

2019 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 Gum Nut Gully Pre-School, by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by Gum Nut Gully Pre-School.

POLICY STATEMENT

1. VALUES

Gum Nut Gully Pre-School 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, Person with Management and Control, Nominated Supervisor, Person in Day-to-Day Charge, educators and parents/guardians with an enrolled child, or who wish to enrol a child at Gum Nut Gully Pre-School.

3. BACKGROUND AND LEGISLATION

Background

The Department of Education and Training (DET) provides funding for each child who is enrolled and attending a funded kindergarten program in the year before school. 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 children to attend a funded kindergarten program free of charge in the year before school.

DET also funds Early Start Kindergarten for 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, 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*, including Quality Area 7: Governance and Leadership

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 *General Definitions* section of this manual.

Approved care: Approved child care services, such as long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services, which have Australian Government approval to pass on Child Care Benefit (refer to *Definitions*) as a reduction in child care fees: www.humanservices.gov.au (Note: There have been changes to child care assistance from 2 July 2018. More information about the New Child Care Package can be found at: www.education.gov.au)

Child Care Benefit (CCB): A Commonwealth Government payment to help families who use either approved services or registered childcare (refer to *Definitions*). All eligible families can receive some Child Care Benefit. Details are available at: www.humanservices.gov.au. (Note: There have been changes to child care assistance from 2 July 2018. More information about the New Child Care Package can be found at: www.education.gov.au)

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 up to 15 hours per week. Details are available at: www.education.vic.gov.au

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.

Enrolment Deposit: A charge to secure a place that has been offered in a program at the service. This is deducted from term fees.

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

Kindergarten Fee Subsidy (KFS): A state government subsidy paid in addition to per capita grants to subsidise the costs of parent fees and enable eligible children to attend a funded kindergarten for 15 hours free of charge *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).

Registered carer: Registered child care is provided by individuals who are registered as carers with the Department of Human Services. A registered carer may include grandparents, relatives, friends, neighbours or nannies. In some cases, it can also include care provided by individuals in private preschools, kindergartens and some outside school hour services, including before and after school care, vacation care and holiday programs: www.humanservices.gov.au (Note: There have been changes to child care assistance from 2 July 2018. More information about the New Child Care Package can be found at: www.education.gov.au)

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.

5. SOURCES AND RELATED POLICIES

Sources

- *The Kindergarten Funding Guide* (Department of Education and Training): www.education.vic.gov.au
- The constitution of Gum Nut Gully Pre-School

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 and Person with Management and Control are 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*)
- considering any issues regarding fees that may be a barrier to families enrolling at Gum Nut Gully Pre-School and removing those barriers wherever possible
- reviewing 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
- ensuring that the *Fees Policy* is readily accessible at the service (Regulation 171)
- providing all parents/guardians with fee information (refer to Attachment 1)
- providing all parents/guardians with a statement of fees and charges (refer to samples in Attachment 2) upon enrolment of their child
- providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 3 and 4)

- ensuring fees are collected and receipted
- 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 a minimum of 14 days of any proposed changes to the fees charged or the way in which the fees are collected (Regulation 172(2)), and ideally providing one term's notice.

The Nominated Supervisor and Person in Day-to-Day Charge is responsible for:

- assisting the Approved Provider in developing this policy, and ensuring that this policy is based on the *Kindergarten Funding Guide* (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 Gum Nut Gully Pre-School and removing those barriers wherever possible
- considering options for payment when affordability is an issue for families
- communicating this policy, the availability of the Kindergarten Fee Subsidy and payment options to families in a culturally-sensitive way and in the family's first language where possible
- providing all parents/guardians with fee information (refer to Attachment 1)
- providing all parents/guardians with a statement of fees and charges (refer to samples in Attachment 2) upon enrolment of their child, and ensuring 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

All other staff 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

Parents/guardians are responsible for:

- reading the Gum Nut Gully Pre-School Fee information for families (refer to Attachment 1), the Fee Payment Agreement (refer to Attachments 3 and 4) and the Statement of Fees and Charges (refer to Attachment 2)
- signing and complying with the Fee Payment Agreement (refer to Attachments 3 and 4)
- 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).

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)) unless a lesser period is necessary because of a risk.

ATTACHMENTS

- Attachment 1: Fee Information for Families
- Attachment 2: Statement of Fees and Charges – Fee Schedule
- Attachment 3: Fee Payment Agreement – Four-year-old (funded) kindergarten program
- Attachment 4: Fee Payment Agreement – Three-year-old kindergarten program
- Attachment 5: Late Collection Fees

AUTHORISATION

This policy was adopted by the Approved Provider of Gum Nut Gully Pre-School on 10 September 2018

REVIEW DATE: 10 SEPTEMBER 2019

ATTACHMENT 1

Fee Information for Families

1. General information

The Department of Education and Training (DET) provides funding for each child enrolled and attending kindergarten in the year before school as a contribution toward the costs of providing the 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 kindergarten program free of charge in the year before school.

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.

Gum Nut Gully Pre-School 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 Funding Guide* (Department of Education and Training) available from the DET website: www.education.vic.gov.au

Once fees are set for the year, they will only be reviewed in extraordinary circumstances, for example, if enrolments drop and the service is at risk of not being able to meet its expenses.

3. Other charges

Other charges levied by Gum Nut Gully Pre-School are included on the Statement of Fees and Charges. These include:

- **Enrolment deposit:** This payment secures a child's place at the service and is payable on acceptance of enrolment. This \$150 deposit is deducted from Term 4 fees. All current correspondence refers to this deposit as non-refundable, the enforcement of which is at the Committee of Management's discretion. Families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the deposit provided that verifying documentation is valid until the end of the kindergarten year. Families experiencing hardship should discuss any difficulties with the service.
- **Maintenance levy:** The Committee of Management reserves the right to include a maintenance levy to cover the costs of one or more third parties providing a range of maintenance services to the kindergarten including maintenance and upkeep of lawn, gardens, sandpit, soft-fall tanbark, equipment, facilities etc. The maintenance levy minimises the requirement for families to volunteer their support and facilitates timely maintenance in order to ensure a safe environment.
- **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 is set at a level determined by the Committee of Management (refer to Attachment 5).

4. Statement of fees and charges

A statement of fees and charges for four-year-old or three-year-old kindergarten is included in Attachment 2.

5. Fundraising

Not all service costs are covered by DET per capita funding and the fees charged. Fundraising is undertaken to meet the balance and/or 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.

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 15 hours of kindergarten free of charge. Eligibility conditions may change from time-to-time and must be checked in the most recent edition of the *Kindergarten Funding Guide* (refer to *Sources*).

Families may be eligible for the Kindergarten Fee Subsidy in the year before school if their child:

- is Aboriginal and/or Torres Strait Islander; or
- holds, or has a parent/guardian who holds, a Humanitarian or refugee Visa; or
- is a multiple birth child (triplets or more); or
- holds, or has a parent who holds, a Commonwealth Health Care Card, Pensioner Concession Card or Veteran's Affairs Card

Where a child is identified by a parent, carer or legal guardian as an Aboriginal and/or Torres Strait Islander, no verification is required.

In all other instances, supporting documentation should 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 (including any levies)

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. The first term's fees must be received in full prior to the child commencing at the service. For children enrolled 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. Receipts will be provided for all fee payments.

It is the responsibility of the parent/guardian to advise the centre of any change to contact details and to read any correspondence that is issued in relation to fees.

Parents/guardians experiencing difficulty in paying fees are requested to contact the Assistant Treasurer 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.

The payment plan must be agreed and signed by the Family and Treasurer/President.

8. Unpaid Fees (including any levies)

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

- A weekly late fee of \$10.00 will apply if payment is not made by the due date.
- 4 days after the fees were due, an initial reminder email will be sent to parents/guardians with a specified payment date stating total amount due and the date on which late fees will be applied. A hard copy of the invoice (highlighting the due date) will be placed in the family's correspondence pocket. If fees remain unpaid and/or no contact has been made within 3 days, then;
- 7 days after the fees were due, a second reminder email will be sent. If fees still remain unpaid and/or no contact has been made within another 7 days, then;
- 14 days after the fees were due, a third reminder email will be sent with the late fee added to the invoice, and a copy of the fees policy summary attached. The family will be contacted on the telephone to discuss payment options. If fees still remain unpaid and/or no payment plan has been put in place within another 7 days, then;
- 21 days after the fees were due, the family will be invited, via email, to attend a meeting to discuss the range of support options available and establish a payment plan.
- Failure to attend the meeting and continued non-payment may result in a letter from the President 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.
- No further enrolments of children from the parents/guardians will be accepted until all outstanding fees have been paid.

9. Refund of Fees (includes any levies)

If a family becomes eligible for the Kindergarten Fee Subsidy during a term, a full refund of the applicable term fees (and Enrolment 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
- withdrawal from the service

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. If a place is to be reserved for a child in the three-year-old program until they have turned three years of age, Term 1 fees are to be paid in full if:

- a) the child commences the three-year-old program part way through Term 1 or
- b) the child commences the three-year-old program in Term 2.

11. Support services

Families experiencing financial hardship often require access to family support services. Information on these services may be available from the kindergarten service provider or alternatively families may contact the local council.

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. 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

Fee Schedule 2019 Four-year-old (funded) kindergarten 15 hours per week

	Application Fee	Enrolment Deposit	Term 1	Term 2	Term 3	Term 4
Application Fee	\$20.00					
Term Fee		\$150.00	\$500.00	\$500.00	\$500.00	\$350.00
Maintenance Levy			\$25.00	\$25.00	\$25.00	\$25.00
Due Date	On application	On enrolment	01/12/2018	01/03/2019	01/06/2019	01/09/2019

Three-year-old kindergarten 5.5 hours per week

	Application Fee	Enrolment Deposit	Term 1	Term 2	Term 3	Term 4
Application Fee	\$20.00					
Term Fee		\$150.00	\$460.00	\$460.00	\$460.00	\$310.00
Maintenance Levy			\$20.00	\$20.00	\$20.00	\$20.00
Due Date	On application	On enrolment	01/12/2018	01/03/2019	01/06/2019	01/09/2019

Payment of Fees

Invoices will be issued one month prior to the due date and must be paid by the due date.

Application Fee

The application fee is charged per child, upon application for the child's first year at the kindergarten only. The application fee is not charged for subsequent years at the kindergarten.

Enrolment Deposit

Parents/guardians are required to pay the Enrolment Deposit upon acceptance of offer in order to secure the child's place in the kindergarten program. This payment is retained and deducted from the Term 4 fee.

Maintenance Levy

The maintenance levy is charged per family per term. If siblings are attending the kindergarten in the same term, the family is only charged one maintenance levy for that term.

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).

Kindergarten Fee Subsidy

Families who are eligible for the Kindergarten Fee Subsidy (refer to Fee Information for Families) will not be required to make Term Fee and Maintenance Levy payments. This applies to the four-year-old (funded) kindergarten program only. The Enrolment Fee is charged upon enrolment. The Enrolment Fee is refunded to eligible families upon receipt of a verifying document (eg. Commonwealth Health Care Card) that is valid until the end of the kindergarten year.

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 Term Fee and Maintenance Levy payments. This applies to the three-year-old (funded) kindergarten program only. The Enrolment Fee is charged upon enrolment. The Enrolment Fee is refunded to eligible families upon receipt of a verifying document (eg. Commonwealth Health Care Card) that is valid until the end of the kindergarten year.

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.

ATTACHMENT 3

Fee Payment Agreement

Please complete this form and return to Gum Nut Gully Pre-school on orientation day.

2019 Fee Payment Contract

Four-year-old (funded) kindergarten program

Child's full name: _____

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 funds coming from fees paid by parents/guardians.
- I/we understand that I/we am/are entitled to obtain the Kindergarten Fee Subsidy if I/we meet one of the criteria. If my/our eligibility lapses, then I/we understand that full payment of fees is required from the beginning of the following term.
- I/we agree to pay fees by the due date on the invoice.
- I/we understand that term fees are non-refundable.
- I/we acknowledge that if fees are not paid by the due date, the Committee of Management will implement the late payment of fees procedures, as outlined in the Fees Policy, which could result in the withdrawal of my/our child's place at the service and no further enrolments until the outstanding fees are paid.
- I/we agree that if my/our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify the Assistant Treasurer to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the Gum Nut Gully's Fees Policy which outlines the procedure for payment of fees.

Kindergarten Fee Subsidy

Please advise if the child is Aboriginal or Torres Strait Islander *Please tick:* Yes No

Please indicate below which concession if you are eligible for – the criteria is outlined on Attachment 1 Section 6.

Concession: _____

Except in the case of an Aboriginal or Torres Strait Islander child, supporting documentation will need to be sighted on commencement at Gum Nut Gully Pre-school by the Assistant Treasurer. Please note that the eligibility of concessions may vary from time to time. Up to date information can be found in The Kindergarten Funding Guide (Department of Education and Training):

www.education.vic.gov.au

Signature (parent/guardian): _____

Date: _____

Note: Invoices, receipts and collection of fees will be in accordance with Gum Nut Gully's *Fees Policy*.

ATTACHMENT 4

Fee Payment Agreement

Please complete this form and return to Gum Nut Gully Pre-school on orientation day.

2019 Fee Payment Contract

Three-year-old kindergarten program

Child's full name: _____

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 program cannot operate without receiving fees (the only exception is where a child is eligible for the Early Start Kindergarten fee subsidy – see below).
- I/we agree to pay fees by the due date on the invoice.
- I/we understand that term fees are non-refundable.
- I/we acknowledge that if fees are not paid by the due date, the Committee of Management will implement the late payment of fees procedures, as outlined in the Fees Policy, which could result in the withdrawal of my/our child's place at the service and no further enrolments until the outstanding fees are paid.
- I/we agree that if my/our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify the Assistant Treasurer to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the Gum Nut Gully's Fees Policy which outlines the procedure for payment of fees.

Early Start Kindergarten

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.

Please advise if the child is Aboriginal or Torres Strait Islander *Please tick:* Yes No

Please advise if the child is known to child protection *Please tick:* Yes No

Signature (parent/guardian): _____

Date: _____

Note: Invoices, receipts and collection of fees will be in accordance with Gum Nut Gully's *Fees Policy*.

ATTACHMENT 5

Late Collection Fees

All children are to be collected promptly at the completion of each session. Whilst it is accepted that unforeseen circumstances arise, it is expected that the Pre-School be informed of the situation as soon as possible.

A Late Collection Fee may apply to the parent/guardian of all children who are regularly late collecting their child after the completion of the session. The fee shall be:

- \$20 per 15 minutes overtime, or part thereof, for the first hour
- \$30 per 15 minutes, or part thereof, for subsequent hours.

Penalty fees will be enforced at the discretion of the session Teacher. Parents/guardians may receive 2 warnings before teachers make a judgement regarding the circumstances of late collection. If seemingly not genuine, teachers may advise the Assistant Treasurer to follow through with a request for the Late Collection Fee.

1. PROCEDURES

In the event that a child is not collected within 15 minutes after the end of a session and no contact has been made with the Pre-School, the Teacher or a delegated person will contact one or all of the emergency contact numbers in an attempt to arrange collection of the child.

If this is unsuccessful and the Pre-School has still received no contact from the parent/guardian, at the Teacher's discretion, Victoria Police will be advised to attend the Pre-School and take over the care of the child. The welfare of the child will remain paramount at all times.

2. KEY RESPONSIBILITIES AND AUTHORITIES

The Committee of Management is responsible for:

- Implementing this policy.
- Approving any changes to this policy.
- Dealing with any questions/concerns raised in relation to any aspect of this policy.

Gum Nut Gully staff are responsible for:

- Enforcing this policy at their discretion.

Parents/guardians are responsible for:

- Prompt collection of children at the completion of each session.
- Informing the Pre-School if they will be late to collect children.