



Fee Schedule

September 2015, 2017

Kindy		Occasional Care	
Year fee	\$600.00	Standard Fee	\$5.00
ATSI Families early entry (12 hours/week) – full or part of term	\$100.00	Family with Health Care Card Concession	\$1.50

Kindy Fees

Fees reflect the actual cost of items and services being provided to each child in the Kindy program. Charges for specific activities such as excursions and consumable items, such as catering for events and concerts, may not be included in the Kindy fee. These will be clearly identified as separate to the Kindy fee and are optional. Ardtornish Children's Centre in conjunction with the governing council has made a conscious decision to avoid fund raising for the Centre outside of Kindy fees. This will be discussed with the Governing Council every year.

No child shall be excluded from the departmental funded preschool program operated at the centre, because of the inability of a parent or legal guardian to contribute financially to the Kindy fee.

The Centre's preferred patterns of payment are up front for the whole year or 3 instalments of \$200 each over the first 3 terms. Invoices will be distributed assuming payments paid termly over the first three terms. Families are encouraged to speak to the director if they would prefer an alternative arrangement.

In the event a child enrolls in the Kindy program after the beginning of the year or leaves prior to the end of the year the fee will be calculated as \$150 per term or part thereof.

The Director may:

- Allow payment by instalments, ensuring that the arrangements are in writing, and are negotiated between the individual parents or legal guardian and the director
- Waive or reduce the fee
- Refund the fee

Occasional Care Fees

Fees are charged on a sessional basis and payment is to be made on the day of care, unless there are

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Structure altered to allow fees for Kindy to be paid in full for the year up front.	August 2019



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exceptional circumstances.

Health Care Card must be sighted at least once in a 12 month period. Copies are not to be retained by the Centre. A family's financial information including income levels shall be managed in a confidential manner at all times.

The fee level applicable at the start of a term will apply for the whole term. In the instances that the level changes during a term, then the lower level will apply for the whole term for reporting purposes.

Sibling Fees – Occasional Care

Families with more than one child enrolled receive a 50% reduction of the fee for the second and any subsequent children attending in the same term.

Non-Attendance – Occasional Care

Fees will be charged for all booked sessions including those not attended unless the place is filled from the current waiting list.

The DECD Occasional Care program is not an approved service for Child Care Benefit (CCB). Therefore families accessing the service cannot claim CCB or Child Care Tax Rebate (CCTR).

Payment of Kindy Fees

Week of Term	Action	Who
1	Fee invoice emailed to each family, or delivered using other agreed form of communication	Finance and Admin Officers
4	Fees due	
5	Reminder fee letter	
6	Outstanding fee letter	Director or delegate

Roles

- The director shall provide session information to the teachers, finance officer, admin officer and treasurer
- The treasurer shall record and receipt fee payments and provide a monthly update to the Governing Council which will approve all activities at the centre (see Treasurer's Guidelines).
- Partnership Agreements will be completed by groups operating in the Ardtornish Children's Centre (see Services & Programs Partnership Agreement)
- The Finance Officer will provide information about direct debits to the treasurer.

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