

	<p style="text-align: center;">Thornbury Kindergarten Inc.</p> <p style="text-align: center;">Policies</p>
<p style="text-align: center;">Policy Title</p>	<p style="text-align: center;"><i>Fees Policy</i></p>
<p style="text-align: center;">Quality Area</p>	<p style="text-align: center;"><i>7 –Leadership and Service Management</i></p>
<p style="text-align: center;">Category</p>	<p style="text-align: center;"><i>Mandatory</i></p>

PURPOSE

This policy will provide clear guidelines for:

- the setting, payment and collection of fees
- ensuring the viability of Thornbury Kindergarten Inc. , by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by Thornbury Kindergarten Inc.

POLICY STATEMENT

1. VALUES

Thornbury Kindergarten Inc. 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 Thornbury Kindergarten Inc.

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*).

Regulation 168(2) (n) of *Education and Care Services National Regulations 2011* 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 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 requirements (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 PolicyWorks Manual provided in each foyer.

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

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 (HCC): A Commonwealth Government entitlement providing concessions for low-income earners and other eligible people. Details are available at: www.humanservices.gov.au

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 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).

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 Thornbury Kindergarten Inc.

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 Thornbury Kindergarten Inc. 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 Attachments 2 and 3) upon enrolment of their child
- providing all parents/guardians with a fee payment agreement (refer to Attachments 4 and 5)
- 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 Thornbury Kindergarten Inc. 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 Attachments 2 and 3) 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 Attachments 4 and 5)
- 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 Thornbury Kindergarten Inc. Fee information for families (refer to Attachment 1), the Fee Payment Agreement (refer to Attachments 4 and 5), the Statement of Fees and Charges (refer to Attachments 2 and 3) and the Fee invoicing schedule 2020 (refer Attachment 6)
- signing and complying with the Fee Payment Agreement (refer to Attachments 4 and 5)
- 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 – Four-year-old (funded) kindergarten program
- Attachment 3: Statement of Fees and Charges – Fee schedule – Three-year-old kindergarten program
- Attachment 4: Fee Payment Agreement – Four-year-old (funded) kindergarten program
- Attachment 5: Fee Payment Agreement – Three-year-old kindergarten program
- Attachment 6: Fee Invoicing Schedule 2020

AUTHORISATION

This policy was adopted by the Approved Provider of Thornbury Kindergarten Inc. on 12 November 2019.

REVIEW DATE: NOVEMBER 2020

ATTACHMENT 1

Fee information for families

THORNBURY KINDERGARTEN INC. 2020

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.

Thornbury Kindergarten Inc. 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 Thornbury Kindergarten Inc. 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 retained as part payment on term fees. Families eligible for the Kindergarten Fee Subsidy (see below) need to present their eligible concession card to the Director before the due date and are not required to pay the deposit. Families experiencing hardship should discuss any difficulties with the service.
- **Working Bee 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. This levy will be payable in Term 1 and will be refunded on request at attendance at one working bee during the year. The levy is not intended to be a barrier to participation and families experiencing difficulties should discuss this with service and is optional for eligible concession card holders. Only one levy refund is available per child per year.
- **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 will be set at a level determined by the Committee of Management.

- **Late Payment Penalty:** A charge that will be imposed if term fees are not paid by their due date without prior arrangement with the Fees Officer.

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. 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, however where there are delays, such as in obtaining health care cards for children in out-of-home care, the delay should not provide a barrier to the child accessing the Kindergarten Fee Subsidy. 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

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.

Parents/guardians experiencing difficulty in paying fees are requested to contact the Treasurer on treasurer@thornburykinder.com 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.

8. Unpaid fees

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

- An initial reminder letter will be sent to parents/guardians with a specified payment date and will include information on a range of support options available for the family.
- Where payment is still not received, families will be invited 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 second and final letter 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

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 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.

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.

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

Thornbury Kindergarten Inc.

Fee schedule 2020

Four-year-old (funded) kindergarten

Hours: 15 hours per week

	Fees (\$)	Refundable Working Bee Levy (\$)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Optional Refundable Working Bee Levy (\$)	Total (\$)
Kindergarten fee deposit	50	0	50	0	0	0
Term 1 Less fee deposit	515-50 =465	50	515	0	50	Optional 50
Term 2	515	0	515	0	0	0
Term 3	515	0	515	0	0	0
Term 4	515	0	515	0	0	0
Total	2,060	50	2,110	0	0	Optional 50

Payment of fees

Invoices will be issued per term and must be paid by the due date (refer to Attachment 6 – Fee invoicing schedule 2020).

Kindergarten fee deposit

Parents/guardians are required to pay the fee deposit on offer of a place. This payment is retained and deducted from term fees. Payment will secure the child’s place in the four-year-old (funded) kindergarten program.

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.

Late collection charge

Parents are requested to contact the kindergarten if they are going to be late collecting their child. If a child has not been collected two staff members will be present at all times. After the first 15 minutes a staff member will try and contact the parents/guardians. If they cannot be contacted, the emergency contacts will be called to arrange collection. A late fine will be imposed after the first 15 minutes at the rate of \$5.00 every five minutes. For example, if 20 minutes late expect to pay \$20.00, which includes

the first 15 minutes. This fine is used to cover the cost of staff wages. Parents will also be required to fill out a late Pick Up form, which will outline the fine incurred.

Late Payment Penalty

If fees are not received by the due date a late payment penalty will be implemented unless prior arrangement has been made with the Fees Officer. This penalty is \$20.

Working Bee Levy

Being part of a community run kinder means there is an expectation that the community contribute to the running of the kinder. A working bee levy of \$50 will be charged in Term 1 to all families. This levy will be refunded on request if you attend one working bee. This levy is optional for eligible concession card holders. Working bees are held in Term 1 and Term 3.

ATTACHMENT 3
Statement of Fees and Charges

Thornbury Kindergarten Inc.

Fee schedule 2020

Three-year-old kindergarten

Hours: 5 hours per week

	Fees (\$)	Refundable Working Bee Levy (\$)	Total (\$)
Kindergarten fee deposit	50	0	50
Term 1	495	50	495
Less fee deposit	Less 50 = 445		
Term 2	495	0	495
Term 3	495	0	495
Term 4	495	0	495
Total	1,980	50	2,030

Payment of fees

Invoices will be issued per term and must be paid by the due date (refer to Attachment 6 – Fee invoicing schedule 2020).

Kindergarten fee deposit

Parents/guardians are required to pay the fee deposit on offer of a place. This payment is retained and deducted from term fees. Payment will secure the child’s place in the three-year-old kindergarten program.

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.

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

Parents are requested to contact the kindergarten if they are going to be late collecting their child. If a child has not been collected two staff members will be present at all times. After the first 15 minutes a staff member will try and contact the parents/guardians. If they cannot be contacted, the emergency contacts will be called to arrange collection. A late fine will be imposed after the first 15 minutes at the rate of \$5.00 every five minutes. For example, if 20 minutes late expect to pay \$20.00, which includes the first 15 minutes. This fine is used to cover the cost of staff wages. Parents will also be required to fill out a late Pick Up form, which will outline the fine incurred.

Late Payment Penalty

If fees are not received by the due date a late payment penalty will be implemented unless prior arrangement has been made with the Fees Officer. This penalty is \$20.

Working Bee Levy

Being part of a community run kinder means there is an expectation that the community contribute to the running of the kinder. A working bee levy of \$50 will be charged in Term 1 to all families. This levy will be refunded on request if you attend one working bee. This levy is optional for eligible concession card holders. Working bees are held in Term 1 and Term 3.

ATTACHMENT 4

Fee Payment Agreement

2020

Four-year-old (funded) kindergarten program

As part of your electronic enrolment form you will be provided with the following:

Terms and Conditions of Enrolment - Fees

4YO Fees

4yo kinder groups will attend 15 hours per week. The cost is \$515 per term.

The Victorian Government provides funding to support children to access a high quality kindergarten program in the year before they start school. The funding is a contribution towards meeting the cost of the kindergarten program.

Your child can only be funded for a kindergarten place at one service at any one time and only for one year (unless your child is assessed as being eligible for a second funded year by your child's kindergarten teacher).

If your child will be attending another children's service that offers a funded kindergarten program, you must tell that service we will be claiming funding for your child.

I confirm that my child will be accessing their funded kindergarten place at Thornbury Kindergarten in 2020. The service will claim funding on my child's behalf.

The government provides a Kindergarten Fee Subsidy for eligible concession card holders which fully cover the 4 year-old term fees for the year. To obtain this subsidy, families must present their card to our Director by Friday 6th December and are not required to pay the deposit. Your child's place cannot be guaranteed if you haven't either paid the invoice or presented you card by the due date. If you have any questions please contact our Treasurer on treasurer@thornburykinder.com.

Being part of a community run kinder means there is an expectation that the community contribute to the running of the kinder. A working bee levy of \$50 will be charged in Term 1 to all families. This levy will be refunded on request if you attend one working bee. This levy is optional for eligible concession card holders. Working bees are held in Term 1 and Term 3.

To secure a kindergarten place, all families must pay a holding fee of \$50 payable by Friday **6th December 2019**. This invoice was given at the conclusion of the AGM with group allocations (or posted to you if you didn't attend) and will also be sent via email.

This \$50 will be applied against Term 1 fees. If the place is accepted and later declined (before Term 1 commences) the \$50 fee will be non-refundable and will be kept by the kindergarten to cover administration costs.

Balance payment for Term 1 fees will be invoiced at the beginning of the kinder year.

I have read and understood the Thornbury Kindergarten [Fees Policy](#) and agree to pay fees by the due date on the invoice or I will be charged a late fee (unless alternative arrangements have been made with the Fees Officer). If fees are not paid, this could result in the withdrawal of my child's place at the service. I understand that the deposit fee and term fees are non-refundable.

Note: Invoices, receipts and collection of fees will be in accordance with the Thornbury Kindergarten Inc. *Fees Policy*.

ATTACHMENT 5

Fee Payment Agreement

2020

Three-year-old kindergarten program

As part of your electronic enrolment form you will be provided with the following:

Terms and Conditions of Enrolment – Fees

I have read and understood the Thornbury Kindergarten Fees Policy and agree to pay fees by the due date on the invoice or I will be charged a late fee (unless alternative arrangements have been made with the Fees Officer). If fees are not paid, this could result in the withdrawal of my child's place at the service. I understand that the deposit fee and term fees are non-refundable.

The Early Start Kindergarten Fee Subsidy is provided for three-year-old Aboriginal and Torres Strait Islander children and children known to Child Protection. These children may be 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. Please contact the Director for further information.

Note: invoices, receipts and collection of fees will be in accordance with the Thornbury Kindergarten Inc. *Fees Policy*.

ATTACHMENT 6

Fee Invoicing Schedule 2020

Term 1 2020

\$50 kindergarten fee deposit (holding fee)

To be distributed in enrolment packs: at Annual General Meeting - 19 November 2019

HCC holders do not need to pay \$50 holding fee if they show their HCC to the Director or Fees Officer by the due date.

Due Date: 3 December 2019

Term 1 fee invoices to be emailed on: Monday 13 January 2020

This will include \$50 refundable working bee levy. \$50 holding deposit will be applied against this invoice.

Due Date: Tuesday 28 January 2020

Term 2 2020

To be emailed on: Tuesday 10 March 2020

Due Date: Monday 30 March 2020

Term 3 2020

To be emailed on: Tuesday 9 June 2020

Due Date: Friday 26 June 2020

Term 4 2020

To be emailed on: Monday 31 August 2020

Due Date: Friday 18 September 2020