

Robert Cochrane Kindergarten Inc



Committed to quality early childhood education  
Since 1911

# FEES POLICY

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## 1. Authorisation

This policy was adopted by the Robert Cochrane Kindergarten Inc. Committee in November 2023.

## 2. Review Date

This policy will be reviewed in 2024.

## 3. Scope

This policy applies to staff, Committee and to parents/guardians whose child/children are attending, or who wish to enrol a child/children at Robert Cochrane Kindergarten.

## 4. Background and Relevant Legislation

### Background

The Department of Education (DE) provides funding for our core 15-hour 4 Year Old program and funding of our 3 Year Old program as a contribution towards the cost of operating the Kindergarten. In addition, as of 2024 DE's Free Kinder program will provide additional funding of \$2563 per student for 15 hour programs for kindergartens who opt in (with funding prorated for shorter programs).

Based on previous consultation with the parent community, the Committee of Management has made the decision to opt-in to the Free Kinder program. The ongoing viability of opting into the Free Kinder program is dependent on the community continuing to be willing to pay a voluntary donation to cover the gap between the government funding provided and the actual operating costs of the Kindergarten in order to maintain the level of educational service offered by the Kindergarten (see Appendix 1 for donation amount).

Costs associated with additional hours delivered above a 15 hour program are to be covered by fees. In the case of the 4 Year Old program, additional hours are provided from 2:00pm – 3:00pm for each 4 Year Old program session, and fees apply for these additional hours (see Appendix 1 for fees for additional hours).

The Kindergarten itself is responsible for all operational costs. The fees ensure the kindergarten remains viable and able to cover its operational costs that are not fully covered by the government funding.

Parents/guardians need to be aware that kindergartens rely on prompt payment of fees to meet all the additional costs incurred by the Kindergarten in the delivery of the children's program. Parents/guardians must pay fees; the Kindergarten has the discretion to withdraw service for non-payment of fees.

DE requires that a fees policy be developed by each service that is receiving funding to provide a kindergarten program. Reference to this requirement may be found in the DE Kindergarten Funding Guide.

### Legislation and standards

Relevant legislation and standards include but are not limited to:

- Charter of Human Rights and Responsibilities 2006 (Vic), as amended 2011
- Child Wellbeing and Safety Act 2005 (Vic), as amended 2012
- 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

## 5. Definitions

**Approved child care:** Approved child care services are services that have Australian Government approval to receive the Child Care Subsidy (refer to Definitions) on behalf of eligible parents. Approved child care includes centre based day care, including long day care and occasional care, family day care, outside school hours care and in home care. Details are available at <https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook>

**[Note: RCK is not classified as an 'Approved child care' provider.]**

**Boroondara Kindergarten Central Enrolments Scheme (BKCES):** The City of Boroondara Council managed Central Enrolment Scheme.

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**Child Care Subsidy (CCS):** A Commonwealth Government means tested subsidy to assist eligible families with the cost of child care. From 2 July 2018, under the New Child Care Package, a service that primarily provides an early educational program to children in the year that is two years before Grade 1 of school (such as a preschool or kindergarten), then this program will not attract the new subsidy. Further information can be found at <https://www.education.gov.au/early-childhood/child-care-subsidy>

**[Note: RCK is categorized as a sessional kindergarten program and therefore the Child Care Subsidy cannot be claimed.]**

**Committee:** The Committee of Management of Robert Cochrane Kindergarten (RCK).

**Department (DE):** The Department of Education.

**Early Start Kindergarten (ESK):** 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 a qualified, registered, early childhood teacher for up to 15 hours. Details are available at [www.education.vic.gov.au](http://www.education.vic.gov.au)

**Enrolment Application Fee:** A payment made to Boroondara Kindergarten Central Enrolment Scheme (BKCES), to accompany the enrolment application of a child for a place in a program at the Kindergarten.

**Fees:** A charge for program hours over and above the 15 funded hours per week (600 per year).

**Free Kinder:** A Victorian Government initiative providing free kindergarten programs for four-year-old and three-year-old children in funded services.

**Health Care Card:** A Commonwealth Government entitlement providing concessions for low-income earners and other eligible people. Details are available at [www.humanservices.gov.au](http://www.humanservices.gov.au)

**Kindergarten:** Robert Cochrane Kindergarten Inc.

**Nominated Officer:** The Committee of Management or staff member given authority by the Committee to deal with late payment of fees. In most instances this will be the Robert Cochrane Kindergarten Administrative Co-ordinator, or in special circumstances, the RCK President or Treasurer.

**Voluntary parent/guardian payment/donation:** A voluntary payment/donation for items not directly related to the provision of the children's program. Explicit and written agreement from a parent is required for any voluntary payments/donations. This voluntary payment/donation is not associated with enrolment and subsequently non-refundable if a child's/children's attendance at the kinder changes during the year.

## 6. Policy Statement

### Values

This Kindergarten is committed to:

- Providing responsible financial management of the Kindergarten, which includes setting fees that will result in a financially viable kindergarten and keeping user fees at the lowest possible level.
- Providing a fair and manageable system for dealing with the failure to pay fees, and/or inability to pay outstanding debts.
- Maintaining confidentiality in relation to the financial circumstances of parents/guardians.
- Advising users of the Kindergarten about how kindergartens are funded and that they are reliant on parent fees to operate the Kindergarten.
- Complying with all legislative requirements.

### Purpose

To provide a clear set of guidelines for the setting, payment and collection of fees, which ensure the viability of the Kindergarten and the equitable and non-discriminatory application of fees across the programs provided.

## 7. Procedures

### 7.1. Setting fees

The Committee will set fees for the programs each year, taking into consideration:

- The financial viability of the service
- The level of government funding provided

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- The fees charged by similar services in the area
  - The level of Government funding provided
  - Requirements of *The Kindergarten Funding Guide* (Department of Education) available from the DE website: [www.education.vic.gov.au](http://www.education.vic.gov.au)

The Committee may review and change the fees during the year if the financial viability of the individual programs or the Kindergarten is at risk, or to meet the rising costs of running the sessional or Extended Hours programs.

Parents/guardians will be advised of the fees for each program. Details of the current year's fees are set out in the Fee Schedule at Appendix 1.

## **7.2. Early Start Kindergarten eligibility:**

Early Start Kindergarten provides free, or low cost, kindergarten to eligible three year old children where programs are led by a qualified, registered, early childhood teacher. Eligible children must be at least three years old by 30 April in the year they will be attending kindergarten, and:

- Are known to Child Protection (or been referred to Child FIRST), or
- Are Aboriginal and/or Torres Strait Islander.

These children can also access free year-before-school kindergarten through an extension grant regardless of whether they have accessed ESK in the previous year.

## **7.3. Payment of account**

Fees are calculated annually and for each year fees are paid in advance in four instalments (Term 1, Term 2, Term 3 and Term 4). Families are required to pay all four terms' fees for each year of kindergarten attended. A child cannot start a kindergarten program or move from a 3 Year Old program to a 4 Year Old program until all previous fees are paid.

All Invoices are generated and sent directly to families via e-mail by an RCK appointed Independent Bookkeeper. The Administrative Co-ordinator is the point of contact for all fee related enquiries. Term 1 fees will be invoiced in October prior to the new kindergarten year. Where possible, the fees for the following terms will be issued 3 weeks before the end of the current term.

The fees must be paid by the date indicated on the invoice, usually two weeks from the date of issue. Each invoice will be accompanied by payment instructions.

Fees are required to be paid in order to maintain a kindergarten place, even if the child is absent for any reason, including holidays and illness. Please refer to Clauses 7.4 and 7.12.

If parents/guardians are experiencing financial hardship, they should contact the Administrative Co-ordinator who will confer with the Committee to discuss payment options.

Requests for receipts, must be made in writing (via e-mail) once the payment has been made to the Administrative Co-ordinator at [rck.fees@kindergarten.vic.gov.au](mailto:rck.fees@kindergarten.vic.gov.au). Please note under the New Child Care Package students attending RCK are not eligible to claim the Child Care Subsidy.

## **7.4. Child Absence in Three and Four Year Old Kindergarten programs**

The expectation is that a child is to attend the full program. Any absences occurring on a continuous basis or for more than four consecutive weeks (two weeks at the end of one term and two weeks at the start of another is deemed to be more than four consecutive weeks) must be put in writing to the Administrative Co-ordinator. The family must outline the reasons for the absence and an expected return date. The request will then be put to the Committee for their approval. If approval is granted, the family commits to returning on the indicated return date and to payment of fees for each remaining term. Special circumstances will be assessed by the Committee.

Full term fees must continue to be paid during periods of absence or the place will be deemed forfeited. Families whose fees are in arrears at the start of an absence, or who do not pay fees during their absence, will be deemed to have forfeited their place, and the Committee will inform BKCES. Special circumstances will be assessed by the Committee.

Fees owing from 3 Year Old kindergarten are carried forward to 4 Year Old kindergarten and all arrears are payable before a family can commence a new program.

## **7.5. Three Year Old Kindergarten funding**

In 2024 Three Year Old kindergarten will be subsidised by the Department of Education (DE) to support children to

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access a high quality kindergarten program for an additional year before they start school. It should be noted that the current level of funding contributes to, but does not fully cover, the cost of delivering the RCK 3 Year Old program. A voluntary donation will be sought from parents to cover these costs. A child registered as attending 3 Year Old kindergarten at RCK can only be funded for a kindergarten place at one service at any one time i.e. that child cannot participate in another funded kindergarten program whilst registered at RCK. The Kindergarten will claim funding in the year a child is enrolled to attend a funded program at RCK, and parents/guardians will be asked to sign a Funded Kindergarten confirmation letter supplied upon enrolment confirming this. If your child will be attending another children's service that offers a funded kindergarten program, you must tell that service we are claiming the government funding for your child. We require all families requesting an absence to confirm in writing that they will not be accessing a funded kindergarten program elsewhere whilst registered at RCK. If families wish to attend a funded kindergarten program elsewhere, they are required to notify the Administrative Co-ordinator immediately.

### 7.6. Four Year Old Kindergarten funding

Four Year Old kindergarten is subsidised by the Department of Education (DE) 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. Fees will be charged to parents on a per term basis to cover the additional hours over and above the government funded 15 hour program, and a voluntary donation will be sought to cover the gap between government funding for the cost of delivering the 15 hour program. A child registered as attending 4 Year Old kindergarten at RCK can only be funded for a kindergarten place at one service at any one time i.e. that child cannot participate in another funded kindergarten program whilst registered at RCK. The Kindergarten will claim funding in the year a child is enrolled to attend a funded program at RCK, and parents/guardians will be asked to sign a Funded Kindergarten confirmation letter supplied upon enrolment confirming this. If your child will be attending another children's service that offers a funded kindergarten program, you must tell that service we are claiming the government funding for your child. We require all families requesting an absence to confirm in writing that they will not be accessing a funded kindergarten program elsewhere whilst registered at RCK. If families wish to attend a funded kindergarten program elsewhere, they are required to notify the Administrative Co-ordinator immediately.

### 7.7. Late Starts for Three and Four Year Old program

For the 3 Year Old kindergarten program full payment from the first day of term 1 is required if a place is to be reserved for a child. **Children can only commence the program when they have turned three.** Where a family has accepted a 3 Year Old place at RCK before the commencement of term 1, but is starting the child late because of not turning three until after the start of the kindergarten year and April 30<sup>th</sup>, the term 1 fee will be calculated on a pro-rata basis based on the number of weeks from date of eligibility to attend and weeks remaining in the term (i.e. from the date of the child's birthday until the end of term 1).

For the 4 Year Old kindergarten program full payment from the first day of term 1 is required if a place is to be reserved for a child.

A child who has accepted a place at RCK before the commencement of the term but is starting at the Kindergarten late because of absence for holiday or any other reason must pay the full fees in advance.

### 7.8. Late Enrolments

If a child is enrolled after the start of the kindergarten year, the first instalment of fees must be received by the Kindergarten before the child can commence at the service.

If a child is commencing at the Kindergarten in the middle of a term, the appropriate pro-rata term fee must be paid prior to commencement. In this instance the pro-rata fee will be calculated from the period commencing no more than five business days from the date of acceptance of the place through the Boroondara Kindergarten Central Enrolment Scheme (BKCES).

### 7.9. Method of payment

Fees will be invoiced to parents/guardians directly and must be paid by the date indicated on the invoice. Details of payment will be specified on the invoice. The first term's fees must be received in full prior to the child commencing at the service.

Payments are to be made by internet transfer (or by cheque with prior notice to the Administrative Co-ordinator). Bank charges for any dishonoured cheque shall be paid by the parent/guardian.

Extended Hours sessions are charged on a per term basis. If your child/children commence the Extended Hours program part way through the term, the cost will be pro-rated for the remaining weeks in the term.

### 7.10. Late payment of fees procedure

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Term 1 fees must be paid in full by the due date to secure a child's place, **and are non-refundable**. Failure to pay term 1 fees by the due date will lead to the place being offered to another child. The Committee will assess any special circumstances.

If a family is having financial difficulty regarding the payment of the fees at any time, the Nominated Officer, in conjunction with the Committee, will discuss with the family whether assistance is needed by way of alternative payment options. This matter will be dealt with in the strictest confidence and on an individual basis.

In respect of fees for terms 2, 3 and 4, if fees are not paid by the due date the Nominated Officer will:

**Step 1** Issue a written reminder via email stating fees are overdue, giving five working days for payment.

**Step 2** If fees are still not paid, a follow up email with a re-issue of the fees invoice including a late fee penalty on a per week basis will be issued. (The issuing of a late fee penalty, depending on the circumstances, is at the discretion of the Nominated Officer). The current late fees penalty is \$10 per week.

**Step 3** If payment is still not forthcoming, or a satisfactory alternative payment arrangement is not agreed between the Nominated Officer and the family, kindergarten services will be withdrawn and parents officially advised in writing. Normal application procedures will need to be made for re-enrolment. Arrears from one kindergarten program (e.g. 3 Year Old) must be paid before commencing another program (e.g. 4 Year Old). Failure to do so will lead to forfeiture of the kindergarten place and the Committee will inform BKCES of forfeiture.

### 7.11. Debt recovery

The Committee reserves the right to take action to recover debts owing to the Kindergarten.

Where a family owes money to the Kindergarten, no further placements in programs will be provided to any child in the family (per BKCES policy), until all outstanding monies are paid or a payment plan is agreed to by both parties.

### 7.12. Refund of fees

#### Sessional program

There will be no refund of fees if the program is unable to operate when the qualified staff member is absent and the Committee cannot obtain a qualified reliever or when special circumstances exist (e.g. staff professional development).

Refunds will not be given for any child's absence (family holiday, illness etc). Special circumstances will be assessed by the Committee.

There will be no refund of fees due to the closure of the Kindergarten 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.

Parents are required to advise the Administrative Co-ordinator, in writing, of the withdrawal of a child from a program. Notice of withdrawal must also be given to BKCES. Fees will continue to apply in full until cancellation of their child's enrolment is received by both the Kindergarten and BKCES.

#### ***Withdrawals before the commencement of Term 1***

A full term's fee for the sessional program will be paid in advance for places booked (except for children who turn three during term 1. Refer to Clause 7.7). Payment will secure a child's place in the applicable kinder program, and term 1 fees are non-refundable.

Exceptional circumstances will be considered by the Committee. Applications must be in writing and must clearly outline the reasons why the child did not commence at the Kindergarten. Should the Committee agree to a refund of the term 1 fees, the withdrawal fee of \$300 will apply.

#### ***Withdrawals during Terms 1, 2 and 3***

If a child is withdrawn during terms 1, 2 or 3, the full term's sessional fee is still payable, unless special circumstances exist (which the Committee will assess). Written notice of departure is required to the Administrative Co-ordinator. If special circumstances are found by the Committee to exist, a refund will be paid, based on the proportion of the term that the child attended, plus a \$300 withdrawal fee. Refunds will be considered if the place in the program is subsequently filled by another child. In this case, the refund will be calculated on a pro-rata basis determined by the start date of the child that has filled the place in the program, with the minimum fee being \$300 (withdrawal fee).

#### ***Term 4 Withdrawals***

To be eligible for a refund, any family wishing to withdraw from RCK in term 4 must notify the Administrative Co-ordinator in writing at least two weeks before the end of term 3, and the \$300 withdrawal fee will apply. If notice is

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received later than two weeks before the end of term 3, fees are payable for term 4 unless the place is subsequently filled, and will be calculated on a pro-rata basis determined by the start date of the child that has filled the place in the program, with the minimum fee being \$300 (withdrawal fee). Special circumstances will be considered by the Committee once written notification is received.

### Extended Hours program

An optional Extended Hours program will operate between 3.00pm and 5.00pm on Monday, Tuesdays, Thursdays and Fridays during term time, subject to demand.

The Committee of Management will consider operating the Extended Hours program on Wednesdays in 2024, subject to demand.

A full term's fee for Extended Hours sessions must be paid in advance for places booked. These fees are non-refundable, unless special circumstances exist (which the Committee will assess).

If the Extended Hours fees from a previous term are not paid, a child cannot commence any Extended Hours sessions the following term.

Once Extended Hours program places have been allocated, it is assumed the place/s will be taken for the entire year, or remainder of the kindergarten year. There must be a minimum of four weeks' written notice to the Administrative Co-ordinator of cancellation of any Extended Hours place/s prior to the end of term, in order to be eligible for a refund of the following term's Extended Hours session fees.

There will be no refund of fees if the program is unable to operate when the qualified staff member is absent and the Committee cannot obtain a qualified reliever or when special circumstances exist (e.g. staff professional development). Refunds will not be given for any child's absence (family holiday, illness etc). Special circumstances will be assessed by the Committee.

There will be no refund of fees due to the closure of the Kindergarten 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.

### Allocation of Extended Hours places

Families are to notify their interest in an Extended Hours place when enrolling their child at RCK via BKCES, i.e. before their child commences the 3 or 4 Year Old program. During term 4, Extended Hours places for the following year will be allocated and families advised.

If, after this process, vacancies in the Extended Hours program remain, families may enrol their child at any time by contacting the Enrolment Officer/Administrative Co-ordinator, on a first-in first-served basis.

In the event that Extended Hours places are over-subscribed (i.e. more places are requested than are available), places will be allocated with the intention of providing all families requesting Extended Hours at least one place in the program (i.e. currently either a Monday, Tuesday, Thursday or Friday).

All families that registered interest in the Extended Hours program will be asked to nominate their preference (currently one day for 3 Year Old program, one or two or three days for 4 Year Old program). Where first preferences exceed the places available, places will be allocated using a points system with reference to the following criteria:

Criteria	Points
Past or present member of the core RCK Committee of Management (excludes Co-ordinators roles – non-sitting/voting)	4
Fully paid up (donation and full program, if applicable)	3
The child is currently enrolled in the 3 Year Old program at RCK	3
Two or more siblings enrolled at RCK will attend the Extended Hours program	3
Application for Extended Hours was made via BKCES by June of the preceding year (e.g. for 2024 places by June 2023 deadline)	2
Sibling has attended RCK	2



In the event that all criteria are equal, positions shall be determined by computer generated ballot.

In the event of a dispute in the application of this policy, COM will consider and be the final arbiter of places offered for the Extended Hours program.

A waiting list for each Extended Hours day will be maintained by the Enrolment Officer/Administrative Co-ordinator giving preference to families who missed out on a place when the initial round of offers was made as above. Subsequent requests will be added to the waiting list on a first-in first-served basis.

Where a waiting list exists for an Extended Hours session the Committee will be notified and, subject to demand consider the creation of additional places.

### 7.13. Confidentiality

The Committee of Management will treat as confidential information it receives relating to the parents'/guardians' financial situation and the payment/non-payment of fees.

## 8. Key Responsibilities and Authorities

The **Committee** is responsible for:

- Developing and reviewing this policy.
- Providing a copy of the Fee Policy with the Fee Schedule to all parents/guardians and making the Fees Policy available at the Kindergarten.
- Authorising any changes to the policy.
- Ensuring the policy is implemented.
- Ensuring all fees and levies are collected and receipted (if requested).
- Collecting all relevant information and maintaining relevant documentation regarding those with entitlement to concessions, where applicable.
- Respecting the confidentiality of the information gained from families as part of this policy.

**Parents/guardians** are responsible for:

- The payment of fees in line with this policy.
- Signing a complying with the Funded Kindergarten confirmation letter supplied upon enrolment.

## 9. Sources and Related Policies

- *The Kindergarten Funding Guide* (DE): [www.education.vic.gov.au](http://www.education.vic.gov.au)
- The Kindergarten's Enrolment & Orientation Policy, Complaints and Grievances Policy, Delivery and Collection of Children Policy, Inclusion and Equity Policy, and Privacy and Confidentiality Policy.
- Boroondara Kindergarten Central Enrolment Scheme (BKCES) Enrolment Policy.
- The constitution of Robert Cochrane Kindergarten.

## 10. Evaluation

In order to assess whether the values and purposes of the policy have been achieved the Committee will:

- Assess the effectiveness of the process for the collection of fees.
- If appropriate, conduct a survey in relation to this policy or incorporate relevant questions within the general parent/guardian survey.
- Take into account feedback from staff regarding the policy.
- Monitor the implementation, compliance, complaints and incidents in relation to this policy.
- Revise the policy and procedures as part of the Kindergarten's policy review cycle, or as required.
- Review the number of occasions families/children have been excluded from kindergarten because of non-payment of fees.
- Notify stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk.

## 11. Appendix 1 - Fee Schedule: 3 Year Old (funded) and 4 Year Old (funded) Kindergarten Fees

The following table outlines the fees that will be levied in 2024\*.

	<b>3 Year Old Possums/Koalas 9am-3pm, 2 days p/w  (12 hrs p/w 'free kinder')</b>	<b>4 Year Old Emus/Wombats 9am-2pm, 3 days p/w  (15 hrs p/w 'free kinder')</b>	<b>4 Year Old Emus/Wombats 9am-3pm, 3 days p/w  (15 hrs p/w 'free kinder' and 3 additional hours)</b>	<b>3 and 4 Year Old Extended Hours# 3pm-5pm  Mon, Tues, Thurs, Fri</b>
Term 1 <sup>^</sup>	\$nil	\$nil	\$450	\$ 150** (5 weeks – 3yo) \$ 180** (6 weeks – 4yo)
Term 2	\$nil	\$nil	\$450	\$ 330**
Term 3	\$nil	\$nil	\$450	\$ 300**
Term 4	\$nil	\$nil	\$450	\$ 330**
Voluntary Donation <sup>^</sup>	\$880	\$936	\$936	N/A
<b>Total</b>	<b>\$880</b>	<b>\$936</b>	<b>\$2,736</b>	<b>\$1,110 (3 y/o) / \$1,140 (4 y/o) per session booked</b>

\* Note: all fees are subject to change.

\*\*Note: Extended Hours cost is per afternoon day session (i.e. for term 2, one day \$330, two days \$660 etc; for term 3, one day \$300, two days \$600 etc). Term 1 Extended Hours will commence following the conclusion of orientation sessions.

<sup>^</sup> **Term 1 fees and voluntary donations are non-refundable. Voluntary donations are tax deductible.**

#**Casual bookings** will be available in the Extended Hours program at \$40 per session, and payment will be required to be made on the day of attendance. Casual bookings can only be made at short notice (ie on the day the place is required), and are subject to availability.

### Other Fees

Robert Cochrane Kindergarten does not charge an enrolment security deposit or additional fees for incursions or excursions. However, we reserve the right to charge the following additional fees:

- **Withdrawal Fee:** \$300 – applied to families who withdraw from Robert Cochrane Kindergarten at any time during the kindergarten year. Refund of the remainder of the term's fees is at the discretion of the Committee.
- **Late Payment Fee:** \$10 per week or part thereof – applied to families who do not pay fees by the due date and are issued with a reminder invoice.
- **Late Collection Fee:** The Committee reserves the right to implement a late collection fee when parents/guardians are late in collecting a child from the kindergarten. This applies to the conclusion of the core sessional program (i.e. 3.00pm each day) and the Extended Hours program (i.e. 5.00pm each day that Extended Hours is held). The following fees apply for 2024:
  - A charge of \$30 per child for the first 15 minutes or part thereof after the session ending time; and then
  - A charge of \$10 per child for every 5 minutes thereafter or part thereof.
  - If late collection of a child occurs repeatedly, the Committee reserves the right to remove the child from the relevant program.

Special circumstances will be assessed by the Committee.

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## 12. Appendix 2 - Fee Invoice Timing Schedule: 3 Year Old and 4 Year Old Kindergarten Fees

	INVOICE DATE	DUE DATE
Term 1	16 October 2023	30 October 2023
Term 2	06 March 2024	20 March 2024
Term 3	05 June 2024	19 June 2024
Term 4	28 August 2024	11 September 2024

- The invoice timing dates above are indicative. Actual invoice dates may vary.
- Extended Hours invoicing and due dates do not always align with term fee invoicing.