

ATTACHMENT 2
Statement of Additional Hours Fees and Charges

2024 Annual Statement of Fees and Contributions

2024	Four-year-old class 19.5 hours per week	Three-year-old class 15 hours per week
15 hrs Free Kinder	\$0	\$0
Gap Fee for Unfunded Hours	\$1,400	\$0
Parent Contribution (voluntary)	\$1,000	\$1,000
Excursions/Events Charge	\$100	\$100
Enrolment Fee	\$100	\$100
Annual	\$2,600	\$1,200

2024 Statement of Fees and Contributions Per Term

2024	Four-year-old class 19.5 hours per week	Three-year-old class 15 hours per week
Deposit	\$300	\$300
Term 1	\$650	\$300
Deposit Refund (upon commencement)	-\$300	-\$300
Term 2	\$650	\$300
Term 3	\$650	\$300
Term 4	\$650	\$300
Annual Fee	\$2,600	\$1,200

Deposit: Parents/guardians are required to pay the deposit on offer of a place. Payment is required by the due date to secure the child's place in the three-year-old kindergarten program. This payment is non-refundable until the child takes up the place at kindergarten. Deposits are refunded after commencement of the child at kindergarten.

4 year old gap fee: 4 year old kindergarten is fully funded up to 15 hours, the gap fee covers the additional 4.5 hours offered as part of the Canterbury Gardens 4 year old kindergarten program. Should you wish for your child not to take up the additional unfunded 4.5hrs the daily core hours will be 830-130pm.

Payment of charges: Invoices will be issued in the last month of the preceding term via email and must be paid by the due date. Please ensure your email address is current. Parents are welcome to pay the full amount upfront at the beginning of the year if they prefer.

Parent Contribution: Canterbury Norwood requests an annual parent contribution from families to compensate for the shortfall between the “Free Kinder” funding and the actual running costs of the kindergarten. This contribution is entirely voluntary. We ask for this contribution to allow us to continue to offer our current program whilst continuing to opt-in to the “Free Kinder” program.

Excursion Charges: A basic charge for annual excursions, events and extras is requested at the beginning of the year, should this amount not be used in full a refund will be provided to families in term 4. We do not wish to exclude children from excursions unnecessarily. Should you be unable to pay this charge due to financial hardship please contact the treasurer directly.

Enrolment Fee: An enrolment fee is charged in Term 1 to cover the administrative costs of processing enrolments. This fee is non-refundable.

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, however children can only commence the program when they have turned three. Please Note: children who have not yet turned three at the commencement of the kinder year are welcome and encouraged to attend the first day scheduled as orientation day.

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 (refer to Fees Policy for Families).

Concession Cards: Exemptions are applied to the parent contributions and excursions fees for concession card holders, contact the Treasurer at Treasurer@canterburygardenskinder.com.au for more details.

Changes to Fees: DET funding and VECTEA pay scales have not been confirmed for 2024. The Committee of Management reserves the right to change the fees if these are significantly outside of budget when posted.

ATTACHMENT 3 Fee Payment Agreement

2024

Four-year-old (funded) kindergarten program

Please complete this form and return to CGK

Fee payment contract

Child's full name: _____

Parent's/guardian's full name: _____

- I/we acknowledge that the four-year-old 15 hours per week (600 hours per year) funded kindergarten program is funded by the state government, with the balance of additional hours over and above coming from fees paid by parents/guardians.
- I/we agree to pay any additional fees for services above the 600 hours by the due date on the invoice.
- I/we acknowledge that agreement in writing is required if my/our child is to attend the fully funded 15 hours only thereby incurring no fees.
- I/we agree to pay fees by the due date on the invoice.
- I/we understand that term fees are non-refundable.
- I/we acknowledge that if fees for additional hours are not paid by the due date, the Committee of Management will implement the late payment of fees procedures, as outlined in the *Fees Policy*, which could result in the withdrawal of my/our child's place at the service.
- I/we agree that if my/our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify the Treasurer to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's Fee information for families, which outlines the procedure for payment of fees.

Signature (parent/guardian)

Date

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



ATTACHMENT 4 Fee Payment Agreement

2024

Unfunded kindergarten program

Please complete this form and return to CGK

Fee payment contract

Child's full name: _____

Parent's/guardian's full name: _____

- I/we acknowledge that my/our child's position in this service is not funded by the state government's per capita or Free Kindergarten funding and that we are required to pay fees to replace the funding normally received for a child attending this service.
- I/we agree to pay fees by the due date on the invoice.
- I/we acknowledge that if fees are not paid by the due date, the Committee of Management will implement the late payment of fees procedures, as outlined in the *Fees Policy* which could result in the withdrawal of my/our child's place at the service.
- I/we understand that term fees are non-refundable.
- I/we agree that if my/our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify the Treasurer to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's Fee information for families, which outlines the procedures for payment of fees.

Signature (parent/guardian)

Date

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

Early Start Kindergarten

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.