

HDKA promotes a commitment to child safety, wellbeing, participation, empowerment, cultural safety and awareness including children with a disability, Aboriginal and Torres Strait Islander children and/or communities and children from cultural and/or linguistically diverse backgrounds.

HDKA has a zero tolerance of child abuse and a duty of care to prevent and manage child abuse risks including physical and online environments.

Purpose

This policy will provide clear guidelines for:

- the setting, payment and collection of fees
- ensuring the viability of services provided by Horsham and District Kindergarten Association by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by services provided by Horsham and District Kindergarten Association.

Values

Horsham and District Kindergarten Association 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.

Scope

This policy applies to the Approved Provider (HDKA), 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 services provided by Horsham and District Kindergarten Association

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 *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), as amended 2011
- *Child Wellbeing and Safety Act 2005* (Vic), as amended 2012
- *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

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 on the [family assistance](#) website

Child Care Benefit (CCB): A Commonwealth Government payment to help families who use either approved or registered childcare services. All eligible families can receive some [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 here](#)

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 on the [Centrelink](#) website

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 in the [Kindergarten Guide](#)

Kindergarten Fee Subsidy – Fees Policy: Provides operational guidelines for services administering the Kindergarten Fee Subsidy and can be found in the [Kindergarten Guide procedures and funding criteria](#)

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).

Registered care: Care provided by nannies, grandparents, relatives or friends, individuals working within kindergartens, occasional care services and outside school hours care services that are registered with the Family Assistance Office. Eligible families can receive some reimbursement of costs when using a registered care provider. Details are available from the [Family Assistance Office](#)

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.

Sources

- The [Kindergarten Guide](#) procedures and funding criteria:
- The constitution of services provided by Horsham and District Kindergarten Association

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 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 services provided by Horsham and District Kindergarten Association 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)
- providing all parents/guardians with a fee payment agreement (refer to samples in *Attachments 3 and 4*)
- 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 services provided by Horsham and District Kindergarten Association.

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 Victorian kindergarten policy, procedures and funding criteria (refer to *Sources*)
- considering any issues regarding fees that may be a barrier to families enrolling at services provided by Horsham and District Kindergarten Association 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 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
- providing all parents/guardians with a fee payment agreement (refer to samples in *Attachments 3 and 4*)
- 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 services provided by Horsham and District Kindergarten Association.

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 Horsham and District Kindergarten Association Fee information for families (refer to *Attachment 1*), the Fee Payment Agreement (refer to *Attachments 4 and 5*) and the Statement of Fees and Charges (refer to *Attachments 2 and 3*)
- signing and complying with the Fee Payment Agreement (refer to *Attachments 4 and 5*)
- completing and returning the Direct Debit Request (DDR) Form to the HDKA Office by the due date.
- notifying the Approved Provider (HDKA) 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).

Attachments

- **Attachment 1:** Fee information for families
- **Attachment 2:** Statement of fees and charges – Fee schedule – Four-year-old (funded) kindergarten program
- **Attachment 3:** Statement of fees and charges – Fee schedule – Three-year-old kindergarten program – 3 hours per week
- **Attachment 4:** Statement of fees and charges – Fee schedule – Three-year-old kindergarten program – 5 hours per week
- **Attachment 5:** Statement of fees and charges – Fee schedule – After kindergarten care
- **Attachment 6:** Fee Payment Agreement – Four-year-old (funded) kindergarten program
- **Attachment 7:** Fee Payment Agreement – Three-year-old kindergarten program
- **Attachment 8:** Fee Payment Agreement – After kindergarten care

Attachment 1**Fee information for families****1. Why fees are necessary**

The Department 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 fundraising activities.

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.

Horsham & District Kindergarten Association 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 Board 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 procedures and funding criteria](#) document)
- 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 services provided by Horsham & District Kindergarten Association 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 refunded upon final direct debit payment in Term 4 and non-refundable prior to this. Families eligible for the Kindergarten Fee Subsidy (see below) or the Early Start Kindergarten Program are not required to pay the deposit. Families experiencing hardship should also discuss any difficulties with the service.
- **Excursion/service event charge:** This additional charge is required to cover the cost of excursions or special events that occur throughout the year in response to emerging children’s program needs and interests. Affordability and relevance to the children’s interests and the service program will be taken into consideration before a decision is made that will require families to pay this additional charge (refer to *Excursions and Service Events Policy*). Events that are planned ahead are included as an expenditure item in the service’s budget and do not incur this additional charge.

- **Refundable levy:** The participation of parents/guardians is encouraged by the service and can help to keep costs more affordable. However not all families are able to assist at the service. A refundable levy system has been introduced by the service and replaces voluntary labour with paid labour. Payment will be refunded to parents/guardians on participation in specified activities which may include working bees, maintenance and gardening etc. Eligible concession card holders will not be required to pay this levy. The levy is not intended to be a barrier to participation and families experiencing difficulties should discuss this with service.
- **Non-refundable levy:** This levy is retained by the service and is generally included in the total fees charged by the service unless the service requests that this levy be paid directly to them (as with Natimuk Road Kindergarten). This may include a levy in lieu of fundraising.
- **Late collection charge:** The Board 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 Board and will be based upon additional wages which must be paid to staff in order to keep the ratio of staff to children adequate (two staff are required to be in attendance at any time a child is at the service)

4. Statement of fees and charges

A statement of fees and charges for four-year-old or three-year-old kindergarten will be provided to families on enrolment.

5. Fee statements

Families will receive a statement of direct debit payments at the end of each term.

6. Fundraising

Not all service costs are covered by DET per capita funding and the fees charged. Fundraising is undertaken to pay for additional items for the service. While participation in fundraising is voluntary, the support of every family is encouraged. Fundraising activities are also an opportunity for families and communities to come together.

7. Subsidies

7.1 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 for further information.

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

- Health Care Card holders
- Pensioner Concession Card holders
- Department of Veterans' Affairs Gold Card holders
- Temporary Protection/Humanitarian Visas 447, 451, 785 or 786
- Asylum seekers on Bridging Visas A–F
- Refugee and Special Humanitarian Visa 200–217
- Resolution of Status (RoS) visa, Class CD, subclass 851
- Aboriginal or Torres Strait Islander children
- Triplets or quadruplets attending a funded kindergarten program in the same year.

- Vulnerable Children Child Protection

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.

8. 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.

9. Child Care Benefit (CCB)

Child Care Benefit (CCB) is an Australian Government payment that can assist eligible families with the costs of childcare at an approved or registered care provider. Horsham & District Kindergarten Association is a registered care provider with the Family Assistance Office (FAO).

Registered care is childcare provided for work-related purposes, including training and studying, maternity leave, sick leave or voluntary work, and the work-related purpose must have occurred at some time during the week in which the registered care was used.

Registered care is provided by individuals registered with the Family Assistance Office (FAO) and may include care given by kindergarten staff.

The amount payable is set by the Australian Government. Further details are available at www.familyassist.gov.au or telephone the FAO on 136 150.

HDKA will provide families with a Registered Child Care Receipt at the end of Term 2 & Term 4. This receipt is required when applying for the Child Care Benefit at the Family Assistance Office.

10. Payment of fees

The Board will regularly review payment options and procedures to ensure that they are inclusive and sensitive to families' cultural and financial situations.

Fees will be paid by way of direct debit. Families must complete the Direct Debit Request (DDR) form. Term fees must be received in advance prior to the child commencing at the service. Receipts will be provided for all fee payments.

Parents/guardians experiencing difficulty in paying fees are requested to contact the HDKA Enrolment Officer 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.

11. Unpaid fees

If a direct debit payment fails, the following steps will be taken.

- Parent/Guardians will be sent an SMS to be notified of the dishonour. An additional fee of \$8.80 will be debited 7 days after the failed payment.
- Upon second attempt if the direct debit payment fails, the Parents/Guardians will be contacted to discuss their options, including information on a range of support options available for the family.
- The Board 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.

12. 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 Executive Officer or Board). 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 which may include but are not limited by flood, fire, extreme weather events, short term temporary issues with building safety or failing utilities.

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.

13. 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 cannot commence kindergarten until their 3rd birthday. Children must have turned three by the end of April in the year of attendance to be eligible to attend 3 year old kindergarten.

14. 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.

15. Notification of fee changes during the year

Fees set for the year would only be reviewed in extraordinary circumstances, for example, if attendance rates fall below the budget 'break even' point. Parents/guardians will be notified one term in advance of any required fee increase and will be offered the option to request a payment plan.

Attachment 2

Statement of fees and charges

Horsham & District Kindergarten Association

Fee schedule 2017

Four-year-old (funded) kindergarten

Hours: 15 hours per week

Fees

Kindergarten fees	Fees (\$)	Families eligible for the Kindergarten Fee Subsidy
Deposit	\$50	0
Term 1	\$380	0
Term 2	\$380	0
Term 3	\$380	0
Term 4	\$330	0
Total (maximum)	\$1520	0

Site levies

Service	Item	Fee	(Max) total including Kindergarten fees	Paid to
Bennett Road	Maintenance Levy	\$10 per year	\$1530	Maintenance levy paid directly to kindergarten
Bennett Road	Voluntary fundraising levy	\$25 per term	\$1620	Fundraising levy paid directly to kindergarten
Roberts Avenue	Voluntary fundraising levy	\$20 per term	\$1600	Direct debited
Natimuk Road	Voluntary fundraising levy	\$20 per term	\$1600	Fundraising levy paid directly to kindergarten
Green Park	Voluntary fundraising levy	\$25 per term	\$1620	Fundraising levy paid directly to kindergarten

Direct debit schedule

	Fees	No of payments per year
Weekly	\$36.75	40
Fortnightly	\$73.50	20
Monthly	\$147.00	10
Term	\$367.50	4
Annual	\$1470.00	1

	Start date
Term 1	02/01/2017
Term 2	02/04/2017
Term 3	02/07/2017
Term 4	02/10/2017

Kindergarten fees

All fees will be paid by way of direct debiting. Families will be required to complete a Direct Debit Request Form (DDR).

Kindergarten fee deposit

Parents/guardians are required to pay the fee deposit on acceptance of a place. Payment will secure the child's place in the four-year-old (funded) kindergarten program. This payment is retained and deducted from final direct debit payment in Term 4. The deposit is non-refundable if the child is not attending at the time.

Kindergarten fee subsidy

Families who are eligible for the Kindergarten Fee Subsidy (refer to *Fee information for families*) will not be required to make fee payments. The concession card needs to be sighted at the HDKA Office to receive this subsidy.

Child Care Benefit (CCB)

For information on the Child Care Benefit refer to *Fee information for families*.

Late collection charge

The HDKA Board of Management reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child from kindergarten (refer to *Fee information for families*).

Attachment 3
Statement of fees and charges
Horsham & District Kindergarten Association
Fee schedule 2017
Three year old kindergarten
Hours: 3 hours per week
Fees

Kindergarten fees	Fees (\$)
Deposit	\$50
Term 1	\$240
Term 2	\$240
Term 3	\$240
Term 4	\$190
Total (maximum)	\$960

Site levies

Service	Item	Fee	(Max) total including Kindergarten fees	Paid to
Bennett Road	Maintenance Levy	\$10 per year	\$970	Maintenance levy paid directly to kindergarten
Bennett Road	Voluntary fundraising levy	\$10 per term	\$1000	Fundraising levy paid directly to kindergarten
Green Park	Voluntary fundraising levy	\$5 per term	\$980	Fundraising levy paid directly to kindergarten

Direct debit schedule

	Fees	No of payments per year		Start date
Weekly	\$22.75	40	Term 1	02/01/2017
Fortnightly	\$45.50	20	Term 2	02/04/2017
Monthly	\$91.00	10	Term 3	02/07/2017
Term	\$227.50	4	Term 4	02/10/2017
Annual	\$910.00	1		

Kindergarten fees

All fees will be paid by way of direct debiting. Families will be required to complete a Direct Debit Request Form (DDR).

Kindergarten fee deposit

Parents/guardians are required to pay the fee deposit on acceptance of a place. Payment will secure the child's place in the three-year-old kindergarten program. This payment is

retained and deducted from final direct debit payment in Term 4. The deposit is non-refundable if the child is not attending at the time.

Early Start Kindergarten fee subsidy

Families who are eligible for the Early Start Kindergarten fee subsidy (refer to Fee information for families) will not be required to make fee payments.

Child Care Benefit (CCB)

For information on the Child Care Benefit, refer to Fee information for families.

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 HDKA Board reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child from kindergarten (refer to *Fee information for families*).

Attachment 4
Statement of fees and charges
Horsham & District Kindergarten Association
Fee schedule 2017
Three year old kindergarten
Hours: 5 hours per week
Fees

Kindergarten fees	Fees (\$)
Deposit	\$50
Term 1	\$400
Term 2	\$400
Term 3	\$400
Term 4	\$350
Total (maximum)	\$1600

Site levies

Service	Item	Fee	(Max) total including Kindergarten fees	Paid to
Green Park	Voluntary fundraising levy	\$10 per term	\$1640	Fundraising levy paid directly to kindergarten

Direct debit schedule

	Fees	No of payments per year		Start date
Weekly	\$38.75	40	Term 1	02/01/2017
Fortnightly	\$77.50	20	Term 2	02/04/2017
Monthly	\$155.00	10	Term 3	02/07/2017
Term	\$387.50	4	Term 4	02/10/2017
Annual	\$1550.00	1		

Kindergarten fees

All fees will be paid by way of direct debiting. Families will be required to complete a Direct Debit Request Form (DDR).

Kindergarten fee deposit

Parents/guardians are required to pay the fee deposit on acceptance of a place. Payment will secure the child's place in the three-year-old kindergarten program. This payment is retained and deducted from final direct debit payment in Term 4. The deposit is non-refundable if the child is not attending at the time.

Early Start Kindergarten fee subsidy

Families who are eligible for the Early Start Kindergarten fee subsidy (refer to *Fee information for families*) will not be required to make fee payments.

Child Care Benefit (CCB)

For information on the Child Care Benefit, refer to Fee information for families.

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 HDKA Board reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child from kindergarten (refer to *Fee information for families*).

Attachment 5
Statement of fees and charges
Horsham & District Kindergarten Association
Fee schedule 2017
After Kindergarten Care
Fees

	Fees (\$)		
	1 session	2 sessions	3 sessions
Deposit	\$50	\$50	\$50
Term 1	\$210	\$420	\$640
Term 2	\$385	\$770	\$1155
Term 3	\$350	\$700	\$1050
Term 4	\$335	\$720	\$1105
Total (maximum)	\$1330	\$2660	\$3990

Direct debit schedule

	1 session	2 session	3 session	No of payments per year	Start date
Weekly	\$32.00	\$65.25	\$98.50	40	Term 1 02/01/2017
Fortnightly	\$64.00	\$130.50	\$197.00	20	Term 2 02/04/2017
Monthly	\$128.00	\$261.00	\$394.00	10	Term 3 02/07/2017
Term	\$320.00	\$652.50	\$985.00	4	Term 4 02/10/2017
Annual	\$1280.00	\$2610.00	\$3940.00	1	

After kindergarten care fees

All fees will be paid by way of direct debiting. Families will be required to complete a Direct Debit Request Form (DDR).

Child Care Benefit (CCB)

For information on the Child Care Benefit refer to *Fee information for families*.

Late collection charge

The HDKA Board of Management reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child from kindergarten (refer to *Fee information for families*).

Attachment 6

Fee payment agreement 2017

Four-year-old (funded) kindergarten program

Please complete this form and the Direct Debit Request (DDR) form and return it to HDKA by
Tuesday 6 December 2016

Fee payment contract

Given name of child: _____

Parent's/guardian'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 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. Vulnerable Person Child Protection If my/our eligibility lapses, then full payment of fees is required from the beginning of the following term.
- I/we agree to pay fees by direct debit by completing the Direct Debit Request (DDR) form.
- I/we understand that term fees are non-refundable.
- I/we acknowledge that if fees are not paid HDKA will implement the fees policy late payment of fees procedures, which could result in 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 the Enrolment Officer at HDKA to discuss alternative payment options.
- I/we acknowledge that I/we have received and read HDKA fee policy which sets out the procedure for fee payment.

Kindergarten fee subsidy

Please indicate if you are eligible for one of the following concessions:

- | | | |
|--|--|--|
| <input type="checkbox"/> Health Care Card | <input type="checkbox"/> Pensioner Concession Card | <input type="checkbox"/> Visas 200–217/447/451/786/785 |
| <input type="checkbox"/> Bridging Visas A–F | <input type="checkbox"/> DVA Gold Card | <input type="checkbox"/> Asylum-seeker Bridging Visas A–F, |
| <input type="checkbox"/> Temporary Protection/Humanitarian Visas 447, 451,785 or 786 | | |
| <input type="checkbox"/> Aboriginal and/or Torres Strait Islander | | |
| <input type="checkbox"/> Vulnerable Person Child Protection | <input type="checkbox"/> Refugee or Special Humanitarian Visas 200–217 | |
| <input type="checkbox"/> Triplets or Quadruplets | | |

Supporting documentation will need to be sighted prior to commencement of Term 1 at the HDKA Office by the Enrolment Officer or Executive Officer and on expiry. If your eligible card status changes over the year, please advise HDKA and you will be invoiced for any outstanding amount.

Twin Discount Will you have twins attending the same program in the same year?

- Yes No

Signed (parent/guardian): _____ Date: _____

Note: Invoices, receipts and collection of fees will be in accordance with the HDKA Fees policy.

Attachment 7

Fee payment agreement 2017

Three-year-old kindergarten program

Please complete this form and the Direct Debit Request (DDR) form and return it to HDKA by **Tuesday 6 December 2016**

Fee payment contract

Given name of child: _____

Parent's/guardian's full name: _____

- I/we acknowledge that the three-year-old kindergarten program is not funded by the state government and that the centre cannot operate without receiving fees.
- I/we agree to pay fees by direct debit by completing the Direct Debit Request (DDR) form.
- I/we acknowledge that if fees are not paid HDKA will implement the fees policy late payment of fees procedures, which could result in the cancellation of my child's place at the centre.
- I/we understand that term fees are non-refundable.
- I/we agree that if our financial circumstances change and I/we are unable to pay as agreed, we will immediately notify the Enrolment Officer at HDKA to discuss alternative payment options.
- I/we acknowledge that I/we have received and read HDKA fees policy which sets out the procedures for fee payment.

Fee Subsidy

Aboriginal and/or Torres Strait Islander

Family know to Child Protection/Child First

Twin discount

Will you have twins attending the same program in the same year? Yes No

Signed (parent/guardian): _____ Date: _____

Note: Invoices, receipts and collection of fees will be in accordance with the HDKA Fees policy.

Attachment 8

Fee payment agreement 2017

After kindergarten care

Please complete this form and the Direct Debit Request (DDR) form and return it to HDKA by **Tuesday 6 December 2016**

Fee payment contract

Given name of child: _____

Parent's/guardian's full name: _____

- I/we acknowledge that the after kindergarten care is not funded by the state government and that the centre cannot operate without receiving fees.
- I/we agree to pay fees by direct debit by completing the Direct Debit Request (DDR) form.
- I/we acknowledge that if fees are not paid HDKA will implement the Fees policy late payment of fees procedures which could result in the cancellation of my child's place at after kindergarten care.
- I/we understand that after kindergarten care term fees are non-refundable.
- I/we agree that if our financial circumstances change and I/we are unable to pay as agreed, we will immediately notify the Enrolment Officer at HDKA to discuss alternative payment options.
- I/we acknowledge that I/we have received and read HDKA fee policy which sets out the procedures for fee payment.

Signed (parent/guardian): _____ Date: _____

Note: Invoices, receipts and collection of fees will be in accordance with the HDKA Fees policy.