



# Box Hill South Preschool Inc.

Registration. No. 398

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ABN 54667119108

## Fee Policy Summary for 2011

### 1: Why are fees necessary?

The Department of Human Services provides per capita funding as a contribution towards the cost of providing the preschool program for four year olds. The preschool is responsible for all costs. Fees are necessary because there is a shortfall between the level of government funding and the costs of operating a viable preschool.

There is no funding available for other programs, such as three year old preschool and playgroups.

Parents need to be aware that preschools are not a free service and rely on prompt payment of fees to meet operational costs. All parents/guardians must pay fees and the Committee has the discretion to withdraw service for non-payment of fees.

### 2: How Fees are Set?

The Committee sets fees for the programs for the following year (prior to letters of offers being sent out) taking into consideration:

- Budget estimates for the following year
- Affordability to parents

### Other Charges

#### Deposit

A Deposit of \$90.00 is payable at the acceptance of an offer, to hold a place for their child in the forthcoming year. This deposit is not refundable but will be deducted from Term Four fees.

#### Excursion/Centre Event Costs

The cost of most activities in the preschool program are covered by fees and fund raising throughout the year, however some occasions / special events, e.g. a mobile farm visit, may require a small fee to cover costs. Any such costs will be included in the fees invoice distributed each term.

#### Kinder Support Levy

Families are required to pay an annual refundable Kinder Support Levy of \$50 with Term One fees.

Families with more than one child attending preschool in the same year will only be charged the levy once.

The Kinder Support Levy is refunded at the end of the year provided the family either

- attends and contributes to one rostered working bee/maintenance day or
- completes an agreed support task as per the staff or maintenance officer such as sewing, covering books, gardening, repairing equipment during the year or
- completes one year as a member of the Committee of Management.

#### Holding Fee

A Holding Fee will apply where the child's enrolment is scheduled to commence at a time during the year other than the commencement of Term One. This arrangement may apply in the following circumstances:

- Where the child has not yet reached the applicable enrolment age
- Where a child commences at the preschool during the course of a year.

To secure an enrolment, a Holding Fee equivalent to 100% of the Term Fee, to cover the non-attended term, will be payable on the due date of the invoice. The Holding Fee applies where the application is made in the term immediately preceding the child's commencing term and is non-refundable. Any request to hold a position in excess of one term must be forwarded in writing to the Committee of Management.

### **3: Fundraising**

Fundraising is important: it pays for additional items not covered by the government, fees or additional costs.

### **4: Fee Subsidy**

a) A parent/guardian or child who holds a current:

- Commonwealth Health Care Card,
- Pensioner Concession Card,
- Department of Veterans' Affairs Gold Card,
- Temporary Protection/Humanitarian Visas 447, 451,785 or 786,
- Asylum-seeker Bridging Visas A–F or
- Refugee/Special Humanitarian Visas 200–217 is eligible for a reduction in their fees for **the four year old program only**.

To obtain this, the supporting documentation must be photocopied and the copy given to the Assistant Treasurer – Fees or the pre-school teacher by the first week of term and on the expiry of the concession.

b) In addition, families with triplets/quadruplets attending a funded kindergarten program in the same year are eligible for a reduction in their fees. The original or certified birth certificates of triplets/quadruplets must be sighted.

c) Note: Eligible 3 year old Aboriginal and Torres Strait Islanders or those known to Child Protection may also access the funded Kindergarten Program via DEECD Early Start Kindergarten Funding (Refer to the Fees Policy).

d) Multiple Births

The discount for families with multiple births attending the same program within the 3 year old program, or twins within the 4 year old program has been set at 10% for each additional child, per year.

Families with multiple births other than twins attending within the 4 year old program are eligible for a fee subsidy as stated above.

### **6: Childcare Cash Rebates**

Box Hill South Preschool is a registered child care provider for the purposes of work and study related child care. As such, parents can ask to have their Child Care Cash Rebates receipts provided for claims through the Family Assistance Office (FAO). Please discuss this with the Assistant Treasurer- Fees

### **7: Fee Structure**

These are as set out in the Fee Schedule.

Fees are not refundable. The Committee may consider a partial refund in limited circumstances. Requests must be made in writing to the Committee of Management prior to the child leaving.

There will be no refund of fees if the program is unable to operate, when the current qualified staff member is absent and the Committee cannot obtain a qualified reliever.

### **8: Refunds**

Fees are non-refundable (exceptional circumstances may apply). There will be no refund of the fees due to a child's short term illness; public holidays; family holiday; closure of the centre due to unavoidable circumstances; staff training days etc.

Where a family withdraws their child from the Centre prior to the completion of the term due to special circumstances, the family may apply to the Committee to have the balance of the current fees refunded. A refund is made at the discretion of the Committee of Management.

### **9: Payment of Accounts**

Fees will be invoiced to families directly and must be paid by the date indicated on the invoice. Each invoice will be accompanied by payment instructions. Payments are to be made by EFT or cheque only (payable to the Box Hill South Preschool).

If you are experiencing financial hardship, please contact the Assistant Treasurer – Fees to discuss a special payment plan.

## 10: Unpaid Fees

Fees not paid by the due date will be followed up by:

1. 2 weeks following the due date: An initial letter of warning stating fees are overdue, giving ten (10) working days for payment. The written notice will be placed in the child's pocket.
2. 4 weeks following the due date: If payment is not received or an agreed payment plan has not been drawn up, the family will be contacted by telephone.
3. 6 weeks after the following due date: If payment is not received, or an agreed payment plan has not been drawn up, the family will again be contacted by telephone and notified that unless payment is made within five (5) working days, the issue will be referred to the Committee of Management by the Assistant Treasurer - Fees.
4. 7 weeks: If the family is unwilling or unable to commit to an agreed payment schedule, or makes no attempt to respond to any of the previous attempts to negotiate an arrangement, the Committee of Management has the discretion to withdraw service to the family with the unpaid fees.
5. The Committee reserves the right to take action to recover debts. If a debt is incurred, the family details may be included on the WPSA debt register. Under WPSA guidelines, any family included on this register who applies for another City of Whitehorse kindergarten, may have their application suspended until the debt is paid.

## 11: Late Enrolments

Please note that if a child is enrolled after the start of the preschool year, **payment of fees must be received by the due date on the invoice.** Refer to Fees Policy for details.

## 12: Part Time Attendance

Part Time Attendance occurs when a child attends nominated preschool days rather than the full schedule of term sessions. This arrangement is deemed a special circumstance. Applications for Part Time Attendance are limited and are subject to the approval of the Committee of Management. Full term fees are payable for Part Time Attendance. A pro-rata payment of Full Term fees will only be considered where those days not attended by the child are offset by another child enrolment. (eg. the full time hours are shared by two part time attendees).

Note: Current Government funding policy restricts the availability of funds for the preschool where a child with Part Time Attendance is also attending a childcare facility that is eligible for Government Funding. As such, this preschool cannot accept a child who receives funding at another facility.