



NQS7 Governance and Leadership Policy

Fee Policy

Sessional Kindergarten

Commitment

The Roderick Street Community Kindergarten (RSCK) is committed to providing families with clear and transparent information about the fees we charge and how we administer those fees.

Who is this policy for?

This policy is for families who have a child enrolling in and attending the Roderick Street Community Kindergarten.

From 2024, sessional kindergarten fees for the part-time kindergarten program for eligible aged children in Queensland, accessing an annual provision of 600 hours of kindergarten for 40 weeks made up of 15 hours a week or 30 hours a fortnight, will be fully subsidised under the Queensland Government's [Free Kindy Program](#). You need to provide us with all documentation necessary to verify your entitlement to free kindy.

Under Queensland Kindergarten Funding (QKF) rules, each eligible child is entitled to one 15-hour program per week (This equates to two days per week). Full fees will be charged for children enrolled in more than one kindergarten program and for children that are non-eligible age.

RSCK offers a third, optional and government unfunded day per week and parents will need to pay the fee for this in advance.

Fees

When you enrol your child at RSCK you enter into a fee agreement with us. The Summary of Fees Payable table below lists the fees that RSCK charge.

A fee agreement is confirmed on the date that a confirmation of enrolment email is sent to the email address provided by you in the enrolment booklet.

Once a fee agreement has been entered into there is no cooling off period and a non-refundable enrolment fee (\$50) will be charged. RSCK requires payment of the enrolment fee even if that enrolment is later cancelled and regardless of whether your child has attended or not.

If fees are payable (this includes payment for the third unfunded day, if you have chosen this option), these are made by direct deposit, cash or credit card.

On enrolment you choose the frequency of your payments. **Fees are to be paid two weeks in advance.**

If a whole term's fees are fully paid 2 weeks prior to the commencement of the term, a 5% discount will be applied.

Payment is required for all booked days regardless of whether your child is absent due to sickness or holiday. This includes all public holidays.

The account holder is responsible for paying fees when they fall due.

Our fees include all incursion and excursion costs and a kindergarten bucket hat that the child wears when at the centre.

Invoices

The administration officer will issue invoices for the following term, a minimum of four (4) weeks before the commencement of the term. This gives the family adequate notice to plan and prepare for the payment of fees.

If families choose to pay more than the fee amount required at the time, change will not be given but will be credited to the family's account.



NQS7 Governance and Leadership Policy

Fee Policy

Sessional Kindergarten

Receipts

Receipts for payment will be provided upon request.

Overdue Fees

Fees are to be two (2) weeks in advance at all times.

The administration officer will issue a **Friendly Fee Reminder** letter to any family who is one week late paying their fees. This letter will be approved by the president prior to distribution. If families are having difficulty making fee payments, they should immediately speak with the administration officer who will alert the Director and President and a payment plan may be set up. (Information provided by families will be treated as strictly private and confidential).

In cases of non-payment of fees, where the centre is unable to contact families about the debt or families do not meet the agreed arrangements for repayment of the debt and ongoing payment of fees, the president may immediately suspend or terminate the child's place at the centre. Families will be advised of this action in writing. This action will only affect enrolment in the optional third day and not in the free kindergarten program that the child may also be enrolled in.

Suspending or Cancelling Enrolments for Outstanding Fees

If you have unpaid fees owing RSCK will:

- suspend your child's enrolment unless we agree to special payment arrangements (e.g., a formal 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 without further notice after the suspension period if the outstanding fees remain unpaid or if you do not adhere to the agreed terms of a formal 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 RSCK'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 centre.

Recovery of Outstanding Fees

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

- enter into a formal payment plan with you.
- refer the recovery of outstanding fees to an external debt collection agency.
- bring legal action against you.
- take any other appropriate and reasonable action.

RSCK 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).

If your account is passed on to RSCK's appointed external debt collection agent, only the information that is reasonably necessary to recover the debt will be passed on to them.

Cancelling or Termination of Your Enrolment

Your (Guardians') Responsibilities

You must give C&K **a minimum of two weeks' (14 calendar days) written notice** to cancel or end your child's enrolment.

Written notice may be provided either by:

- by sending an email to roderickstkindy@bigpond.com or;
- by sending a message to your centre via your [Parent Portal](#) account, or;
- by handing or posting a letter to your centre ensuring that this is dated.



NQS7 Governance and Leadership Policy Fee Policy Sessional Kindergarten

NOTE: Notice to end an enrolment provided verbally over the phone or face to face with centre staff is not accepted.

In lieu of two weeks' notice in writing you will be charged for two weeks of routine bookings in accordance with this Policy.

This notice period applies to all confirmed enrolments, even if your child has not yet started attending the centre (for example, if you cancel your child's enrolment a week before they are due to start attending the centre, you will still be charged fees for the second week of the notice period).

You will be required to pay for any routine bookings that fall within the two weeks' (14 calendar days) notice period whether your child attends during that time or not.

The two-week notice period does not apply if:

- the enrolment ends due to a Government Department changing a child's arrangement, (for example, if a child is removed from home by child safety). Supporting evidence of the action taken by the agency will be required.

Record Keeping

RSCK 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

RSCK can adjust fees at our discretion. We will provide you with a minimum of 14 days' notice in writing in advance of changing any fees or payment processes.



NQS7 Governance and Leadership Policy

Fee Policy

Sessional Kindergarten

Summary of Fees Payable

Waitlist	No fee
Enrolment	<ul style="list-style-type: none"> • RSCK's non-refundable enrolment fee is \$50 per child (or family in the case of two or more children from the same family being enrolled at the same time). • Payment of the enrolment fee is due within 14 days of it being charged to your account, even if that enrolment is later cancelled. • The enrolment fee is not transferable from an affiliate kindergarten to a C&K branch kindergarten and vice versa.
Sessional kindergarten Fees for two days per week	<p>Fees are covered by the Queensland Government's Free Kindy Program for one part-time kindergarten program for eligible enrolments who are claiming QKF at a C&K sessional kindergarten.</p> <p>If your child is not eligible for free kindy, fees will be...</p> <ul style="list-style-type: none"> • Calculated and charged per term (you will be provided with an invoice 4 weeks prior to each term..) • Payable a fortnight in advance as selected by you - weekly, fortnightly or per term • Displayed at the centre and available on www.candk.asn.au
Optional Third, Unfunded Kindergarten Day Fees	<p>Fees are: \$600 per term (this equates to \$60 per day)</p> <ul style="list-style-type: none"> • Calculated and charged per term (you will be provided with an invoice 4 weeks prior to each term). • Payable a fortnight in advance as selected by you - weekly, fortnightly or per term • If the entire term's fees are paid a fortnight before the term begins, a 5% discount will be applied equating to a \$30 discount.
Permanent bookings	All kindergarten bookings are permanent, your child is enrolled for the full kindergarten program commencing on the offered start date until the enrolment is cancelled in accordance with this policy.
Public holidays	Regular fees are payable.
Centre closures (at C&K's discretion)	No fees are payable.
Centre closures (by Government directive or advice)	Fees may be payable subject to Government direction or advice.
Absences	Regular fees are payable.
Cancelled or ended enrolment	There is no fee to cancel your enrolment. However, RSCK requires that your fees, including any enrolment fee, have been paid in full and that you provide a minimum of two weeks' (14 calendar days) written notice to cancel your enrolment in accordance with this policy (refer to 'Cancelling or Ending Your Enrolment').
Additional expenses	<p>No mandatory fees or levies are charged after a child starts the kindergarten program.</p> <p>Where an excursion or incursion is offered in support of a kindergarten learning program these costs will be met by RSCK and included in the standard daily fee.</p> <p>From time to time, you may be invited to participate in fundraising activities or social events, e.g. Purchasing items such as t-shirts, raffle tickets, picture plates and photographs. You are not under any obligation to participate or purchase such items.</p>



NQS7 Governance and Leadership Policy Fee Policy Sessional Kindergarten

Glossary of Terms

ACCC	Australian Competition and Consumer Commission
Affiliated Kindergarten	Affiliated kindergartens are operated by a volunteer parent management committee that has a signed agreement with C&K.
ASIC	Australian Securities and Investment Commission
C&K	The Creche and Kindergarten Association Limited
RSCK	The Roderick Street Community Kindergarten Association
CAS	Customer Account Statement
Eligible Age	A child that is at least four years of age by 30 June in the year they commence kindergarten.
Guardian	The parent/guardian and/or court-appointed individual/organisation granted parental responsibility. Includes biological, or as a result of adoption, court order or some other reason.
Parent Portal	The Parent Portal provides authorised guardians with a secure, online account to access individual information relevant to their child/ren, manage documentation and payments, quickly and easily from their computer or mobile device.
QKF	Queensland Kindergarten Funding
Sessional Kindergarten	A centre that provides a part-time educational program for children in the year before Prep. The program is delivered by a qualified early childhood teacher for an annual provision of 600 hours made up of at least 15 hours per week or 30 hours per fortnight for 40 weeks per year. Operate during school hours each school term.