

FEES POLICY

Mandatory – Quality Area 7

PURPOSE

This policy will provide clear guidelines for:

- the setting, payment and collection of fees
- ensuring the viability of Glass Street Kindergarten by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by Glass Street Kindergarten.

POLICY STATEMENT

1. VALUES

Glass Street Kindergarten is committed to:

- providing responsible financial management of the service, including establishing fees that will result in a financially viable service, while keeping user fees at the lowest possible level
- providing a fair and manageable system for dealing with non-payment and/or inability to pay fees/outstanding debts
- ensuring there are no financial barriers for families wishing to access an early childhood program for their child/children
- maintaining confidentiality in relation to the financial circumstances of parents/guardians
- advising users of the service about program funding, including government support and fees to be paid by parents/guardians
- providing equitable access for families eligible for the Kindergarten Fee Subsidy.

2. SCOPE

This policy applies to the Approved Provider, Person with Management and Control, Nominated Supervisor, Person in Day-to-Day Charge, educators and parents/guardians with an enrolled child, or who wish to enrol a child at Glass Street Kindergarten.

3. BACKGROUND AND LEGISLATION

Background

The Department of Education and Training (DET) provides funding for each child who is enrolled and attending a funded kindergarten program in the year before school. Income from other sources, primarily fees, is required to meet all the additional costs incurred by the service in the delivery of the children's program. In addition, the Kindergarten Fee Subsidy (refer to *Definitions*) enables eligible children to attend a funded kindergarten program free of charge in the year before school.

DET also funds Early Start Kindergarten for three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection, to access kindergarten programs as outlined in *The Kindergarten Funding Guide* (refer to *Sources*).

DET requires that funded services have a comprehensive written fees policy, and the content of this policy must be communicated to families. The policy must include a written statement about the fees to be charged, as required under Regulation 168(2)(n), and the payment process. All families must be informed of applicable term and annual fees at the time of enrolment. Services must also advise

eligible families of the Kindergarten Fee Subsidy arrangements. The fees charged must comply with the *Kindergarten Fee Subsidy – Fees Policy* (refer to *Definitions*), and be responsive to the local community and the viability of the service. *The Kindergarten Funding Guide* (refer to *Sources*) outlines the criteria to be covered in the policy.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Charter of Human Rights and Responsibilities 2006* (Vic)
- *Child Wellbeing and Safety Act 2005* (Vic)
- *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

4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Early Start Kindergarten: 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 an early childhood teacher for up to 15 hours per week. Details are available at: www.education.vic.gov.au

Enrolment application fee: A payment to Boroondara City Council to cover administrative costs associated with the processing of a child's enrolment application for a place at the service.

Fees: A charge for a place within a program at the service.

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

Kindergarten Fee Subsidy (KFS): A state government subsidy paid in addition to per capita grants to subsidise the costs of parent fees and enable eligible children to attend a funded kindergarten for 15 hours free of charge (*The Kindergarten Funding Guide* (refer to *Sources*)).

Late collection charge: A charge that may be imposed by the Approved Provider when parents/guardians are late to collect their child/children from the program (refer to Attachment 1 – Fee Information for Families).

Refundable Maintenance Levy: A levy of \$150 per family is to be paid by 31 October in the year before attendance or at commencement if starting after the kindergarten year has started. This levy payment will be refunded to parents/guardians upon active participation in specified activities throughout the year. Eligible concession card holders will not be required to pay this levy. The levy is not intended to be a barrier to participation and families experiencing difficulties should discuss this with the service.

Refundable Volunteer Levy: A Refundable Volunteer Levy system in place that requires payment of a \$350 volunteer levy with Term 3 invoices if a family has not been able to actively volunteer at the kindergarten during Terms 1 and 2. If a family actively volunteers at the kindergarten after the levy has been paid (i.e. during Terms 3 and 4), the \$350 levy will be refunded to families at the end of Term 4. Further details on this levy will be provided in each family's enrolment pack which will be available at the Annual General Meeting.

5. SOURCES AND SERVICE POLICIES

Sources

- *The Kindergarten Funding Guide (Department of Education and Training):* www.education.vic.gov.au
- The constitution of Glass Street Kindergarten

Service policies

- *Complaints and Grievances Policy*
- *Delivery and Collection of Children Policy*
- *Enrolment and Orientation Policy*
- *Excursions and Service Events Policy*
- *Inclusion and Equity Policy*
- *Privacy and Confidentiality Policy*

PROCEDURES

The Approved Provider and Person with Management and Control are responsible for:

- reviewing the current budget to determine fee income requirements
- developing a fee policy that balances the parent's/guardian's capacity to pay, with providing a high-quality program and maintaining service viability
- implementing and reviewing this policy in consultation with parents/guardians, the Nominated Supervisor and staff, and in line with the requirements of DET's *The Kindergarten Funding Guide* (refer to *Sources*)
- considering any issues regarding fees that may be a barrier to families enrolling at Glass Street Kindergarten and removing those barriers wherever possible
- reviewing the effectiveness of the procedures for late payment and support offered
- considering options for payment when affordability is an issue for families
- clearly communicating this policy and payment options to families in a culturally-sensitive way, and in the family's first language where possible
- ensuring that the *Fees Policy* is readily accessible at the service (Regulation 171)
- providing all parents/guardians with fee information (refer to Attachment 1)
- providing all parents/guardians with a statement of fees and charges (refer to samples in Attachments 2 and 3) upon enrolment of their child
- providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 4 and 5)
- ensuring fees are collected and receipted (if requested by a parent/guardian)
- collecting all relevant information and maintaining relevant documentation regarding those with entitlement to concessions, where applicable
- complying with the service's *Privacy and Confidentiality Policy* regarding financial and other information received, including in relation to the payment/non-payment of fees
- notifying parents/guardians a minimum of 14 days of any proposed changes to the fees charged or the way in which the fees are collected (Regulation 172(2)), and ideally providing one term's notice.

The Nominated Supervisor and Person in Day-to-Day Charge is responsible for:

- assisting the Approved Provider in developing this policy, and ensuring that this policy is based on the *Kindergarten Funding Guide* (refer to *Definitions*)

- implementing and reviewing this policy, in consultation with parents/guardians, the Approved Provider and staff, and in line with the requirements of DET's the *Kindergarten Funding Guide* (refer to *Sources*)
- considering any issues regarding fees that may be a barrier to families enrolling at Glass Street Kindergarten and removing those barriers wherever possible
- considering options for payment when affordability is an issue for families
- communicating this policy, the availability of the Kindergarten Fee Subsidy and payment options, to families in a culturally-sensitive way and in the family's first language where possible
- providing all parents/guardians with fee information (refer to Attachment 1)
- providing all parents/guardians with a statement of fees and charges (refer to samples in Attachments 2 and 3) upon enrolment of their child, and ensuring that the *Fees Policy* is readily accessible at the service
- providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 4 and 5)
- collecting all relevant information and maintaining relevant documents regarding those with entitlement to concessions, where applicable
- complying with the service's *Privacy and Confidentiality Policy* regarding financial and other information received, including in relation to the payment/non-payment of fees
- notifying parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected.

All other staff are responsible for:

- informing the Approved Provider of any complaints or concerns that have been raised regarding fees at the service
- referring parents'/guardians' questions in relation to this policy to the Approved Provider.

Parents/guardians are responsible for:

- reading the Glass Street Kindergarten Fee Information for Families (refer to Attachment 1), the Fee Payment Agreement (refer to Attachments 4 and 5) and the Statement of Fees and Charges (refer to Attachments 2 and 3)
- signing and complying with the Fee Payment Agreement (refer to Attachments 4 and 5)
- notifying the Administration Officer if experiencing difficulties with the payment of fees
- providing the required documentation to enable the service to claim the Kindergarten Fee Subsidy for eligible families (refer to Attachment 1 – Fee Information for Families).

EVALUATION

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

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to affordability, flexibility of payment options and procedures for the collection of fees
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- monitor the number of families/children excluded from the service because of their inability to pay fees
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures (Regulation 172(2)) unless a lesser period is necessary because of a risk.

ATTACHMENTS

- Attachment 1: Fee Information for Families
- Attachment 2: Statement of Fees and Charges – Fee schedule – Four-year-old (funded) kindergarten program
- Attachment 3: Statement of Fees and Charges – Fee schedule – Three-year-old kindergarten program
- Attachment 4: Fee Payment Agreement – Four-year-old (funded) kindergarten program
- Attachment 5: Fee Payment Agreement – Three-year-old kindergarten program

AUTHORISATION

This policy was adopted by the Approved Provider of Glass Street Kindergarten on 23 July 2019 (and amended at meeting on 17 September 2019)

REVIEW DATE: JULY 2020

ATTACHMENT 1

Fee Information for Families

Glass Street Kindergarten 2020

1. General information

The Department of Education and Training (DET) provides funding for each child enrolled and attending kindergarten in the year before school as a contribution toward the costs of providing the program. Services meet the balance of costs through charging fees and fundraising activities.

DET provides a Kindergarten Fee Subsidy (see below) that enables children from eligible families to attend a kindergarten program free of charge in the year before school.

DET 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.

Glass Street 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 Funding Guide* (Department of Education and Training) available from the DET website www.education.vic.gov.au

Once fees are set for the year, they will only be reviewed in extraordinary circumstances, for example, if enrolments drop and the service is at risk of not being able to meet its expenses.

3. Other charges

Other charges levied by Glass Street Kindergarten are included on the Statement of Fees and Charges. These include:

Refundable Maintenance Levy: A levy of \$150 per family is due to be paid by 31 October. This levy payment will be refunded to parents/guardians upon active participation for a **minimum of two hours** in scheduled working bees and/or fundraising events such as sausage sizzles or cake stalls.

The following activities do not count towards a refund of the Refundable Maintenance Levy:

- Stay and Play;
- washing towels and tea towels.

To ensure that participation is recorded, parents must ensure that they sign in and out when attending a working bee or fundraising event and include the time of arrival and departure.

If two parents assist with an activity, both parents' contributions will be counted. For example, if two parents attend a sausage sizzle for one hour each, this will count as two hours of activity for the family.

Active committee members who have been on the committee for the whole calendar year are also eligible for a levy refund. Committee members will be required to attend eight or more committee meetings (this includes handover meetings, but does not include the Annual General Meeting) and must also actively undertake committee responsibilities and/or organise social and/or fundraising events. Eligible committee members will not be required to undertake an additional two hours of volunteering activities as detailed previously.

If a family leaves the kindergarten before the end of the year, a refund will only be provided if the criteria for a refund have been met.

This levy will be reimbursed at the end of Term 4 only if all term fees have been paid. To receive reimbursement, families will be asked to provide their bank account details so that the refund can be transferred electronically. If these details are not provided by the due date, a refund will not be issued.

Eligible concession card holders will not be required to pay this levy. In addition, families will not be required to pay this levy if they start at the kindergarten in Term 4.

The levy is not intended to be a barrier to participation and families experiencing difficulties should discuss this with the service.

Refundable Volunteer Levy: Glass Street Kindergarten relies on the active participation of its parent community in order for the service to operate. The kindergarten has a Refundable Volunteer Levy system in place that requires the payment of a \$350 volunteer levy with Term 3 invoices if a family has not been able to actively volunteer at the kindergarten during Terms 1 and 2. If a family actively volunteers at the kindergarten after the levy has been paid (i.e. during Terms 3 and 4), the \$350 levy will be refunded to families at the end of Term 4. Further details on this levy will be provided in to each family at the beginning of the year.

- **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.

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 DET 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 DET and enables eligible children to attend 15 hours of kindergarten free of charge. Eligibility conditions may change from time-to-time and must be checked in the most recent edition of the *Kindergarten Funding Guide* (refer to *Sources*).

Families may be eligible for the Kindergarten Fee Subsidy in the year before school if their child:

- is Aboriginal and/or Torres Strait Islander; or
- holds, or has a parent/guardian who holds, a Humanitarian or refugee Visa; or

- is a multiple birth child (triplets or more); or
- holds, or has a parent who holds, a Commonwealth Health Care Card, Pensioner Concession Card or Veteran's Affairs Card.

Where a child is identified by a parent, carer or legal guardian as an Aboriginal and/or Torres Strait Islander, no verification is required.

In all other instances, supporting documentation should be sighted by the service on acceptance of a place or on commencement in the program, however where there are delays, such as in obtaining health care cards for children in out-of-home care, the delay should not provide a barrier to the child accessing the Kindergarten Fee Subsidy. Families are eligible for the Kindergarten Fee Subsidy for the full term in which their concession is valid.

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.

7. 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.

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 by the due date on the invoice. Receipts will be provided for all fee payments (if requested by a parent/guardian).

Parents/guardians experiencing difficulty in paying fees are requested to contact the kindergarten's 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.

8. Unpaid fees

An automatically generated email will be sent to remind parents of the due date. If fees are not paid by the due date and/or there is no response from the family, a further reminder will be sent by the Administration Officer.

If fees are still not paid and/or there is no response from the family, the Administration Officer will contact the parents/guardian and will discuss a range of support options available to the family, including the establishment of a payment plan, if required.

If fees still remain unpaid, the agreed payment plan is not being adhered to and/or the family has not received an extension, the family will be invited to attend a meeting with the President (or Vice President) and Administration Officer to discuss the range of support options available and/or establish a payment plan (if not already done so). This should occur before the end of Term 2.

Failure to attend the meeting and continued non-payment may result in a letter notifying the parents/guardians that the child's place at the service may be withdrawn unless payment is made in full or payments are made as per the agreed payment plan. The payment plan may need to be modified if the parents/guardians fall behind in their payments. This letter will also include information on a range of support options available for the family.

If non-payment continues, the family will be strongly urged to meet with the President (or Vice President) and Administration Officer. This is to occur mid-Term 4 (i.e. November).

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.

No further enrolments of children from the parents/guardians will be accepted until all outstanding fees have been paid.

A refund of the Maintenance Levy, where eligible, will not be provided until all outstanding fees have been paid.

9. Refund of fees

If a family becomes eligible for the Kindergarten Fee Subsidy during a term, a full refund of the applicable term fees (and levies, where appropriate) will be provided. Reduced fees will still apply for programs offering more than the required minimum 15 hours per week (i.e. for children enrolled in the Wattle group).

If a family withdraws from the kindergarten after paying fees, a refund will only be considered if the place in the program is immediately filled by a child on a waiting list.

In any other case, fees are non-refundable. Exceptional circumstances may apply, but these are at the discretion of the Committee of Management. If a family wishes to request a fee refund, a request must be made in writing to the Committee of Management with exceptional circumstances outlined in this request.

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 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.

10. Children turning three during the year of enrolment

Children can only commence in the three-year-old program when they have turned three years old. They must also turn three before 30 April in the year in which they are to attend. Full payment of Term 1 fees and the Kindergarten Contribution Levy is required if a place is to be reserved.

11. Support services

Families experiencing financial hardship often require access to family support services. Information on these services may be available from the kindergarten service provider or alternatively families may contact the local council.

12. 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.

ATTACHMENT 2

Statement of Fees and Charges

Glass Street Kindergarten

Fee schedule 2020

Four-year-old (funded) kindergarten

Hours: 15.5 hours per week (Bluebell and Kangaroo Paw)

	Fees (\$)	Levy (\$)	Total (\$)	Families Eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Levy (\$)	Total (\$)
Term 1	\$740	\$150	\$890	\$0	\$0	\$0
Term 2	\$740	-	\$740	\$0	\$0	\$0
Term 3	\$740	\$350 (if applicable)	\$1,090	\$0	\$0	\$0
Term 4	\$740	-	\$740	\$0	\$0	\$0
Total	\$2,960	\$500	\$3,460	\$0	\$0	\$0

Payment of fees

An invoice for Term 1 fees will be issued the year prior to attendance, with the due date for payment being Enrolment Day which is generally in late November or early December. Failure to pay Term 1 fees by the due date will result in a child's place being forfeited and given to the next child on the waiting list.

Invoices for Terms 2, 3 and 4 fees will be issued in the previous term and must be paid by the due date. Three weeks' notice to pay will be given.

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 for children attending the Bluebell and Kangaroo Paw groups.

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).

Due Dates for Term Fees

	Term 1	Term 2	Term 3	Term 4
2020	Enrolment Day (Nov/Dec 2019)	20 March 2020	19 June 2020	11 September 2020
2021	Enrolment Day (Nov/Dec 2020)	26 March 2021	18 June 2021	10 September 2021

ATTACHMENT 2

Statement of Fees and Charges

Glass Street Kindergarten

Fee schedule 2020

Four-year-old (funded) kindergarten

Hours: 18.5 hours per week (Wattle)

	Fees (\$)	Levy (\$)	Total (\$)	Families Eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Levy (\$)	Total (\$)
Term 1	\$835	\$150	\$985	\$160	\$0	\$160
Term 2	\$835	-	\$835	\$160	\$0	\$160
Term 3	\$835	\$350 (if applicable)	\$1,185	\$160	\$0	\$160
Term 4	\$835	-	\$835	\$160	\$0	\$160
Total	\$3,340	\$500	\$3,840	\$640	\$0	\$640

Payment of fees

An invoice for Term 1 fees and the Kindergarten Contribution Levy will be issued the year prior to attendance, with the due date for payment being Enrolment Day which is generally in late November or early December. Failure to pay Term 1 fees by the due date will result in a child's place being forfeited and given to the next child on the waiting list.

Invoices for Terms 2, 3 and 4 fees will be issued in the previous term and must be paid by the due date. Three weeks' notice to pay will be given.

Kindergarten Fee Subsidy

Families who are eligible for the Kindergarten Fee Subsidy (refer to Fee Information for Families) will be required to pay \$160 per term for children attending the Wattle group as this program offers more than the minimum legal requirement of 15 hours per week.

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).

Due Dates for Term Fees

	Term 1 and Levy	Term 2	Term 3	Term 4
2020	Enrolment Day (Nov/Dec 2019)	20 March 2020	19 June 2020	11 September 2020
2021	Enrolment Day (Nov/Dec 2020)	26 March 2021	18 June 2021	10 September 2021

ATTACHMENT 3

Statement of Fees and Charges

Glass Street Kindergarten

Fee schedule 2020

Three-year-old (funded) kindergarten

Hours: 6 hours per week

	Fees (\$)	Levy (\$)	Total (\$)
Term 1	\$585	\$150	\$735
Term 2	\$585	-	\$585
Term 3	\$585	\$350 (if applicable)	\$935
Term 4	\$585	-	\$585
Total	\$2,340	\$500	\$2,840

Payment of fees

An invoice for Term 1 fees will be issued the year prior to attendance, with the due date for payment being Enrolment Day which is generally in late November or early December. Failure to pay Term 1 fees by the due date will result in a child's place being forfeited and given to the next child on the waiting list.

Invoices for Terms 2, 3 and 4 fees will be issued in the previous term and must be paid by the due date. Three weeks' notice to pay will be given.

Early Start Kindergarten fee subsidy

Families who are eligible for the Early Start Kindergarten fee subsidy (refer to Fee Information for Families) will not be required to make fee payments.

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. Children can only commence the program when they have turned three and they must turn three by 30 April.

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).

Due Dates for Term Fees

	Term 1 and Levy	Term 2	Term 3	Term 4
2020	Enrolment Day (Nov/Dec 2019)	20 March 2020	19 June 2020	11 September 2020
2021	Enrolment Day (Nov/Dec 2020)	26 March 2021	18 June 2021	10 September 2021

ATTACHMENT 4
Fee Payment Agreement

2020

Four-year-old (funded) kindergarten program

Please complete this form and return to Glass Street Kindergarten by Wednesday, 11 December 2019.

Fee payment contract

Child's full name: _____

Parent's/guardian's full name: _____

- I/we acknowledge that the four-year-old kindergarten program is partly funded by the state government, with the balance of funds coming from fees paid by parents/guardians.
- I/we understand that I/we am/are entitled to obtain the Kindergarten Fee Subsidy if I/we meet one of the criteria. If my/our eligibility lapses, then I/we understand that full payment of fees is required from the beginning of the following term.
- 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 are not paid by the due date, the Committee of Management will implement the late payment of fees procedures, as outlined in the *Fee Information for Families*, which could result in the withdrawal of my/our child's place at the service and no further enrolments until the outstanding fees are paid.
- 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 Administration Officer 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.

Kindergarten Fee Subsidy

Please advise if the child is Aboriginal or Torres Strait Islander *Please tick:* Yes No

Please indicate below which concession you are eligible for – the criteria is outlined on Attachment 1 Section 6.

Concession: _____

Except in the case of an Aboriginal or Torres Strait Islander child, supporting documentation will need to be sighted on commencement at Glass Street Kindergarten by the Administration Officer.

Note: the eligibility of concessions may vary from time-to-time. Up-to-date information can be found in *The Kindergarten Funding Guide* (Department of Education and Training):

www.education.vic.gov.au

Signature (parent/guardian)

Date

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

ATTACHMENT 5
Fee Payment Agreement

2020

Three-year-old kindergarten program

Please complete this form and return to Glass Street Kindergarten by Wednesday, 11 December 2019.

Fee payment contract

Child's full name: _____

Parent's/guardian's full name: _____

- I/we acknowledge that the three-year-old kindergarten is not funded by the state government and that the program cannot operate without receiving fees (the only exception is where a child is eligible for the Early Start Kindergarten fee subsidy – see below).
- 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 Information for Families* which could result in the withdrawal of my/our child's place at the service and no further enrolments being accepted until the outstanding fees are paid.
- 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 Administration Officer 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 Glass Street Kindergarten *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.

Please advise if the child is Aboriginal or Torres Strait Islander *Please tick:* Yes No

Please advise if the child is known to child protection *Please tick:* Yes No