



Boondall Kindergarten Fee Policy



Boondall Kindergarten is committed to providing families with clear and transparent information about the fees we charge and how we administer those fees.

When you enrol your child at Boondall Kindergarten you enter into a fee agreement with us. The Summary of Fees Payable table (located at the end of this policy) lists the fees that we charge.

Enrolment Fees

Enrolment at Boondall Kindergarten will not be confirmed unless the enrolment fee is paid in full by the due date specified on the enrolment offer (or as per approved payment plan terms). An enrolment offer may also be cancelled if documentation required to complete the enrolment process is not completed by the due date.

Refund of Enrolment Fees

In the event that a child does not attend the enrolment year or withdraws an enrolment, the enrolment fee shall be forfeit. An application may be made (in writing) to the Executive Committee for consideration on waiving the forfeit for special circumstances. The Executive Committee's decision will be final.

Government Fee Subsidies (including FREE Kindy)

From 2024 eligible-age Queensland children are entitled to attend for 15 hours per week (40 weeks of the year) for FREE. To be eligible for FREE Kindy:

- Your child must be of eligible age (turning 4 by 30 June 2024).
- Only one centre can claim the funding subsidy for your child for FREE Kindy. If your child is enrolled in another kindergarten program (eg childcare or another kindergarten) while they are enrolled at Boondall Kindergarten, you will need to choose which centre you would like the funding applied to. If you do not nominate Boondall Kindergarten, we ask that you discuss this prior to enrolment acceptance as additional conditions & charges will apply.

GROUP 1 – Extended hours Kindergarten Group. Children attend for 17.25 hours per week. This means that 15 hours of care will be funded under the FREE Kindy model and families will be charged for the extended hours program via a per Term invoice.

GROUP 2 – Free Kindergarten Group. Children attend for 15 hours per week. Eligible children will attend for FREE.

Boondall Kindergarten must follow Government regulations for applying subsidies/ support.

Parent/Guardian Responsibilities

- provide us with all documentation necessary to verify your subsidy/support entitlement (eg proof of birth, immigration/visa information)
- provide us with documentation to support any applications for subsidies/support that Boondall Kindergarten makes on your behalf within seven days of request.
- notify us if there are any changes to your entitlement to receive a subsidy/support.
- pay full fees pending the outcome of any assessment for subsidy/support.

You may be charged full fees if:

- you are not eligible for a subsidy/support.
- you do not provide Boondall Kindergarten with the necessary information to apply subsidies (eg proof of birth, immigration/visa information).
- you are no longer eligible for a subsidy/support.
- you have claimed kindergarten funding at more than one centre
- a subsidy/support to which you were entitled is later withdrawn, even if this takes place after your child's enrolment with us has ended

If you pay full fees and later provide Boondall Kindergarten with information sufficient for us to claim any relevant subsidies/support, within the required timeframes, such subsidy/support amounts will be applied to your account.

Boondall Kindergarten's Responsibilities

Boondall Kindergarten will:

- provide general information to inform you about available subsidies/support on enrolment.
- administer Government funding, based on the information you provide.
- apply any subsidies/support received by us on your behalf to your account in accordance with Government regulations.

Changes to subsidies/support

Fee subsidies/support are subject to change by the Government and Boondall Kindergarten will apply any changes to your account. If the subsidy/support changes, the amount you pay may change.

The Government may make changes to your subsidy/support entitlement at any time. The changes may apply to the subsidies/support you received, even after you have cancelled your enrolment and left Boondall Kindergarten. This may result in Boondall Kindergarten owing you a refund or you owing additional fees to Boondall Kindergarten.

Term Fees

Term fees will be invoiced per term and are due in full by the due date unless you have entered into an agreement to pay fees weekly/fortnightly/monthly. Term fees will be sent to the email address nominated by the parent/guardian via the Xap enrolment system.

Term fees are usually sent out in the first week of Term and are due by the end of week three of each term.

Term fees can be paid by:

1. Direct debit via internet banking to the kindergarten bank account
2. Over the counter at a Bank of Qld branch to the kindergarten bank account
Bank account details will be recorded on the term invoice & are also available from the Finance Administrator. Please use your child's full name and invoice number as reference.
3. Via Quickpay/Paychoice (options included direct debit & credit card). This system is managed via the Xap enrolment system and details such as bank account details can be updated via this login. A payment plan of weekly/fortnightly/monthly payments can be created using this system. *There are charges associated with this option which are charged by the provider and families should ensure they are aware of these fees before using this payment option.*

Any payment plan options (eg weekly/fortnightly/monthly) shall be completed by week 8 of Term 4 unless approval has been granted from the Finance Administrator to extend beyond this date.

Fees are payable for days on which public holidays fall and your child is enrolled in care for that day on a term basis. Fees are payable for pupil free days applicable as per the kindergarten calendar.

Boondall Kindergarten will, at its discretion, consider alternative payment options. Immediately contact the Finance Administrator if you cannot pay your fees by the due date.

You will be charged all applicable fees until you cancel the enrolment in accordance with this Policy.

For partial enrolment during a term, Fees shall be pro-rata based on the number of days enrolled over the number of kindergarten days in the kindergarten term.

Overdue Payment of Fees

Fees are considered overdue if not paid by 5.00pm on the due date.

An overdue fee and interest at commercial bank overdraft rates will, at Boondall Kindergarten's discretion, be charged on overdue accounts.

Recovery of Outstanding Fees

Boondall Kindergarten will act in its discretion to recover any outstanding fees and we may:

- enter into a payment plan with you
- refer the recovery of outstanding fees to a debt collection agency (the cost Boondall Kindergarten incurs to recover outstanding fees will be added to the amount of outstanding fees)
- bring legal action against you
- take any other appropriate and reasonable action.

Any such action may negatively impact your credit rating. Boondall Kindergarten will comply with consumer protection laws and with the guidelines of the Australian Competition and Consumer Commission (ACCC) and the Australian Securities and Investment Commission (ASIC).

Suspending or Cancelling Enrolment for Outstanding Fees

If you have unpaid fees owing at the conclusion of a kindergarten term. Boondall Kindergarten may:

- suspend your child's enrolment, unless we agree to special payment arrangements (eg a payment plan)
- continue to charge fees while your child's enrolment is suspended, for a maximum period of seven calendar days
- cancel your child's enrolment after the suspension period if the outstanding fees remain unpaid or if you do not adhere to the agreed terms of a payment plan
- continue action to recover any outstanding fees.

Cancelled enrolments will be offered to the next child on the wait list. It is at Boondall Kindergarten's discretion whether you can re-enrol your child. No re-enrolment will be offered until all outstanding fees and charges are paid in full and there is an available place at the Kindergarten.

Cancelling Enrolment for Non-Attendance

Boondall Kindergarten will, cancel your enrolment if:

- your child does not attend continuously for two weeks; and
- you have not communicated with the Kindergarten; and
- Boondall Kindergarten cannot contact you

Cancelling or Ending Your Enrolment

- To minimize the loss of income to the Kindergarten we request that a minimum of **two weeks' written notice** be provided of intention to cancel or end your child's enrolment.
- This notice period applies to all confirmed enrolments, even if your child has not yet started attending the centre.

Fee Refunds

- If at the end of a Kindergarten year (or on cancellation of enrolment) a refund is owed to you the Finance Administrator will contact you for you to nominate bank account details to process a refund.
- Boondall Kindergarten may provide you with the option to donate any refund owing to the Kindergarten Building Fund. You are under no obligation to donate these funds, however, if you do elect to donate funds a tax receipt will be issued and the refund will be deemed to have been made.
- If Boondall Kindergarten has been unable to contact you after 90 days or you have not responded to our requests to provide your bank account details, the refund amount will be retained by Boondall Kindergarten.
- At any time in the future you may contact Boondall Kindergarten, to provide the required bank account details and Boondall Kindergarten will pay any valid refund amount to you (NB: claims older than 5 years will not be considered).
- Boondall Kindergarten will not attempt to contact you to refund amounts under \$2.00

Record Keeping

Boondall Kindergarten will confidentially record all correspondence, conversations and messages with the account holder, for the purpose of maintaining a written record of interactions, actions and credit history.

Changing Fees

In the event that Boondall Kindergarten makes changes to fees, we will provide you with a minimum of 14 days' notice in writing in advance.

References

- *Lady Gowrie Fees and Payment of Fees Policy*
- *Boondall Kindergarten Family Hand Book*

Summary of Fees Payable

Waitlist	Not applicable from 2024
Enrolment	<p>\$100 - one off, on acceptance of enrolment offer.</p> <p>For 2024 enrolments, if the child attends in the year of enrolment & continues enrolment for a minimum of 2 weeks the enrolment fee will be credited to the fee account (if account is NIL a refund will be issued). <i>NB: 2024 Enrolments that commence during the kindergarten year will NOT be required to pay an enrolment fee.</i></p>
Membership Fee	Included in Term Fees charged
Kindergarten Term Fees	<p>Children eligible for subsidy under the FREE Kindergarten model</p> <ul style="list-style-type: none"> 2024 GROUP 1 – Term Fees in addition to funding via the FREE Kindergarten model for extended hours care - \$270 per TERM (\$1,080 per annum) 2024 GROUP 2 – FREE Kindergarten model applies. <p>Non-eligible enrolments in lieu of FREE Kindy funding will incur a minimum kindergarten fee of \$4,800 per annum (pro-rata based on enrolment days). In addition to this minimum kindergarten fee additional fees may be charged to cover all/part of the standard Qld Kindergarten base subsidy per child which will not be received due to the child not being eligible for Qld kindergarten funding.</p>
Public Holidays and Pupil Free Days	Regular fees are payable
Centre Closures (by Government directive or advice)	Fees may be payable subject to Government advice or direction
Absences	Regular fees are payable. This includes your child being absent due to (but not limited to) illness or being excluded due to an infection and / or vaccine preventable illness.
Late Collection of Children	The prescribed late fee is payable and will be added to your account If you exceed your kindergarten collection time you may be charged a flat rate of \$20 for the first 15 minutes plus \$2.50 for every minute thereafter.
Overdue Fees	An overdue fee of \$20 and interest at commercial bank overdraft rates will, at Boondall Kindergarten's discretion, be charged on overdue accounts.
Cancelled or Ended Enrolment	There is no fee to cancel your enrolment. However, Boondall Kindergarten requires a minimum of two weeks' written notice (or 2 weeks paid in lieu) to cancel your enrolment.
Additional expenses	From time to time you may be requested to fund additional expenses or contribute to the Kindergarten, for example participating in a fundraising activity, paying for your child to go on an excursion or purchasing items such as hats, t-shirts, water bottles and photographs. You are not under any obligation to participate in or purchase such items.