

PURPOSE

This policy will provide clear guidelines for:

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

POLICY STATEMENT

1. VALUES

South Kingsville 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
- endeavouring to limit 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, Nominated Supervisor, Certified Supervisor, educators and parents/guardians with an enrolled child, or who wish to enrol a child at South Kingsville Pre School.

3. BACKGROUND AND LEGISLATION

Background

The Department of Education and Early Childhood Development (DEECD) provides per capita funding as a contribution towards the costs of the four-year-old kindergarten program. 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 families to attend the four-year-old kindergarten program at minimal or no cost.

DEECD also funds eligible three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection, to access kindergarten programs as outlined in the *Victorian kindergarten policy, procedures and funding criteria* (refer to *Sources*).

DEECD requires that funded services have a comprehensive written fees policy in place, 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 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, Quality Area 7: Leadership and Service Management*
 - Standard 7.3: Administrative systems enable the effective management of a quality service

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.

Enrolment application fee (three year old): A charge to secure a place that has been offered in a program at the service and to cover administrative costs associated with the processing of a child's enrolment. This fee is non-refundable.

Approved care: Care given by a service provider that has been approved by the Australian Government to receive Child Care Benefit payments on behalf of eligible families. Most long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services are approved providers. Details are available at www.humanservices.gov.au/customer/services/centrelink/child-care-benefit

Child Care Benefit (CCB): An Australian Government payment to help families who use either approved or registered childcare services. All eligible families can receive some Child Care Benefit. Details are available : www.humanservices.gov.au/customer/services/centrelink/child-care-benefit

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 a specific number of hours. Details are available : <http://www.education.vic.gov.au/about/programs/learningdev/Pages/default.aspx>

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. 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 Australian Government entitlement providing concessions for low-income earners and other eligible people. Details are available at www.humanservices.gov.au/customer/services/centrelink/health-care-card

Kindergarten fee deposit (four year old): A charge to secure a place that has been offered in a program at the service. This is deducted from term fees.

Kindergarten Fee Subsidy (KFS): A state government subsidy paid directly to the funded service to enable eligible families to attend a funded kindergarten program at no cost (or minimal cost) to promote participation. Details, eligibility requirements and a calculator, are available in *The Kindergarten Guide* (refer to Sources).

Kindergarten Fee Subsidy – Fees Policy: Provides operational guidelines for services administering the Kindergarten Fee Subsidy and can be found in *The Kindergarten 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).

Registered care: Care provided by nannies, grandparents, relatives or friends, individuals working within kindergartens, occasional care services and outside school hours care services that are registered with the Australian Government. Eligible families can receive some reimbursement of costs when using a registered care provider. Details are available at www.humanservices.gov.au/customer/services/centrelink/child-care-benefit

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 Guide (Department of Education and Early Childhood Development is available under early childhood / service providers on the DEECD website:
www.education.vic.gov.au

The constitution of South Kingsville 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 (Committee) is 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
- reviewing the number of families experiencing financial hardship and the effectiveness of the procedures for late payment and support offered
- implementing and reviewing this policy in line with the requirements of the Department of Education & Training’s *Victorian kindergarten policy, procedures and funding criteria* (refer to Sources)
- considering any issues regarding fees that may be a barrier to families enrolling at South Kingsville Pre School and removing those barriers wherever possible
- 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
- developing this policy, and ensuring that this policy is based on the principles of the *Kindergarten Fee Subsidy – Fees Policy* (refer to Definitions)
- providing all parents/guardians with a copy of the document containing fee information for families (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 ensure that the *Fees Policy* is readily accessible at the service (Regulation 171 of the Education and Care Services National Regulations 2011)
- providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 3 and 4)
- 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 (*Regulation 172 (2)*)
- ensuring a notice outlining fees charged by the service is displayed prominently in the main entrance to South Kingsville Pre School.

The Nominated Supervisor is responsible for:

- assisting the Approved Provider in developing this policy, and ensuring that this policy is based on the principles of the *Kindergarten Fee Subsidy – Fees Policy* (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 DEECD's *The Kindergarten Guide* (refer to *Sources*)
- considering any issues regarding fees that may be a barrier to families enrolling at South Kingsville Preschool and removing those barriers wherever possible
- communicating this policy and payment options to families in a culturally-sensitive way and in the family's first language where possible
- providing all parents/guardians with a copy of the document containing fee information for families (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 ensure that the *Fees Policy* is readily accessible at the service
- providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 3 and 4)
- 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
- ensuring a notice outlining fees charged by the service is displayed prominently in the main entrance to South Kingsville Preschool

Certified Supervisors and other educators 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
- assisting the Approved Provider, as required, in sighting supporting documentation for access to the Kindergarten Fee Subsidy.

Parents/guardians are responsible for:

- reading the South Kingsville 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:

- encourage 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 on a periodic basis.
- 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 substantial changes to this policy, which would impact on the supervision or care of children.

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 Committee of Management of South Kingsville Pre School on 05/09/2016

REVIEW DATE: 05/09/2018

ACKNOWLEDGEMENT

The SKPS Fees Policy was originally created by ELAA ©2014

Telephone 03 9489 3500 or 1300 730 119 (rural)

ATTACHMENT 1

Fee information for families

South Kingsville Pre School 2016

1. Why fees are necessary

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

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

DEECD also provides funding to assist eligible three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection, to access kindergarten programs.

South Kingsville 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 Fee Subsidy – Fees Policy* (details in the *The Kindergarten Guide*: (Department of Education and Early Childhood Development) available under *early childhood / service providers* on the DEECD website: www.education.vic.gov.au)

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

3. Other charges

Other charges levied by South Kingsville Pre School are included on the Statement of Fees and Charges. These include:

- **Administration levy (three year old program):** This payment of \$50 secures a child's place at the service and is payable on acceptance of enrolment. This levy is non-refundable.
- **Excursion/service event charge:** This additional charge is required to cover the cost of excursions or special events that occur throughout the year in response to emerging children's program needs and interests. Affordability and relevance to the children's interests and the service program will be taken into consideration before a decision is made that will require families to pay this additional charge (refer to *Excursions and Service Events Policy*). Events that are planned ahead are included as an expenditure item in the service's budget and do not incur this additional charge.
- **Maintenance Levy:** The participation of parents/guardians is encouraged by the service and can help to keep costs more affordable. However, not all families are able to assist at the service. A refundable levy system has been introduced by the service and replaces voluntary labour with paid

labour. Payment will be refunded to parents/guardians on participation in specified activities which may include working bees, BBQ's, maintenance, fundraising events and gardening etc. 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 service.

- During Term 2 at South Kingsville Pre School, a refundable "Maintenance Levy" of \$50 will be invoiced to parents/guardians. This levy will be refunded following the family/parent/guardians' attendance/involvement in specified activities. The Administration staff will issue a refund on evidence of participation. Parents/Guardians are encouraged to attend several of the maintenance events despite requiring only one attendance to secure the refund.
- **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. In these situations, the following procedures will apply:

A late collection fee will be applied :

- On any single occasion where the collection of a child is 10 minutes or longer without notification.
- On the second occasion the parent/guardian or carer will receive a verbal warning that financial penalties will be applied should it happen again. They will also be given another copy of the 'Late Collection of Children' handout and copy of the complete *Delivery and Collection of Children Policy*
- When there is a practice of late collection of a child, and this has occurred on two or more occasions.

FEE STRUCTURE

The fee structure is as follows:

First 10 minutes	\$15.00
Rate per 5 minutes thereafter	\$5.00

All additional costs incurred by the Pre School, including interpreter service fees, will be directly charged to the parents/guardians.

FEE COLLECTION PROCEDURE

- The parent/guardian will receive an invoice detailing all charges as per the above fee structure and any additional costs.
- Payment due within 14 days of the invoice date.
Non-payment within 14 days may result in the Committee of Management withdrawing the child's place at the service. In this case, parents/guardians will be provided 14 days notice by registered mail.

4. Statement of fees and charges

A statement of fees and charges for four-year-old or three-year-old kindergarten will be provided to families on enrolment.

5. Fundraising

Not all service costs are covered by DEECD per capita funding and the fees charged. Fundraising is undertaken to meet the balance and/or pay for additional items for the service. While participation in fundraising is voluntary, the support of every family is encouraged. Fundraising activities are also an opportunity for families and communities to come together.

6. Subsidies

6.1 Kindergarten Fee Subsidy (four-year-old programs only)

The Kindergarten Fee Subsidy is provided by DET and enables eligible children to attend kindergarten free of charge or at minimal cost. Eligibility conditions change from time-to-time – contact the service for further information.

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

- Health Care Card holders
- Pensioner Concession Card holders
- Department of Veterans' Affairs Gold Card or White Card holders
- Bridging Visas A–E
- Refugee Visa (subclass) 200
- In-country Special Humanitarian visa (subclass 201)
- Global Special Humanitarian visa (subclass 202)
- Temporary Humanitarian Concern visa (subclass 786)
- Protection visa (subclass 866)
- Emergency Rescue visa (subclass 203)
- Woman at risk visa (subclass 204)
- ImmiCard
- Aboriginal or Torres Strait Islander children
- triplets or quadruplets attending a funded kindergarten program in the same year.

Supporting documentation must be sighted by the service on acceptance of a place or on commencement in the program. Families are eligible for the Kindergarten Fee Subsidy for the full term in which their concession is valid. Contact the service for further information.

6.2 Early Start Kindergarten fee subsidy

Three-year-old Aboriginal and Torres Strait Islander children and children known to Child Protection are eligible to attend a funded early childhood program that is planned and delivered by a qualified early childhood teacher free of charge. The service receives funding for children who meet the eligibility criteria. Contact the service for further information.

6.3 Child Care Benefit (CCB)

Child Care Benefit (CCB) is an Australian Government payment that can assist eligible families with the costs of childcare at an approved or registered care provider. South Kingsville Pre School is an registered care provider with the Australian Government..

Approved care is childcare that meets certain standards and requirements, and is approved by the Australian Government. Approved care providers must hold a licence to operate, have qualified and trained staff, be open certain hours and meet health, safety and other quality standards. Most long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services are approved providers.

Registered care is childcare provided for work-related purposes, including training and studying, maternity leave, sick leave or voluntary work, and the work-related purpose must have occurred at some time during the week in which the registered care was used. Registered care is provided by individuals registered with the Australian Government and may include care given by kindergarten staff.

The amount payable is set by the Australian Government. Further details available at:

www.humanservices.gov.au/customer/themes/families

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. The following fee collection procedures apply:

- **Payment 1**
Three-Year-Olds: to accept a place in the three-year-old program at SKPS, a \$50 Enrolment fee will be invoiced with a letter of offer. This levy is to be paid by the date stated on the letter of offer.

Four-Year-Olds: the issuing of fee invoices for the following year will be dependent on when Hobson Bay City Council release the offers of placement.
- **Payment 2**
Invoices for Term 1 are to be paid within 14 days of the invoice date (invoiced in the year preceding commencement). Term 1 fees must be paid in full before the child commences at the centre.
- **Payments 3,4 &5**
Invoices for Terms 2,3 and 4 will be placed in children's pockets 3 weeks prior to the end of the previous term and are to be paid in full within 14 days of the invoice date. Invoices not collected from the children's pockets before the end of term will be sent by mail to parents/guardians.

Each invoice will be accompanied by payment instructions. Payment can be made by cheque, money order, direct transfer or cash. Cash payments can only be made via the locked "cash box" at the front entrance of the Pre School, or in person to an administration staff member. If leaving cash payments in the locked box, payments must be clearly labelled with the child's name. The first term's fees must be received in full prior to the child commencing at the service. Receipts will only be issued for cash payments.

Parents/guardians experiencing difficulty in paying fees are requested to contact the Treasurer of the Committee of Management 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. Support services

Families experiencing financial hardship often require access to family support services. The committee will assist families to enlist the support of these services when required:

- MacKillop Family Services; Footscray, Tel (03) 83986800
- Anglicare Victoria; Yarraville, Tel (03) 9396 7400
- Good Shepherd Youth & Family Services; St Albans, Tel (03) 8312 8800
- Smith Family; Werribee, Tel (03) 87423125
- Salvation Army; Altona, Tel (03) 93981750
- Noahs Ark; 1800 819 140

9. Unpaid fees

If fees are not paid by the due date, the following steps will be taken.

- An initial reminder letter will be sent to parents/guardians with a specified payment date.
- Where payment is not received, families will be contacted by the Treasurer to discuss non-payment, the range of support options available and establish a payment plan.

- Where payment is still not received, families will be invited to attend a meeting to discuss the range of support options available and establish a payment plan.
- 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. The Committee of Management will continue to offer support by providing information on a range of support services available for the family.
- 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. (The Committee of Management reserves the right to employ the services of a debt collector.)

The Treasurer and any committee members involved will ensure the Privacy Policy of the centre is adhered to. Educators will not be involved in any stage of this process but may be consulted regarding a child's attendance rates and any other information required for the Treasurer to fulfil their role.

10. Late enrolments

For children enrolled after the commencement of Term 1, an invoice will be issued pro rata and the child is able to commence the program immediately. The fee invoice will need to be paid within 14 days of commencement.

11. 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.

The Committee can not waive fees in the expectation that a family will become eligible at a future date for the Kindergarten Fee Subsidy but rather will seek to put in place a payment plan which endeavours to ensure that a child is not prevented from attending kindergarten while their eligibility for the Fee Subsidy remains pending.

The Administration fee for the three-year-old program is non-refundable. In any other case, fees are non-refundable (exceptional circumstances may apply – these are at the discretion of the Committee of Management and will be considered upon written application).

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.

12. Children turning three during the year of enrolment

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.

13. 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 1 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**



**South Kingsville Pre School
Fee schedule
Four-year-old (funded) kindergarten**

Hours: 15 hours per week

Fee Schedule 2017

	Fees (\$)	Other charges (\$)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit		\$50 deposit				
Term 1	\$450 less deposit paid		\$400	\$0		\$0
Term 2	\$450		\$500	\$0		\$0
Term 3	\$450		\$450	\$0		\$0
Term 4	\$450		\$450	\$0		\$0
Total	\$1800	\$50 refundable maintenance levy	\$1800	\$0		\$0

Fee Schedule 2018

	Fees (\$)	Other charges (\$)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit		\$50 deposit				
Term 1	\$450 less deposit paid		\$400	\$0		\$0
Term 2	\$450		\$500	\$0		\$0
Term 3	\$450		\$450	\$0		\$0
Term 4	\$450		\$450	\$0		\$0
Total	\$1800	\$50 refundable maintenance levy	\$1800	\$0		\$0

Payment of fees

Depending on Hobson's Bay City Council issuing placements on schedule, invoices for Term 1 will be issued in October/November of the year prior to commencement. Invoices for Terms 2, 3 and 4 will be issued three weeks prior to the end of term and must be paid by the due date.

Kindergarten fee deposit

A kindergarten fee deposit of \$50 is required to secure a place in the four-year-old program. Term 1 fees will be invoiced during Term 4 of the year prior to commencement and must be paid in full by the due date in order to confirm the child's place in the program for the following year.

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 providing that supporting documentation has been sighted.

Child Care Benefit (CCB)

For information on the Child Care Benefit, refer to Fee information for families.

Maintenance Levy

South Kingsville Pre School invoices a \$50 Refundable "Maintenance Levy" prior to Term 2 that is in addition to term fees (refer to Fee information for families).

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**



South Kingsville Pre School

Fee schedule

Three-year-old kindergarten

Hours: 6 hours per week

Fee Schedule 2016

	Fees (\$)	Other charges (\$)	Total (\$)
Administration levy		\$50 administration levy	\$50
Term 1	\$450		\$400
Term 2	\$450		\$450
Term 3	\$450		\$450
Term 4	\$450		\$450
Total	\$1800	\$50 refundable maintenance levy	\$1750

Fee Schedule 2017

	Fees (\$)	Other charges (\$)	Total (\$)
Administration levy		\$50 administration fee	\$50
Term 1	\$460		\$410
Term 2	\$460		\$460
Term 3	\$460		\$460
Term 4	\$460		\$460
Total	\$1840	\$50 refundable maintenance levy	\$1840

Payment of fees

Invoices will be issued in the September/October of Term 4 the year prior to commencement and must be paid by the due date. Invoices for Terms 2, 3 and 4 will be issued three weeks prior to the end of term and must be paid by the due date.

Administration levy

Parents/guardians are required to pay the Administration levy of \$50 on offer of a place. Payment will secure the child's place in the three-year-old kindergarten program. This levy is non-refundable.

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 providing that supporting documentation has been sighted.

Child Care Benefit (CCB)

For information on the Child Care Benefit, refer to Fee information for families.

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.

Maintenance Levy

South Kingsville Pre School invoices a \$50 Refundable "Maintenance Levy" prior to Term 2 in addition to term fees (refer to Fee information for families).

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



2017

Four-year-old (funded) kindergarten program

Please complete this form and return to South Kingsville Pre School by [Date].

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 below. 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 *Fees Policy*, which could result in the withdrawal of my/our child's place at the service.
- 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 Treasurer of the Committee of Management 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.

Signature (parent/guardian)

Date

Note: invoices, receipts and collection of fees will be in accordance with the South Kingsville Pre School *Fees Policy*.

Eligibility for the Kindergarten Fee Subsidy

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

Concession: _____

Supporting documentation will need to be sighted on commencement at South Kingsville Preschool 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 Guide* (Department of Education and Early Childhood Development) available under *early childhood / service providers on the DEECD website:*

www.education.vic.gov.au

Signature (parent/guardian)

Date

ATTACHMENT 5 Fee Payment Agreement



2017

Three-year-old kindergarten program

Please complete this form and return to South Kingsville Pre School by [Date].

Fee payment contract

Child's full name: _____

Parent's/guardian's full name: _____

- I/we acknowledge that 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 Policy* which could result in the withdrawal of my/our child's place at the service.
- 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 Treasurer of the Committee of Management 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 South Kingsville Pre School *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.