and establish a payment plan
- Continued non-payment may result in a 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.

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 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. 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 when 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.

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. Any changes to fees must be notified in writing at least 28 days prior to the start of the Term. Parents/guardians will be offered the option to request a payment plan.

ATTACHMENT 2

Statement of Fees and Charges

Alfred Nuttall Memorial Kindergarten

Four-year-old (funded) kindergarten – sample invoice

Hours: 15 hours per week

Four Year Old Kindergarten Fees and Fundraising Levy		Alfred Nuttall Kindergarten 34 Separation St, Fairfield, 3078 Phone/Fax : 9489 0262		
Invoice: Term One				
	Term One	Term Two	Term Three	Term Four
Due Date	Friday 10 th February 2017			
Amount Due	Term One fee: \$430 (includes \$15 fundraising levy)			

Total Due by Friday 10th February 2017: \$430

(Please note: Enrolment Deposit is deducted from Term One Fees)

PAYMENT DETAILS

Please make payment via direct deposit to:

BSB: **704191**Account No: **191623**Account Name: **Alfred Nuttall Memorial Kindergarten**Reference: **4XXXXXX** (where 4 is for 4 year old kindergarten and XXXXX is your child's full surname).

Important Notes:

- (1) If you bank with NAB, payment will need to be made via the Business ID option using our ABN (14513037515) as the Business ID and Alfred Nuttall Memorial Kindergarten will then automatically populate as the payee.
- (2) If you bank with Bankwest, ING or another bank which uses OSKO or fast payment as its default payment method you will need to enter the Kindergarten's ABN (14513037515) as the account name (instead of Alfred Nuttall Memorial Kindergarten) in order for the

payment to successfully process. If this does not work you may need to make payment in your bank's web browser rather than via the mobile or tablet banking app.

While it is the Kindergarten preference to receive payment via direct deposit, we can accept cheques. If it is necessary to pay by cheque, please: (1) make the cheque payable to Alfred Nuttall Kindergarten; (2) place the cheque in a named envelope; (3) place the name envelope into the locked box located in the Kindergarten locker room; and (4) email fees@alfrednuttalkinder.org.au to advise payment for your child has been made by cheque.

2017 Fee Schedule

	Term One	Term Two	Term Three	Term Four
Enrolment deposit	\$100 to be paid on acceptance of a place*.			
Fee**	\$430	\$430	\$430	\$210 (fee less deposit)
Total	\$430	\$430	\$430	\$210
Due Date	10/02/17	21/04/17	21/07/17	13/10/17

* No deposit payable for families eligible for the Kindergarten Fee Subsidy

**includes \$15 fundraising levy per term, in lieu of ANMK community undertaking fundraising activities.

Please note that if preferred, fees can be paid for the full year in term one. However if there is any requirement for a fee adjustment throughout the year, you would be notified as soon as possible.

Payment of fees

Invoices will be issued **at the beginning of each 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. 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 be required to make no or minimal 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 (refer to Fee information for families).

Working Bee Levy

A \$50 levy is available for families who are unable to attend their rostered working bee for the year and are unable to swap to another date.

ATTACHMENT 3 Statement of Fees and Charges

[Place on service letterhead]

Three-year-old kindergarten – sample invoice

Hours: 5 hours per week

Three Year Old Kindergarten Fees and Fundraising Levy		Alfred Nuttall Kindergarten 34 Separation St, Fairfield, 3078 Phone/Fax : 9489 0262		
Invoice: Term One				
	Term One	Term Two	Term Three	Term Four
Due Date	Friday 10 th February 2017			
Amount Due	Term One fee: \$400 (includes \$15 fundraising levy)			

Total Due by Friday 10th February 2017: \$400

(Please note: Deposit is deducted from Term One Fees)

PAYMENT DETAILS

Please make payment via direct deposit to:

BSB: **704191**Account No: **191623**Account Name: **Alfred Nuttall Memorial Kindergarten**Reference: **4XXXXXX** (where 4 is for 4 year old kindergarten and XXXXX is your child's full surname).

Important Notes:

- (1) If you bank with NAB, payment will need to be made via the Business ID option using our ABN (14513037515) as the Business ID and Alfred Nuttall Memorial Kindergarten will then automatically populate as the payee.
- (2) If you bank with Bankwest, ING or another bank which uses OSKO or fast payment as its default payment method you will need to enter the Kindergarten's ABN (14513037515) as the account name (instead of Alfred Nuttall Memorial Kindergarten) in order for the payment to successfully process. If this does not work you may need to make payment in your bank's web browser rather than via the mobile or tablet banking app.

While it is the Kindergarten preference to receive payment via direct deposit, we can accept cheques. If it is necessary to pay by cheque, please: (1) make the cheque payable to Alfred Nuttall Kindergarten; (2) place the cheque in a named envelope; (3) place the name envelope into the locked box located in the Kindergarten locker room; and (4) email fees@alfrednuttallkinder.org.au to advise payment for your child has been made by cheque.

2017 Fee Schedule

	Term One	Term Two	Term Three	Term Four
Enrolment deposit	\$100 to be paid on acceptance of a place*.			
Fee*	\$400	\$400	\$400	\$200 (fee less deposit)
Total	\$400	\$400	\$400	\$200
Due Date	10/02/17	21/04/17	21/07/17	13/10/17

**includes \$15 fundraising levy per term, in lieu of ANMK community undertaking fundraising activities. Please note that if preferred, fees can be paid for the full year in term one. However if there is any requirement for a fee adjustment throughout the year, you would be notified as soon as possible.

Payment of fees

Invoices will be issued **at the beginning of each 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. 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 be required to make no or minimal fee payments.

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 (refer to Fee information for families).

Working Bee Levy

A \$50 levy is available for families who are unable to attend their rostered working bee for the year and are unable to swap to another date.

ATTACHMENT 4 Fee reminder emails

Template for first and second email reminders

Child's Name:	Date: xx
Dear Parent(s),	
Just a friendly reminder that Term xx Fees for xx were due and payable by xx.	
It would be greatly appreciated if you could please finalise this payment as soon as possible. If you have any concerns, please don't hesitate to contact me. Payment plans are an option.	
Due Date for Fees:	xx
Amount Due:	xx
Bank details BSB 704191, Account No 191623	
Regards	
Xx (name)	
Fee Collection Officer <u>xx</u> (email address - kinder or yours)	

Template for third reminder

Child's Name:	Date: xx
Dear Parent/s	
Re: <u>Outstanding Fees Term xx</u>	
It has come to the attention of the Committee of Management that despite previous requests for payment your term [#] fees remain outstanding. All fees are due by the end of the first week of term.	
To ensure your child's continued place at our centre, could you please arrange urgent payment of this amount within 7 days of this letter.	
Alfred Nuttall Memorial Kindergarten is a not for profit organisation and our Committee of Management is formed by volunteers. We are tasked with ensuring the centre is run as efficiently as possible and we rely heavily on our families paying their fees on time so that we can focus on providing your children the best possible education and care. Your understanding is therefore much appreciated.	
Please make payment into our bank account below:	
ACCOUNT NAME-	ALFRED NUTTALL MEMORIAL KINDERGARTEN

BSB- 704191

ACCOUNT NUMBER- 191623

REFERENCE- Please use your child's surname

If you are unable to pay the full amount within the timeframe above, we are receptive to a repayment arrangement that you can afford. Please contact me or the Fee Collection Officer ([#name#] fees@alfrednuttalkinder.org.au) as soon as possible to organise.

Regards

xx

President

Alfred Nuttall Memorial Kindergarten

President@alfrednuttalkinder.org.au