

FEES – FUNDED KINDERGARTEN

QUALITY AREA 7 | ELAA version 1.0



PURPOSE

This policy provides a clear set of 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

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 and/or Early Start Kindergarten.

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge and parents/guardians attending Glass Street Kindergarten.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
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 (<i>refer to Sources</i>)	✓	✓			
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 <i>Fees Policy</i> is readily accessible at the service (<i>Regulation 171</i>)	✓	✓			
Providing all parents/guardians with fee information (<i>refer to Attachment 1</i>)	✓	✓			
Providing all parents/guardians with a statement of fees and charges (<i>refer to samples in Attachments 2 and 3</i>) upon enrolment of their child	✓	✓			
Providing all parents/guardians with a fee payment agreement (<i>refer to samples in Attachments 4 and 5</i>)	✓	✓			
Ensuring fees are collected and receipted	✓	✓			

Collecting all relevant information and maintaining relevant documentation regarding those with entitlement to concessions (<i>refer to Definitions</i>)	✓	✓		✓	
Complying with the service's <i>Privacy and Confidentiality Policy</i> 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 (<i>Regulation 172(2)</i>), and ideally providing one term's notice.	✓	✓			
Addressing any complaints or concerns that have been raised regarding fees at the service in a timely manner	✓	✓			
Reading the Glass Street Kindergarten Fee information for families (<i>refer to Attachment 1</i>), the Fee Payment Agreement (<i>refer to Attachments 4 and 5</i>) and the Statement of Fees and Charges (<i>refer to Attachments 2 and 3</i>)				✓	
Signing and complying with the Fee Payment Agreement (<i>refer to Attachments 4 and 5</i>)				✓	
Notifying the approved provider if experiencing difficulties with the payment of fees				✓	
Providing the required documentation to enable the service to claim the Kindergarten Fee Subsidy and/or Early Start Kindergarten, if eligible (<i>refer to Attachment 1</i>).				✓	
BOLD tick █ indicates legislation requirement					



BACKGROUND AND LEGISLATION

BACKGROUND

The Department of Education and Training (DET) (*refer to Definitions*) provides funding for each child who is enrolled and attending a funded kindergarten program two years 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 two years before school.

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

Regulation 168(2) (n) of Education and Care Services National Regulations 2011 requires that funded kindergarten 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 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 (*refer to Definitions*) and/or or Early Start Kindergarten (*refer to Definitions*) arrangements. The fees charged must comply with the Kindergarten Fee Subsidy requirements (*refer to Definitions*) and/or or Early

Start Kindergarten (*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

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au



DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file of the PolicyWorks catalogue.

Children/families experiencing vulnerability and/or disadvantage (in relation to this policy): children are vulnerable if the capacity of parents and family to effectively care, protect and provide for their long-term development and wellbeing is limited. Some factors which may contribute to a child experiencing vulnerability include: a child with a disability; living in a family with a low income, or one which is experiencing problems with housing, domestic violence, substance abuse, or mental health; known to child protection; in statutory out-of-home care; Aboriginal and/or Torres Strait Islander, having a culturally and linguistically diverse background; having a young or sole parent, or a parent with a disability (adapted from the Kindergarten Funding Guide)

Concession: A Commonwealth Government entitlement providing concessions for low-income earners and other eligible people. This includes one of the following:

- a Commonwealth Health Care Card
- a Commonwealth Pensioner Concession Card
- a Department of Veterans Affairs Gold Card or White Card
- Refugee or Asylum Seeker visa (200-204, 786 or 866)
- Bridging visas for any of the above Refugee or Asylum Seeker visas
- Multiple Births (triplets or more)

Early Start Kindergarten (ESK): Early Start Kindergarten provides eligible children with 15 hours of free or low-cost kindergarten each week led by a qualified Victorian Institute of Teaching (VIT) registered teacher. ESK is available to children who are at least three years old by 30 April in the year they are enrolled to attend the program and are:

- from a refugee or asylum seeker background, or
- Aboriginal and/or Torres Strait Islander, or
- known to child protection.

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

Enrolment fee: A non-refundable fee paid to Boroondara Council when submitting an online enrolment application. High priority families (*refer to Definitions*) **should not be charged** any fees or levies, unless it is for outside the funded hours

ESK extension grants: provides a free or low cost year-before-school kindergarten program for children:

- not eligible for the Kindergarten Fee Subsidy
- who participated in Access to Early Learning in the previous year or are from a refugee or asylum seeker background, or Aboriginal and/or Torres Strait Islander, or known to child protection. A child is not required to access ESK in the previous year to access the ESK extension grant.

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

High priority families: as defined in the Kindergarten Guide this includes:

- children at risk of abuse or neglect, including children in Out-of-Home Care
- Aboriginal and/or Torres Strait Islander children
- asylum seeker and refugee children
- children eligible for the Kindergarten Fee Subsidy
 - A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, or multiple birth children (triplets, quadruplets)
- children with additional needs, defined as children who:
 - require additional assistance in order to fully participate in the kindergarten program
 - require a combination of services which are individually planned
 - have an identified specific disability or developmental delay

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*)

SOURCES AND RELATED POLICIES



SOURCES

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

RELATED POLICIES

- Complaints and Grievances
 - Delivery and Collection of Children
 - Enrolment and Orientation
 - Excursions and Service Events
 - Inclusion and Equity
 - Privacy and Confidentiality
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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
- investigating what measures can be taken to reduce any barriers to access the program, especially for vulnerable and disadvantaged children
- 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
- notifying all 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 ([Regulation 172 \(2\)](#))

ATTACHMENTS



- Attachment 1: Fee information for families
- Attachment 2: Statement of Fees and Charges – 3-year-old kindergarten program
- Attachment 3: Statement of Fees and Charges – 4-year-old kindergarten program
- Attachment 4: Fee Agreement – 3-year-old kindergarten program
- Attachment 5: Fee Agreement – 4-year-old kindergarten program

AUTHORISATION



This policy was adopted by the approved provider of Glass Street Kindergarten on August 2021.

REVIEW DATE: MAY 2022

ATTACHMENT 1. FEE INFORMATION FOR FAMILIES

Glass Street Kindergarten 2022

1. General information

The Department of Education and Training (DET) (*refer to Definitions*) provides funding for each child enrolled and attending kindergarten in the two years 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 two years before school.

DET also provides Early Start Kindergarten funding to assist eligible three-year-old Aboriginal and Torres Strait Islander children, from a refugee or asylum seeker background or 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).

Operation hours	Session Days and Times
2022	Monday (4YO) - 8.30am – 3pm Tuesday (4YO) - 8.30am – 3pm Wednesday (3YO) - 9.30am – 2.30pm Thursday (4YO) - 8.30am – 3pm Friday (3YO) - 9.30am – 2.30pm

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 and Early Start Kindergarten
- 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:

- **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 three-year-old kindergarten and/or four-year-old will be provided to families on enrolment (*refer to Attachment 2 and 3*).

5. Subsidies

5.1 Kindergarten Fee Subsidy

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*).

Your child is eligible for the kindergarten fee subsidy:

- if your child identifies as Aboriginal and/or Torres Strait Islander
- if your child is identified on their birth certificate as being a multiple birth child (triplets or more).

or if your child holds or has a parent or guardian who holds, one of the following:

- a Commonwealth Health Care Card
- a Commonwealth Pensioner Concession Card
- a Department of Veterans Affairs Gold Card or White Card
- Refugee or Asylum Seeker visa (200-204, 786 or 866)
- Bridging visas for any of the above Refugee or Asylum Seeker visas

If your family or child has a humanitarian or refugee visa listed by the Department of Immigration and Border Protection which is not included in the above list, your child may still be eligible for the kindergarten fee subsidy.

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.

5.2 Early Start Kindergarten

Early Start Kindergarten gives eligible children 15 hours of free or low-cost kindergarten a week for two years before starting school.

To be eligible, the child must be three by 30 April in the year they start kindergarten and meet one of the following criteria:

- be from a refugee or asylum seeker background
- identify as Aboriginal or Torres Strait Islander
- your family has had contact with Child Protection.

Children can also access free or low cost Four-Year-Old Kindergarten through the Early Start Kindergarten Extension Grant. 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.

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 by 31 October 2021. 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 upon request for fee payments.

Invoice dates and due dates for 2022 fees are detailed in the table below:

Term	Invoice Issue Date	Fee Due Date
Term 1	Before 8 October 2021	31 October 2021
Term 2	28 March 2022	26 April 2022
Term 3	13 June 2022	11 July 2022
Term 4	29 August 2022	3 October 2022

Parents/guardians experiencing difficulty in paying fees are requested to contact the 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:

- If fees are not paid by the due date, a reminder email with a copy of the invoice will be sent by the Bookkeeper.
- 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.

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. 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.

10. 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 for 2022

Three-year-old kindergarten

Hours: 10 hours per week

	Fees (\$)	Other charges (\$)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Other charges (\$)	Total (\$)
Term 1	\$600	\$0	\$600	\$280	\$0	\$280
Term 2	\$600	\$0	\$600	\$280	\$0	\$280
Term 3	\$600	\$0	\$600	\$280	\$0	\$280
Term 4	\$600	\$0	\$600	\$280	\$0	\$280
Total	\$2,400	\$0	\$2,400	\$1,120	\$0	\$1,120

Payment of fees

Invoices will be issued each term and must be paid by the due date.

Kindergarten fee deposit

A kindergarten fee deposit is not required. However, parents/guardians are required to pay Term 1 fees by 31 October. Payment will secure the child's place in the three-year-old kindergarten program.

Kindergarten Fee Subsidy

Children/families experiencing vulnerability and/or disadvantage (*refer to Definitions*) and families eligible for the Kindergarten Fee Subsidy will be required to pay the subsidised fee amount. Families experiencing hardship should discuss any difficulties with the service.

Early Start Kindergarten

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

Children turning three during the year

Children can only commence the program when they have turned three. Fees to be paid upon commencement.

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*).

ATTACHMENT 3. STATEMENT OF FEES AND CHARGES

Glass Street Kindergarten

Fee schedule for 2022

Four-year-old kindergarten

Hours: 19.5 hours per week

	Fees (\$)	Other charges (\$)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Other charges (\$)	Total (\$)
Term 1	\$995	\$0	\$995	\$229.50	\$0	\$229.50
Term 2	\$995	\$0	\$995	\$229.50	\$0	\$229.50
Term 3	\$995	\$0	\$995	\$229.50	\$0	\$229.50
Term 4	\$995	\$	\$995	\$229.50	\$0	\$229.50
Total	\$3,980	\$0	\$3,980	\$918	\$0	\$918

Payment of fees

Invoices will be issued each term and must be paid by the due date.

Kindergarten fee deposit

A kindergarten fee deposit is not required. However, parents/guardians are required to pay Term 1 fees by 31 October. Payment will secure the child's place in the four-year-old kindergarten program.

Kindergarten Fee Subsidy

Children/families experiencing vulnerability and/or disadvantage (*refer to Definitions*) and families eligible for the Kindergarten Fee Subsidy will be required to pay the subsidised fee amount. Families experiencing hardship should 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 (*refer to Fee information for families*).

ATTACHMENT 4. FEE AGREEMENT - SAMPLE

THREE-YEAR-OLD KINDERGARTEN PROGRAM - 2022

Please complete this form and return to Glass Street Kindergarten

Fee payment contract

Child’s full name: _____

Parent’s/guardian’s full name: _____

- I/we acknowledge that the three-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 understand that I/we am/are entitled to obtain the Early Start Kindergarten if I/we meet one of the criteria (as per 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/Board 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 "[responsible position]" 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.

Early Start Kindergarten

Early Start Kindergarten gives eligible children 15 hours of free or low-cost kindergarten a week for two years before starting school. To be eligible, the child must be three by 30 April in the year they start kindergarten and meet one of the following criteria:

- be from a refugee or asylum seeker background
- identify as Aboriginal or Torres Strait Islander
- your family has had contact with Child Protection.

Please advise if the child is Aboriginal or Torres Strait Islander	<i>Please tick:</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Please advise if the child is known to child protection	<i>Please tick:</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Please advise if the child is a refugee or asylum seeker background	<i>Please tick:</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

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 your teacher or Administration Officer.

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 - SAMPLE

FOUR-YEAR-OLD KINDERGARTEN PROGRAM - 2022

Please complete this form and return to Glass Street Kindergarten

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 [responsible position] 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 are 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 your teacher or Administration Officer.

Signature (parent/guardian): _____ Date: _____

Note: invoices, receipts and collection of fees will be in accordance with the Glass Street Kindergarten [Fees Policy](#)