



ELC FEES POLICY

1 PURPOSE

This policy will provide clear guidelines for:

- the setting, payment and collection of fees
- ensuring the viability of Minaret College ELC, by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by Minaret College ELC.

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 Minaret ELC

This policy should be read in conjunction with the Minaret College School Fees Policy.

3 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*
- considering any issues regarding fees that may be a barrier to families enrolling at Minaret ELC 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
- providing all parents/guardians with fee information
- providing all parents/guardians with a statement of fees and charges
- 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 Policy* regarding financial and other information received, including in relation to the payment/non-payment of fees

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*
- 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*
- highlighting any issues regarding fees that may be a barrier to families enrolling at Minaret ELC and communicating those barriers to the Approved provider wherever possible
- 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, ensuring that the *Fees Policy* is readily accessible at the service
- maintaining all relevant information and maintaining relevant documents regarding those with entitlement to concessions, where applicable
- complying with the service's *Privacy Policy* regarding financial and other information received, including in relation to the payment/non-payment of fees.

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:

- complying with the Minaret College Fee Policy and Payment Schedule
- 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.

4 ELC FEES STRUCTURE AND MANAGEMENT

- Minaret College ELCs operate 5 days, Monday to Friday, from 8:15am-3:45pm, school days only.
- Minaret College Finance Department will be invoicing parents on a termly basis.
- Acceptable payments include Cash, EFT and Direct Debit.
- A 50% concession is available to all eligible families with a valid Health care card/Pensioners card /Veteran's affairs gold card/Asylum seekers bridging visa, provided the child will reach 4 years by 30th of April of the prospective year.
- Fees are to be paid in full for all days the child is enrolled (including any days absent), except where a valid certificate is provided for a prolonged absence (eg. medical treatment).
- Families taking annual leave might be entitled to a holiday discount, provided a four weeks' notice in writing is given of intended dates of absence

- Late collection charge – late collection fees will be charged when parents are late collecting their child. In normal circumstances, we give 5 minutes extra time up till 3.50pm and after that we charge one dollar per minute.
- All new enrolments will be billed for the full term unless the child starts Kinder on or after week 5. On the event that a child starts on or after week5, the family will receive a 50% discount on their kinder fees.
- Non payment of kinder fees for a prolonged period of time may result in the college engaging the service of a professional debt collection agency, which may affect the parent's/carer's credit ratings.

5 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

Approved Provider PR-00002074
Early Learning Centres: Officer (SE-00011878) and Springvale (SE-40013883)

DOCUMENT CONTROL

Doc ID: POL-ELC-016
Version 1.2
Reviewed: March 2022
Approved: November 2018