

## FEES POLICY

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### Mandatory – Quality Area 7

## PURPOSE

This policy will provide clear guidelines for:

- the setting, payment and collection of fees
- ensuring the viability of Gray Court Pre-School, by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by Gray Court Pre-School.

## POLICY STATEMENT

### 1. VALUES

Gray Court Pre-School 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 Gray Court Pre-School.

### 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**. Families eligible for the Kindergarten Fee Subsidy may still be required to pay certain levies.

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*).

Regulation 168(2) (n) of *Education and Care Services National Regulations 2011* 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 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 requirements (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](http://www.education.vic.gov.au)

**Enrolment fee:** A payment to cover administrative costs associated with the processing of an application and to secure a child's place at the service. The enrolment fee is payable on acceptance of enrolment and is retained as part payment of term fees. Families experiencing hardship should discuss any difficulties with the service.

**Excursion/service event charge:** An additional charge required to meet the cost of special events or excursions that occur in response to emerging children's program needs. Affordability and relevance are taken into consideration when decisions are made that require families to pay this charge. Events that are planned ahead and are included as an expenditure item in the service's budget do not incur this additional charge (refer to Excursions and Service Events Policy).

**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](http://www.humanservices.gov.au)

**Incursions/excursions levy:** A charge required to cover the cost of incursions, excursions or special events that are included as part of the program and occur throughout the year where it is considered relevant to the service's program and the children's interests. Affordability and relevance are taken into consideration when decisions are made that require families to pay this charge.

**Kindergarten fee deposit:** The first instalment of term fees, which serves as a deposit to secure a place that has been offered in a program at the service. This first instalment is payable by the Annual General Meeting (AGM) of the year prior to the child's commencement in the program and is non-refundable.

**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*)). Families eligible for the Kindergarten Fee Subsidy may still be required to pay certain levies.

**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*).

**Participation levy (refundable):** A charge to replace some volunteering or fundraising activities. Payment will be refunded to parents/guardians on participation in specified activities, which may include volunteering for working bees, additional maintenance, open days, and filling Committee positions. The levy is not intended to be a barrier to enrolment at Gray Court Pre-School and families experiencing difficulties should discuss this with the service.

**Voluntary parent/guardian contribution:** A voluntary payment for items not directly related to the provision of the children’s program. Attendance at the service is not conditional on this payment.

## 5. SOURCES AND RELATED POLICIES

### Sources

- *The Kindergarten Funding Guide (Department of Education and Training):*  
[www.education.vic.gov.au](http://www.education.vic.gov.au)
- The constitution of Gray Court Pre-School

### 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 Gray Court Pre-School 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

- 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 Gray Court Pre-School 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 Gray Court Pre-School *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 Approved Provider 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 (unfunded) kindergarten program
- Attachment 4: Fee Payment Agreement – Four-year-old (funded) kindergarten program
- Attachment 5: Fee Payment Agreement – Three-year-old (unfunded) kindergarten program

## **AUTHORISATION**

This policy was adopted by the Committee of Management of Gray Court Pre-School on 03/02/2020.

**REVIEW FREQUENCY: 1 YEAR**

**REVIEW DATE: 01/09/2020**

## ATTACHMENT 1

### Fee information for families

#### Gray Court Pre-School 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. Families eligible for the Kindergarten Fee Subsidy may still be required to pay certain levies.

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.

Gray Court Pre-School 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](http://www.education.vic.gov.au)

The Committee of Management will review the fees and other charges each year. As a guide, the Committee of Management may increase fees by approximately 2% each year for the 4-year-old unfunded kindergarten program, however the fee amount may increase or decrease based on the above considerations.

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 Gray Court Pre-School are included on the Statement of Fees and Charges. These include:

- **Enrolment fee:** This payment covers administrative costs associated with the processing of an application and secures a child's place at the service. The enrolment fee is payable on acceptance of enrolment and is retained as part payment on term fees. **Families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the enrolment fee.** Families experiencing hardship should discuss any difficulties with the service.
- **Kindergarten Fee Deposit:** This is the first instalment of term fees, which serves as a deposit to secure a place that has been offered in a program at the service. The first instalment is payable by the Annual General Meeting (AGM) of the year prior to the child's commencement in the program and is non-refundable.

- **Incursions/excursions levy:** This charge is required to cover the cost of incursions, excursions or special events that are included as part of the program and occur throughout the year where it is considered relevant to the service's program and the children's interests. Affordability and relevance are taken into consideration when decisions are made that require families to pay this charge.
- **Excursion/service event charge:** At times throughout the year an additional excursion(s) or event(s) may be arranged where it is considered relevant to the service's program and the children's interests. At this time any additional costs to families are taken into consideration before a decision is made (refer to Excursions and Service Events Policy).
- **Participation levy (refundable):** The participation of parents/guardians is encouraged by the service and can help to keep costs more affordable. As not all families are able to assist at the service, a refundable levy system has been introduced to replace some volunteering or fundraising activities. Payment will be refunded to parents/guardians on participation in specified activities, which may include volunteering for working bees, additional maintenance, open days, Committee positions, etc. Involvement in one such specified activity will result in a \$25 credit while involvement in two or more activities will result in a maximum credit of \$50. The levy is not intended to be a barrier to enrolment at Gray Court Pre-School and families experiencing difficulties should discuss this 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 is set at a level determined by the Committee of Management and is currently \$5 for every 10 minutes, or part thereof, from the conclusion of the child's session.

#### 4. Statement of fees and charges

A statement of fees and charges for the program will be provided to families prior to the Annual General Meeting (AGM) of the year prior to the child's commencement in the program.

#### 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 eligible for the Kindergarten Fee Subsidy may still be required to pay certain levies.

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.

Exclusions and exceptions: Not available for approved child care services in receipt of Commonwealth Child Care 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. 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. Families eligible for the Early Start Kindergarten Fee Subsidy may still be required to pay certain levies. Contact the service for further information.

## **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 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 the Accounts Manager 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**

### **Enrolment Fee**

- If the enrolment fee is not paid within 14 days of the offer of a place in the program, Gray Court Pre-School will contact the parent/guardian to remind them to make payment. If the enrolment fee remains unpaid, the offer of a place will be withdrawn and the vacant position will be offered to the first family on the wait list.

### **Kindergarten Fee Deposit (first fee instalment) 4-year-old program only**

- If the Kindergarten Fee Deposit (first instalment of fees) is not paid by the Annual General Meeting (AGM), Gray Court Pre-School will contact the parent/guardian to remind them to make payment. If the deposit remains unpaid, the enrolment will be withdrawn and the vacant position will be offered to the first family on the wait list. The enrolment fee paid upon acceptance of a place in the program is non-refundable.

### **Term fees**

If subsequent term fees (due Term 1, Term 2 and Term 3) for the 3-year-old or 4-year-old program are not paid by the due date, the following steps will be taken:

- an initial reminder email and/or SMS will be sent to the parent/guardian to request payment of outstanding fees
- if payment is not received within 14 days of the initial reminder email and/or SMS, a 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
- 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, usually within 14 days. 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
- no further enrolments of children from the parents/guardians will be accepted 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 fee deposit, where appropriate) 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.

### **10. Children turning three during the year of enrolment**

Children are eligible for attendance in the three-year-old program providing they turn three by 31<sup>st</sup> January of the year of commencement.

### **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 4YO 2020

### Gray Court Pre-School

### Fee schedule 2020: Four-year-old (funded) kindergarten

Hours: 15 hours per week

INSTALMENT	DUE DATE	FULL FEES & OTHER CHARGES			FAMILIES ELIGIBLE FOR THE KINDERGARTEN FEE SUBSIDY (KFS)		
		TERM FEES	OTHER CHARGES	TOTAL	TERM FEES	OTHER CHARGES	TOTAL
Enrolment	Upon offer of enrolment	Nil	Enrolment Fee (\$50)	\$50	Nil	Enrolment Fee (Nil)	Nil
1 <sup>st</sup> Instalment (Non-refundable deposit)	Due by AGM of the year prior to commencement	\$375	Participation Levy (\$50)	\$440	Nil	Participation Levy (Nil)	Nil
2 <sup>nd</sup> Instalment	Due Term 1	\$375	Part-payment Incursions/Excursions Levy (\$70)	\$400* <i>(*includes \$50 deduction for enrolment fee paid)</i>	Nil	Part-payment Incursions/Excursions Levy \$70	\$70
3 <sup>rd</sup> Instalment	Due Term 2	\$375	Part-payment Incursions/Excursions Levy (\$20)	\$400	Nil	Part-payment Incursions/Excursions Levy \$20	\$20
4 <sup>th</sup> Instalment	Due Term 3	\$375	Balance Incursions/Excursions Levy (\$20)	\$400	Nil	Balance Incursions/Excursions Levy \$20	\$20
<i>No payment due in Term 4</i>							
<b>TOTAL</b>		\$1,500	Enrolment Fee (\$50) Participation Levy (\$50) Incursions/Excursions Levy (\$110)	<b>\$1,660</b>	Nil	Enrolment Fee (Nil) Participation Levy (Nil) Incursions/Excursions Levy (\$110)	<b>\$110</b>

**Payment of fees:** Invoices will be issued approximately 30 days prior to the due date and must be paid by the due date.

**Pay-in-full discount:** A 5% fee discount is available for families who pay their fees in full prior to or at the Annual General Meeting (AGM). This discount applies to the term fees only and not to 'other charges'.

**Enrolment fee:** Families are required to pay the enrolment fee on acceptance of enrolment. The enrolment fee is retained as part payment on term fees. Families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the enrolment fee.

**Participation levy:** The participation levy will be refunded to parents/guardians who are involved with specified activities, which may include working bees, kinder open days, Committee positions, fundraising events, etc. Involvement in one such specified activity will result in a \$25 credit, while involvement in two or more activities will result in a maximum credit of \$50, paid at the completion of the kinder year.

**Kindergarten Fee Deposit:** This is the first instalment of fees and is payable by the Annual General Meeting (AGM) of the year prior to the child's commencement in the program. This payment is non-refundable.

**Kindergarten Fee Subsidy:** Families who are eligible for the Kindergarten Fee Subsidy (refer to *Fee information for families*) will not be required to make term fee payments or pay the enrolment fee or participation levy. Families eligible for the Kindergarten Fee Subsidy will still be required to pay the incursions/excursions levy.

**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 3YO 2020

### Gray Court Pre-School

### Fee schedule 2020: Three-year-old (unfunded) kindergarten

Hours: 4 hours per week

INSTALMENT	DUE DATE	FEES	OTHER CHARGES	TOTAL
Enrolment	Upon offer of enrolment	Nil	Enrolment Fee \$50	\$50
1 <sup>st</sup> Instalment	Due Term 1	\$370	Participation Levy \$50 Part-payment Incursions/ Excursions Levy \$20	\$390 <i>(*includes \$50 deduction for enrolment fee paid)</i>
2 <sup>nd</sup> Instalment	Due Term 2	\$370	Part-payment Incursions/ Excursions Levy \$10	\$380
3 <sup>rd</sup> Instalment	Due Term 3	\$370	Balance Incursions/ Excursions Levy \$10	\$380
<i>No payment due in Term 4</i>				
<b>TOTAL</b>		\$1,110	Enrolment Fee \$50 Participation Levy \$50 Incursions/Excursions Levy \$40	<b>\$1,200</b>

**Payment of fees:** Invoices will be issued approximately 30 days prior to the due date and must be paid by the due date.

**Pay-in-full discount:** A 5% fee discount is available for families who pay their fees in full prior to or at the Annual General Meeting (AGM). This discount applies to the term fees only and not to 'other charges'.

**Enrolment fee:** Families are required to pay the enrolment fee on acceptance of enrolment. The enrolment fee is retained as part payment on term fees. Families eligible for the Early Start Kindergarten Fee Subsidy (see below) are not required to pay the enrolment fee.

**Participation levy:** The participation levy will be refunded to parents/guardians who are involved with specified activities, which may include working bees, kinder open days, Committee positions, fundraising events, etc. Involvement in one such specified activity will result in a \$25 credit, while involvement in two or more activities will result in a maximum credit of \$50, paid at the completion of the kinder year.

**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 or pay the enrolment fee or participation levy. Families eligible for the Early Start Kindergarten Fee Subsidy will still be required to pay the incursions/excursions levy.

**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 Payment Agreement 4YO 2020

2020

### Four-year-old (funded) kindergarten program

Please complete this form and return to Gray Court Pre-School by [Date]

#### Fee payment contract

Child's full name: \_\_\_\_\_ Child's group: \_\_\_\_\_

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 Accounts Manager 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 (if applicable)

Please indicate below which concession you are eligible for:

- |  |   |
|--|---|
| <input type="checkbox"/> Health Care Card          | <input type="checkbox"/> Triplets or Quadruplets                                      |
| <input type="checkbox"/> Pensioner Concession Card | <input type="checkbox"/> Aboriginal and/or Torres Strait Islander                     |
| <input type="checkbox"/> DVA Gold Card             | <input type="checkbox"/> Refugee and Special Humanitarian Visas 200-217               |
| <input type="checkbox"/> DVA White Card            | <input type="checkbox"/> Temporary Protection/Humanitarian Visas 447, 451, 785 or 786 |
| <input type="checkbox"/> Bridging Visas A-F        | <input type="checkbox"/> Resolution of Status Visa (RoS) Visa Class CD, Subclass 851  |

Except in the case of an Aboriginal or Torres Strait Islander child, supporting documentation will need to be sighted on commencement at Gray Court Pre-School by the Accounts Manager.

*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](http://www.education.vic.gov.au)*

\_\_\_\_\_  
Signature (parent/guardian)

\_\_\_\_\_  
Date

Note: Invoices, receipts and collection of fees will be in accordance with the Gray Court Pre-School *Fees Policy*.



ATTACHMENT 5

## Fee Payment Agreement 3YO 2020

2020

### Three-year-old (unfunded) kindergarten program

Please complete this form and return to Gray Court Pre-School by [Date].

#### Fee payment contract

Child's full name: \_\_\_\_\_ Child's group: \_\_\_\_\_

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 Accounts Manager 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 Gray Court Pre-School *Fees Policy*.

#### Early Start Kindergarten (if applicable)

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. Families eligible for the Early Start Kindergarten Fee Subsidy may still be required to pay additional levies. 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