

Confidentiality of Enrolment records

The approved provider of the Education and Care service must ensure that the information in the child's enrolment record is not divulged or communicated directly or indirectly, to another person other than as prescribed under Regulations 181 and 182 of the Education and Care services National Regulations 2011. This includes, to the extent necessary for the education and care of the child or medical treatment of the child; or where expressly authorised, permitted or required to be given by or under any Act or law; or with the written consent of the person who provided the information.

Privacy Policy Collection Statement

We believe your privacy is important.

We have put in place a Privacy Policy, which illustrates how we will collect, use, disclose, manage and transfer personal information including health information. This policy is available on request.

Our service is, in some of its activities, bound by privacy legislation. If we need to collect health information we are subject to the Health Records Act (Vic). If we have collected information as a service provider to the state government, we are covered by the Information Privacy Act (Vic). Otherwise, for all other transactions involving personal information, we are not covered by privacy legislation, and our Privacy Policy may not apply.

If you are unsure about this, please contact the President/Secretary.

Purpose for which information is collected.

The reasons for which we generally collect personal information are:

Personal information and health information collected in relation to:	Primary purpose for which information will be used
Children and parents/guardians	To enable us to provide for the education and care of the child attending the service and to enable us to manage and administer the services as we are required.
Committee members	For the management of the service by the Committee.
Job applicants, employees, contractors, volunteers and students	To assess and (if necessary) to engage the employees, contractors, volunteers or students, as the case may be; To administer the individual's employment, contracts or placement of students and volunteers.

You should be aware that under relevant privacy legislation, other uses and disclosures of personal information are permitted, as set out in that legislation.

Disclosure of personal information, including health information.

We may disclose some personal information, including health information, held about an individual to:

- 1) Government departments or agencies as part of our legal and funding obligations;
- 2) Local Government in relation to enrolment details for planning purposes;
- 3) Organisations providing services related to employee entitlements and employment;
- 4) Anyone to whom the individual authorises us to disclose information.

Laws that require us to collect specific information.

The Children's Services Regulations 2009, Children's Services Act 1996, Incorporations Act 1981 and employment related laws and agreements require us to collect specific information. Failure to provide the required information could affect:

- 1) A child's enrolment at the service;
- 2) An employee's employment;
- 3) The Committee's ability to function as an incorporated association.

Access to information.

Individuals on whom we hold personal or health information are able to gain access to this information in accordance with applicable legislation. The procedure for doing this is set out in our Privacy Policy, which is available on request.

For information on the Privacy Policy please contact the President or Secretary.

Fee information for families

Alexandra & District Kindergarten 2021

1. Why fees are necessary

The Department of Education and Early Childhood Development (DEECD) provides per capita funding as a contribution toward the costs of providing a four-year-old kindergarten program. Services meet the balance of costs through charging fees and fundraising activities.

DEECD provides a Kindergarten Fee Subsidy (see below) that enables children from eligible families to attend a four-year-old kindergarten program free of charge, or at a minimal cost.

DEECD 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.

Alexandra & District Kindergarten 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 Fee Subsidy – Fees Policy* (details in the *Victorian kindergarten policy, procedures and funding criteria* document available at www.education.vic.gov.au/ecprofessionals/kindergarten/)

Fees set for the year are only reviewed in extraordinary circumstances, for example, if attendance rates fall below the budget 'break even' point.

3. Other charges

Other charges levied by Alexandra & District Kindergarten 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. Families experiencing hardship should also discuss any difficulties with the service.
- **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.

Maintenance Levy: Maintenance levy of \$100 per family (\$25 per term- included in term fees) is charged so we can afford paid labour to complete maintenance tasks. The Maintenance Levy is not intended to be a barrier to participation in our kinder. Families experiencing financial difficulties should discuss this with Sally in the office.

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 DEECD 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 DEECD and enables eligible children to attend kindergarten free of charge or at minimal cost. Eligibility conditions change from time-to-time – contact the service for further information.

Families who may be eligible for the Kindergarten Fee Subsidy (four-year-old programs only) include those who are:

- Health Care Card holders
- Pensioner Concession Card holders
- Department of Veterans' Affairs Gold Card holders
- Temporary Protection/Humanitarian Visas 447, 451, 785 or 786
- Asylum seekers on Bridging Visas A–F
- Refugee and Special Humanitarian Visa 200–217
- Resolution of Status (RoS) visa, Class CD, subclass 851
- Aboriginal or Torres Strait Islander children
- triplets or quadruplets attending a funded kindergarten program in the same year.

Supporting documentation must be sighted by the service on acceptance of a place or on commencement in the program. 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.

6. 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.

Term fees include all incursions within the program ie. Reptile visits, David the music man, Farmer Will and his animals etc.

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. Receipts will be provided for all fee payments.

Parents/guardians experiencing difficulty in paying fees are requested to contact our Administration Officer 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.

7. 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.

8. Refund of fees

If a family becomes eligible for the Kindergarten Fee Subsidy during a term, a full refund of the applicable term fees 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.

9. 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.

Statement of Fees and Charges

Alexandra & District Kindergarten

Fee schedule 2021

Four-year-old (funded) kindergarten

Hours: 15 hours per week

	Fees (\$)
	TBA
Term 1 -Due by January 30th 2021	
Term 2- Due by March 22nd 2021	
Term 3- Due by June 21st 2021	
Term 4- Due by Sept 13 th 2021	
Total	

Payment of fees

Invoices will be issued 4 weeks before the due date. Prompt payment is appreciated.

Kindergarten fee deposit

Parents/guardians are required to pay the fee deposit on offer of a place. 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

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 Fee information for families).



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Dear Parent,

Important information regarding your child's kindergarten year.

The Victorian Government makes funding available to support all children to attend kindergarten in the year before they attend school. The funding, which contributes to the cost of providing the program, is based on the number of children enrolled in the program at the particular kindergarten location.

In 2021, your child will be attending a funded kindergarten program at

ALEXANDRA & DISTRICT KINDERGARTEN

If your child is currently attending another children's service that offers a funded kindergarten program you should draw this to their attention. For government funded purposes, each child can only be funded once at one location.

Yours Sincerely,

Tanya Jones
Early Childhood teacher