

PURPOSE

This policy will provide clear guidelines for:

- the setting, payment and collection of fees
- ensuring the viability of Auburn South Preschool, by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by Auburn South Preschool.

POLICY STATEMENT

1. VALUES

Auburn South Preschool 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, Committee of Management, Nominated Supervisor, Certified Supervisors, educators and parents/guardians with an enrolled child, or who wish to enrol a child at Auburn South Preschool.

3. BACKGROUND AND LEGISLATION

Background

The Department of Education and Training (DET) provides per capita funding as a contribution towards the costs of the three and four-year-old funded kindergarten programs. Income from other sources, primarily fees, is required to meet all the additional costs incurred by the service for the delivery of a viable preschool program. In addition, the Kindergarten Fee Subsidy (refer to *Definitions*) enables eligible families to attend the three and four-year-old kindergarten programs at minimal or no cost.

DET also funds Early Start Kindergarten (ESK) for three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection, to access kindergarten programs as outlined in the *Victorian kindergarten policy, procedures and funding criteria* (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 *Victorian kindergarten policy, procedures and funding criteria* (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) (version 014)
- *Child Wellbeing and Safety Act 2005* (Vic) (version no.033)
- *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

4. DEFINITIONS

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 <https://www.education.vic.gov.au/parents/child-care-kindergarten/Pages/kindergarten-programs.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.

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 <https://www.humanservices.gov.au/individuals/subjects/concession-and-health-care-cards>

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 are available at <https://www.education.vic.gov.au/parents/child-care-kindergarten/Pages/how-much-kindergarten-cost.aspx>

Kindergarten Fee Subsidy – Fees Policy: Provides operational guidelines for services administering the Kindergarten Fee Subsidy and can be found in the *Victorian kindergarten policy, procedures and funding criteria* available at <https://www.education.vic.gov.au/parents/child-care-kindergarten/Pages/how-much-kindergarten-cost.aspx>

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 Policy Summary).

Levy: A payment made in lieu of parent /guardian involvement in specific activities, e.g. maintenance. The committee is committed to making early childhood education affordable for all families and providing families with access to the full benefit of State and Commonwealth subsidies. Refundable levies will only be introduced if necessary and in accordance with details in this policy.

Visa 866/785: Commonwealth Concession Cards held by specific groups of refugees.

5. SOURCES AND RELATED POLICIES

Sources

- *Victorian kindergarten policy, procedures and funding criteria:*
<https://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspxw>
- The constitution of Auburn South Preschool
- The Service's Enrolment Policy, Delivery and Collection of Children Policy

Service policies

- *Complaints and Grievances Policy*
- *Delivery and Collection of Children Policy*
- *Enrolment and Orientation Policy*
- *Inclusion and Equity Policy*
- *Privacy and Confidentiality Policy*

KEY RESPONSIBILITIES AND AUTHORITIES

The Committee of management is responsible for:

- reviewing the operational costs of the programs to determine fee income requirements
- developing a fee policy that balances the parent's/guardian's capacity to pay, taking into consideration fees charged by similar services in the area, with providing a high-quality program and maintaining service viability
N.B. The Committee may review and change the fees during the year if the financial viability of the individual programs, or the service is at risk.
- implementing and reviewing this policy in consultation with parents/guardians, the Nominated Supervisor and staff, and in line with the requirements of DET's *Victorian kindergarten policy, procedures and funding criteria* (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 Auburn South Preschool 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
- providing all parents/guardians with a copy of the document containing fee information for families (refer to Attachment 1- Fee Policy Summary)
- providing all parents/guardians with a statement of fees and charges (refer to Attachment 2- Fee Schedule) upon enrolment of their child, and ensure that the *Fees Policy* is readily accessible at the service (Regulation 171)
- providing all parents/guardians with a fee payment agreement (contained within the online enrolment process)
- organising the collection of all fees
- collecting all relevant information and ensuring relevant documentation is maintained 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 Auburn South Preschool.

Parents/guardians are responsible for:

- reading the Auburn South Preschool Fee Policy Summary (refer to Attachment 1), the Fee Schedule- Statement of Fees and Charges (refer to Attachment 2) and the Fee Payment Agreement (within online process)
- signing and complying with the Fee Payment Agreement (online process)
- notifying the Committee of Management 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 Policy Summary)
- the payment of fees in line with this policy
- ensuring an accurate and up-to-date email address is provided for the fee invoicing, and notifying of any change to the email address supplied as soon as possible

PROCEDURES**Fee subsidy for low-income families:**

The full subsidy will be deducted from the fee.

A parent/guardian or child who holds a current Commonwealth Health Care Card/ Pensioner Concession Card/ Visa 866/785 is eligible for a reduction in fees, in line with the grant paid by DET, if the child is attending a three or four year old preschool program.

To obtain the reduction, the Health Care Card/ Pensioner Concession Card/ Visa 866/785 must be sighted by the Treasurer, or a designated representative of the Committee, prior to the start of each Term. The fee subsidy for low-income families is allocated quarterly by DET. The fees will only be reduced in the terms for which a current Health Care Card/ Pensioner Concession Card/ Visa 866/785 is sighted prior to the commencement of the term.

Payment of accounts

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. Please note that the first instalment of term fees must be received by the Committee before the child can commence Preschool.

A discount for early payment may apply, as determined by the Committee.

If you are experiencing financial hardship, please contact the Treasurer to discuss alternative payment options. Implementation of a payment plan or requesting assistance from the Family Hardship Fund will need to be approved by the Committee.

Method of payment

Details will be specified on the invoice.

Payment will be made by cheque, money order or can be paid directly into the preschool account either by bank deposit or internet transfer.

Payment plans, where fees are paid in instalments, are available and must be negotiated directly with the Treasurer.

Fee Payment Agreement Acknowledgement

All families must read and acknowledge within our online enrolment process a Fee Payment Agreement which outlines the fees to be paid and conditions of payment, prior to the child commencing at the service.

Late payment of fees procedure

If fees are not paid by the due date the treasurer or nominated person will:

Step 1: Issue an initial reminder invoice, emailed to parents/guardians, with a revised payment date, advising late payment fee of \$25.00 will be incurred if not paid and giving the option to contact the Treasurer to work out a suitable payment plan if required.

Step 2: Where payment is still not received by the revised date, we will contact family via phone, or if unable to contact leave a message, text message and/or face-to-face contact, to establish when payment will be made, or recommend a payment plan* and ask if family require any support services. We will notify that a \$25.00 late payment fee has been incurred.

Step 3: Continued non-payment and/or failure to respond to requests will result in a final letter notifying parents/guardians that unless payment is made or a payment plan is entered into within a specified period of time Committee will be advised to engage a debt collector and their child's position may be cancelled.

Step 4: If a decision is made to cancel the child's place at the service, the parents/guardians will be provided with 14 days' notice in writing by registered mail. After this time the child/children will no longer be able to access the service.

*If the payment plan drawn up and signed by both parties is not adhered to, the follow-up process will commence at Step 3.

Debt Recovery

The Committee reserves the right to take action to recover debts owing to the service. Should a debt collector be required the family will be responsible for the cost of this service.

Where a family owes a substantial amount of money to the preschool, no further placements in programs will be provided to any child in the family, until all outstanding monies are paid or a payment plan is agreed to by both parties.

Refund of fees

Fees are not refundable. The Committee may consider a partial refund in limited exceptional circumstances. Applications for a refund must be made in writing and must set out clearly the reasons why the child ceased to attend the service. In the consideration of a partial refund, an Administration Fee: \$200 may be applied at the discretion of the Committee of Management to families who withdraw.

There will be no refund of fees if the program is unable to operate when a qualified staff member is absent and the committee can not obtain a qualified reliever.

In addition, there will be no refund or reduction in fees where a family chooses not to send their child to the program for the maximum number of hours for which they are enrolled.

Families of younger children in the 3 year old program who are *specifically advised* by the child's Early Childhood Teacher to immediately withdraw and defer their child's place until the following year will be granted a full refund of Term Fees paid for any term not completed i.e. if a child starts preschool and the ECT identifies within the first weeks that the child should defer until the following year, a full refund of Term 1 fees will be granted. If the Teacher advises after the completion of Term 1 that a child should defer until the following year, any fees paid in advance for Term 2 will be refunded in full. The \$200 Administration fee will be waived under these circumstances.

Late Collection Fee

It is the responsibility of parent/guardian to collect their child promptly at the conclusion of their session. The Committee of Management recognises that there may be isolated occasions when parents/guardians may be delayed. In this case, please notify the kindergarten as soon as possible.

However, the Committee also has a responsibility for staff who have other tasks to complete at the conclusion of the session and who must be paid if they remain after their rostered finishing time. The committee and staff also recognise the potential emotional impact on children from being left when

their classmates have gone for the day. A late pick up fee is therefore charged to families when a child is collected after the conclusion of the session.

The fee may be applied at the sole discretion of the Committee of Management to all programs including 3 and 4 year-old programs according to the schedule below:

- Between 1 and 15 minutes late to collect their child/children. The fee will be based on \$2 for every minute, or part thereof, from the conclusion of the session.
- Over 15 minutes late to collect their child/children. The fee will be based on \$2 for every minute, or part thereof, for the first 15 minutes from the conclusion of the session and then \$5 for every minute or part thereof, after that.
- Should a parent/guardian be assessed by the Committee of Management as taking consistent advantage of the late collection policy, it may at its sole discretion cancel their child/children's place at the service.

Maintenance Levy – A refundable maintenance levy of \$100 is charged annually in addition to the Term 1 fees (or the first fees payable by a family in the event of later enrolments). This levy is refunded to families in Term 4 after satisfactory completion of one working bee during the year or will be refunded to parents/guardians on participation in specified maintenance activities by agreement.

A range of specified activities will be offered to enable families with different time availability and skills to access the refund, or the levy will be forfeited if an appropriately agreed activity has not been completed. (Eligible Concession Card holders whilst exempt from the \$100 Levy are required to attend one working bee or agreed maintenance activity).

The levy may be reimbursed as a reduction on the Term 4 fee invoice for families that have completed a working bee earlier in the year, or by cheque or direct internet credit for working bees taking place in Term 4, following completion of an activity. Should a family withdraw from the preschool before completing a working bee, the levy should be considered forfeited.

Families with more than one child attending the preschool need only attend one working bee or agreed maintenance activity for the maintenance levy to be refunded in respect of each child's fees.

This levy assists in paying for the general maintenance and upkeep of the preschool where there is a shortfall in parent participation to complete required maintenance. This is not intended to be a barrier to participation at the centre and families experiencing difficulties with this should discuss any issues with the Treasurer.

The committee will review annually the application of any refundable levies as defined in this policy.

Other Fees

Auburn South Preschool does not charge fees for Incursions or Excursions. However, we reserve the right to charge the following additional fees:

- **Enrolment Deposit:** Term 1 fees (including a maintenance levy) are paid in the year prior to enrolment and act as a security deposit for your child's place. In the event that you withdraw your child prior to the commencement of Term 1, the Committee of Management, at its discretion, may:
 - Issue a full refund of Term 1 fees, if the place has been reallocated to another child prior to the commencement of Term 1.
 - Apply a \$200 administration fee (see definition below)
- **Administration Fee:** \$200 – may be applied at the discretion of the Committee of Management to families who withdraw from Auburn South Preschool without giving adequate notice before the start of Term 1, irrespective of whether or not the place is filled by another child from the commencement of Term 1. The Administration Fee is not applied to families eligible for the Kindergarten Fee Subsidy.

Families eligible for the Kindergarten Fee Subsidy must provide supporting documentation, which must be sighted by the Enrolment Officer, in order to access reduced fees.

Confidentiality

The Committee will treat as confidential information it receives relating to the parents/guardians financial situation and the payment/non-payment of fees.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Committee of Management will:

- ❖ Assess the effectiveness of the process for the collection of fees.
- ❖ If appropriate, conduct a survey in relation to this policy or incorporate relevant questions within the general parent/guardian survey.
- ❖ Take into account feedback from staff regarding the policy.
- ❖ Monitor the implementation, compliance, complaints and incidents in relation to this policy and refer/inform complaints to the Approved Provider.
- ❖ Review the number of occasions families/children have been excluded from preschool because of non-payment of 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 Policy Summary- information for families
- Attachment 2: Schedule of Fees – Funded Four-year-old and Three-year-old kindergarten programs
- Fee Payment Agreement – Three-year old & Four-year-old (funded) kindergarten programs

Note: E-Attachments are accessed in the online enrolment process

AUTHORISATION

This policy was adopted by the Committee of Management of Auburn South Preschool on the **20th June 2018**

Reviewed and Updated attachments: **22 September 2022**

REVIEW DATE: ANNUALLY

FEE POLICY SUMMARY

Why fees are necessary?

The Department of Education and Training (DET) provides per capita funding as a contribution toward the costs of providing the four-year-old and three-year-old kindergarten programs. In addition, the kindergarten fee subsidy enables eligible families (Concession Cardholders) to attend kindergarten programs for a minimal cost. The preschool meets the balance of costs through fees and fundraising.

Eligible Aboriginal and Torres Strait Islander three-year-old children and children known to Child Protection are also funded to attend an Early Start Kindergarten program where required.

Preschool fees are not optional, and the preschool relies on the prompt payment of fees to meet operational costs. All families must pay fees and the Committee has the discretion to withdraw service for non-payment of fees. Auburn South Preschool provides a range of support options for parents/guardians experiencing difficulty with paying fees.

Who is eligible for the Kindergarten Fee Subsidy?

A parent/guardian or child who holds a current Health Care Card/Pensioner Concession Card/Visas 200–217, 447/451/786/785, Bridging Visas A–F, Department Veterans Affairs Gold Card, Temporary Protection/Humanitarian Visas 447, 451,785 or 786, Asylum-seeker Bridging Visas A–F or a Refugee or Special Humanitarian Visas 200–217 is eligible for the kindergarten fee subsidy. A copy of the supporting documentation must be provided to the Enrolment Officer or Treasurer before the start of Term 1 and updated on expiry of the current concession.

In addition, triplets or quadruplets attending a funded kindergarten program in the same year will be eligible for the kindergarten fee subsidy. In this case, the original or certified birth certificates need to be sighted by the Enrolment Officer or Treasurer.

Aboriginal and Torres Strait Islander children whose families are in receipt of a concession card have the opportunity to access up to fifteen hours a week of a funded early childhood program planned and delivered by a qualified early childhood teacher. A preschool is eligible to receive the funding for each child participating in a kindergarten program if the program and the child meet the criteria.

Fee Structure

- Refer to the 'Fee Schedule' for the 2023 fees.
- Fees are not refundable. However, the Committee of Management may consider a partial refund in *exceptional* limited circumstances.
- A \$200 administration fee may be applied to any refunds granted to families who are not subject to a Kindergarten Fee Subsidy (concession).
- There will be no refund of fees due to a child's short-term illness; public holidays; family holiday during operational times; closure of the preschool for one or more days when a qualified staff member is absent and a qualified reliever is not available; closure of the preschool for staff training days or student-free days; or closure of the preschool due to extreme and unavoidable circumstances.
- In addition, there will be no refund or reduction in fees where a family chooses not to send their child to the program for the maximum number of hours for which they are enrolled.

Maintenance Levy

- **An annual \$100 levy** – applied to the Term 1 invoice or the first fee invoice for children who start at the preschool after the commencement of Term 1.

- The Levy will be refunded in Term 4 after the family has attended one scheduled working bee.
- The Levy may be refunded against Term 4 fees if a working bee had been undertaken earlier in the year, or as a direct internet deposit if the working bee was undertaken in Term 4.
- Where the child is enrolled in the following year and the scheduled working bee is held in Term 4, the refund may be credited against the child's Term 2 invoice for the following year.
- Families with more than one child attending the preschool need only attend one scheduled working bee for the maintenance levy to be refunded in respect of each child's fees.
- In the event that a child is withdrawn from the preschool, the Levy would not be refunded unless the family had attended one scheduled working bee.
- Should families be unable to attend any of the designated working bees then they would need to advise the Committee of Management, who would then determine an appropriate alternative maintenance related task to be undertaken in order for the Levy to be refunded.
- The Maintenance Levy is not applied to families eligible for the Kindergarten Fee Subsidy, but these families are still expected to participate in working bees.

Payment of Accounts

- 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. Please note that the term fees must be received by the preschool before the child can commence at the preschool.
- The 'Fee Schedule' and the 'Fee Payment Agreement' contract outline the due dates for fee payments. An early payment discount may apply, as determined by the Committee.
- If you are experiencing financial hardship, please contact the Treasurer (treasurer@auburnsouth.org.au) to discuss alternative payment options. Implementation of a payment plan or requesting assistance from the Family Hardship Fund will need to be approved by the preschool's Committee of Management. Any requests for a plan will be treated confidentially.

Late Collection Fee

Auburn South Preschool is not an extended care facility and is not resourced to adequately provide for intentional late collection of children. Accordingly, a late collection fee is charged to families when a child is collected late after the conclusion of the session.

The fee may be applied at the sole discretion of the Committee of Management to all programs, including 3 and 4 year-old programs, when the parent/guardian is:

- Between 1 and 15 minutes late to collect their child/children. The fee will be based on \$2 for every minute, or part thereof, from the conclusion of the session.
- Over 15 minutes late to collect their child/children. The fee will be based on \$2 for every minute, or part thereof, for the first 15 minutes from the conclusion of the session, and then \$5 for every minute or part thereof, after that.

Families will be notified by the Treasurer if a late fee is to be applied, the date and time of the late collection and the amount of the fee. Parents/guardians will be invoiced directly for the late collection fee and it must be paid by the date indicated on the invoice.

The preschool appreciates that at times there may be circumstances beyond families control however, should a parent /guardian be assessed by the Committee of Management as taking consistent advantage of the late collection policy, it may at its discretion cancel the child/children's place at the service.

Unpaid Fees

Fees not paid by the due date will be followed up with an initial reminder notice and will notify that a late payment charge of \$25 will be applied if not paid by the revised due date and giving the option to contact the Treasurer to work out a suitable payment plan if required.

If the fees still remain unpaid, a final notice will be issued with the \$25 late payment charge applied. The final notice will notify parents/guardians that unless payment is made by the revised payment date their child/children's place at the service may be cancelled.

If a decision is made to cancel the child's place at the service, the parents/guardians will be provided with 14 days' notice in writing. After this time the child/children will no longer be able to access the service.

The Committee reserves the right to take action to recover debts, and should a debt collector be required the family will be responsible for the cost of this recovery service.

Child Absence

Fees are still required to maintain a preschool place if the child is absent for any reason, including holidays and illness.

'Holding a Place' – Late Start / Extended Absence

All children that have accepted a place at Auburn South Preschool must be attending from the commencement of Term 1 in the relevant year to remain eligible for ongoing enrolment at the preschool.

An exception is made for children that have accepted a place at Auburn South Preschool who are not yet 3 years of age at the commencement of Term 1. These children cannot attend until the date of their third birthday. Once the child has turned 3 they must be attending the preschool (and by no later than April 30th in the relevant year).

If a child is not attending at the commencement of Term 1 in the relevant year (with the exception of children who are not yet 3 years of age) or, having commenced the program, is or will be absent for an extended period of time, a place will only be held at Auburn South Preschool if a written request is made to the preschool's Committee of Management. It should outline the reason/s for the absence and an expected commencement/return date. The Committee of Management will notify the applicant of the outcome of their request in writing as soon as practicable. If a request to hold a place is successful, the prescribed term fees must be paid in full and in advance.

Late Enrolments

For children enrolled after the commencement of Term 1, an invoice will be issued pro rata and the child is able to commence the program immediately. The fee invoice will need to be paid within fourteen (14) days of commencement.

Fundraising

Fundraising is important; it pays for additional/expensive items, at the same time as bringing together families and the wider community. Whilst participating in fundraising is voluntary, the support of every family evens the load.

FEE SCHEDULE 2023 – 3 & 4 YEAR OLD FUNDED PROGRAMS

	3 Y.O. Funded Programs (15 hours funding)	4 Y.O. Funded programs (15 hours funding)	Families Eligible for the Kindergarten Fee Subsidy (Concession)	Fees Payable By
	Joey & Puggle Groups	Dingo & Bilby Groups		
Term 1	\$790	\$790	\$49	18 th November 2022
Term 2	\$790	\$790	\$49	06 April 2023
Term 3	\$790	\$790	\$49	23rd June 2023
Term 4	\$790	\$790	\$49	15th September 2023
Maintenance Levy*	\$100	\$100	N/A	
Total	\$3260	\$3260	\$196	

*** Maintenance Levy is a refundable levy, subject to conditions outlined below, payable with the Term 1 invoice or first fee invoice for mid year enrolments.**

Term 1 Fees

- Full payment of Term 1 fees is payable for all children on acceptance of the enrolment to guarantee your child's place in 2023.
- An early payment discount may apply, as determined by the Committee.
- The Maintenance Levy is payable at the same time as the Term 1 fees.
- In the event that you withdraw your child prior to the commencement of Term 1, the Committee of Management, at its discretion, may:
 - Issue a full refund of Term 1 fees, if the place has been reallocated to another child prior to the commencement of Term 1.
 - Apply a \$200 administration fee, if notification of withdrawal was given without adequate notice, irrespective of whether or not the place has been filled by another child by the commencement of Term 1.

Term 2, 3, 4 Fees

- Term 2, 3 and 4 fees are payable in full on the dates as outlined in the table above.
- An early payment discount may apply, as determined by the Committee.
- A child, who is enrolled after the commencement of a term, will be issued a pro-rata invoice that must be paid in full within 14 days of the child's commencement at the preschool.
- In the event that you withdraw your child mid term, the Committee of Management, at its discretion, may apply a \$200 administration fee and pro-rata the fees or provide no refund of term fees.

OTHER FEES

Maintenance Levy

- **An annual \$100 levy** – applied to the Term 1 invoice or the first fee invoice for children who start at the preschool after the commencement of Term 1.
- The Levy would be refunded in Term 4 after the family had attended one scheduled working bee.
- The Levy may be refunded against Term 4 fees, if a working bee had been undertaken earlier in the year, or as a cheque or direct internet credit if a working bee was undertaken in Term 4.

- Where the child is enrolled in the following year and the scheduled working bee is held in Term 4, the refund may be credited against the child's Term 2 invoice for the following year.
- Families with more than one child attending the preschool need only attend one scheduled working bee for the maintenance levy to be refunded in respect of each child's fees.
- In the event that a child is withdrawn from the preschool, the Levy would not be refunded unless the family had attended one scheduled working bee.
- Should families be unable to attend any of the designated working bees, they would need to advise the Committee of Management, who would then determine an appropriate alternative maintenance related task to be undertaken in order for the Levy to be refunded.
- The Maintenance Levy is not applied to families eligible for the Kindergarten Fee Subsidy, but these families are still expected to participate in working bees.

Administration Fee

- **\$200** – applied at the discretion of the Committee of Management to families who withdraw from Auburn South Preschool.
- The Administration Fee is not applied to families eligible for the Kindergarten Fee Subsidy.

Late Payment Fee

- **\$25** – applied to families who do not pay fees by the due date and are issued with a final notice for fee payment.

Late Collection Fee

It may be applied to all programs, including 3 and 4 year-old programs, when the parent/guardian is:

- Between 1 and 15 minutes late to collect their child/children. The fee will be based on \$2 for every minute, or part thereof, from the conclusion of the session.
- Over 15 minutes late to collect their child/children. The fee will be based on \$2 for every minute, or part thereof, for the first 15 minutes from the conclusion of the session and then \$5 for every minute or part thereof, after that.

The preschool appreciates that at times there may be circumstances beyond families control however, should a parent /guardian be assessed by the Committee of Management as taking consistent advantage of the late collection policy, it may at its discretion cancel the child/children's place at the service.

PAYMENT OF FEES

- Please note that the preschool relies on the income generated by fees and cannot function financially without timely payment.
- Invoices will be emailed directly to families. It is the Parent/Guardian's responsibility to ensure that the preschool has current contact details for their child/children.
- Each family is required to sign a Fee Payment Agreement Contract. This contract requires you to acknowledge that late payment of fees will attract a final notice and a late payment charge and that fees are not refunded unless exceptional limited circumstances are agreed by the Committee.
- Fees can be paid by:
 - Cheque/Money Order - Place cheque/money order made out to 'Auburn South Preschool Inc' and the completed payment section from your invoice in the Fees Box at the preschool or mail to 'Attention: Treasurer, Auburn South Preschool, 5 Anderson Road, Hawthorn East VIC 3123'
 - Internet Payments – bank details are:
 - Bank: National Australia Bank
 - Account Name: Auburn South Preschool Inc.
 - BSB: 083166 Account #: 284321067
 Complete the payment section from your invoice with your child's name, the date and time of the internet payment and place it in the Fees Box at the preschool or mail to 'Attention: Treasurer, Auburn South Preschool, 5 Anderson Road, Hawthorn East VIC 3123'.
- **PLEASE NOTE TEACHERS DO NOT COLLECT FEES**