



### Payment of Fees Policy

A department preschool service may set levels of parent contributions as determined by the governing council.

A preschool service can't exclude a child from government funded preschool education program because their parent, guardian or carer didn't pay the preschool contribution.

The school card scheme does not apply to preschool services.

The preschool contribution charge helps cover the costs of running a government funded preschool education program over the course of a year.

Other charges cover optional extras (eg an excursion) that are not part of the preschool education program. When a parent, guardian or carer does not pay for an optional extra, the preschool is not obliged to provide the relevant service.

Directors and principals of school-based preschools (principals) and governing councils are responsible for developing, approving and collecting preschool contributions and other charges.

### Fee Process

At Trott Park Kindergarten, fees are invoiced to families prior to the commencement of term and will be due in Week 3 of the term. Families can pay fees for the full year or term by term.

To determine this fee, the Governing Council discusses the actual cost of items and services being provided to each child (based on information provided by the Director and site Finance Officer).

Consideration of the following is required when determining the fee:

- The fee is a contribution to towards the cost for an individual child undertaking the program and must not exceed the actual cost of items and services provided.
- Items or services that are funded (e.g, through State or Commonwealth Government grants/programs) are **not** be included in the fee.
- In determining the fee, the capacity of parents to meet the cost of the fee is also considered.
- Parents are informed of the **total** fee payable prior to enrolling, this information is available on the website as well as provided in the enrolment pack
- Details of the fee must be made available to parents, and where requested, an explanation as to how the fees are established.

### Trott Park Kindergarten Term Fee Breakdown (as of Term 1 2023)

- Kindergarten fee Materials and Resources - \$120  
(a \$20 fee discount is offered to families who assist with a lunch care session)
- Further costs may be added to each term's invoices for additional activities (ie. Excursions, incursions, provision of additional materials to standard program)
- Families will be invoiced before the next term commences.

- This invoice is compiled by our Finance Officer who also handles the payments.
- Invoices are emailed, or provided in paper where requested
- Payment of the invoice is due by the end of Week 3 of the term.
- Payment of fees can take place by internet banking (preferred option), or in an envelope through a cash deposit into our locked, secure cash box.
- The child's name and/or invoice number (located on the child's invoice) should be included with payment so it can be identified. Payment without identification will not be receipted until evidence of payment is provided.
- If families experience difficulty paying the fees, they are invited to discuss options with the Director or finance officer. This can include payment by instalments, volunteering at Kindy e.g. lunch care, gardening, handyperson work etc (please see below regarding financial hardship)

#### Determining other charges

'Other charges' may be collected from parents, guardians or carers, if the following conditions are followed:

- the charges are confined to specific activities or items that are not covered in the preschool contribution
- the charges are clearly identified as separate to the preschool contribution
- the charges are optional and therefore would exclude the child from the items or activities until the payment had been received
- the preschool contribution payment status doesn't affect the child receiving the optional items or participating in the optional activities (as long as the charge has been paid)
- the charges are managed to avoid a build-up of multiple charges.

#### Invoicing and receipting of contributions and other charges

Invoicing contributions and charges is optional under Department for Education guidelines. Trott Park Kindergarten does issue fee invoices and the [receiving income and receipting instruction](#) is followed. When invoices or receipts are generated:

- a tax compliant invoice or receipt must be used
- Invoices must have the same values as approved by the governing council
- other charges and preschool contributions are listed separately
- receipts must be issued for all amounts over \$10, and for amounts up to \$10 if requested.

#### Financial hardship

When a family is experiencing financial hardship, the site leader can consider deferring, reducing, not pursuing or refunding the preschool contribution. However, other charges must follow debtor management and debt collection processes in the [invoicing and managing unpaid debts instruction](#). Discussions will be confidentially managed between the director or and the family, and any decisions should be recorded in the confidential preschool student records.

At Trott Park Kindergarten, there are volunteering options to assist reducing fees, including assisting with lunch care and other 'work in lieu' jobs. Please note that to volunteer at the kindergarten, certain requirements must be met, as per the site and department's **Volunteer procedure for schools, preschools and care settings**

### Debtor management and debt collection

Preschool services can encourage and remind people about paying contributions, however, preschool contributions are not legally recoverable and therefore are not subject to formal or legal debt collection.

The director and Finance Officer monitor and report to the governing council on:

- contributions deferred, reduced, not pursued or refunded
- outstanding preschool contributions and charges.

Information shared will not identify individuals, but will enable discussion about the level of income from contributions and charges, and the contribution and charges recovery practices.

Any decision about not pursuing outstanding preschool contributions or charges, not due to family hardship but because recovery is not economic or feasible, must be approved and minuted by the governing council. Discussions mustn't identify individuals but will enable discussion about the contribution and charges recovery practices.

### Related legislation

Education and care services national regulation 168 (2) (n)

National quality standard 7.3

### Related policy documents

[Receiving income and receipting instruction](#)

[Money and banking instruction](#)

[Invoicing and managing unpaid debts instruction](#)

[School and preschool enrolment policy](#)

This Policy has been developed in conjunction with the Trott Park Governing Council

Signed  (Governing Council Chairperson)

Date\_Term 1 2019    Review Date\_Term 1 2021

Reviewed March 2021

Due for review March 2022    Reviewed March 2022

Due for review March 2023

Reviewed March 2023

Due for review March 2024

