FEES POLICY
Mandatory – Quality Area 7

PURPOSE
This policy will provide clear guidelines for:
• the setting, payment and collection of fees
• ensuring the viability of Greensborough Preschool, by setting appropriate fees and charges
• the equitable and non-discriminatory application of fees across the programs provided by Greensborough Preschool

POLICY STATEMENT
1. VALUES
Greensborough Preschool 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
• 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 Greensborough Preschool.

Background and legislation
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 Victorian kindergarten policy, procedures and funding criteria (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:

- *Disability Discrimination Act 1992* (Cth)
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*: Regulation 168(2)(n)
- *National Quality Standard*, Quality Area 7: Leadership and Service Management
  - Standard 7.3: Administrative systems enable the effective management of a quality service

3. 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.

**Approved care:** Care given by a service provider that has been approved by the Family Assistance Office 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.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/](http://www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/)

**Child Care Benefit (CCB):** A Commonwealth 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 at [www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/](http://www.familyassist.gov.au/payments/family-assistance-payments/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 at [www.education.vic.gov.au/ecsmanagement/careankinder/earlystart/](http://www.education.vic.gov.au/ecsmanagement/careankinder/earlystart/)

**Enrolment application fee:** A payment to cover administrative costs associated with the processing of a child’s enrolment application by Banyule Council for a place in the four year old program at 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. 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.


**Kindergarten fee deposit:** 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 or funded three-year-old place at no cost (or minimal cost) to promote participation. Details are available at [www.education.vic.gov.au/ecprofessionals/kindergarten/](http://www.education.vic.gov.au/ecprofessionals/kindergarten/)
**Kindergarten Fee Subsidy – Fees Policy**: Provides operational guidelines for services administering the Kindergarten Fee Subsidy and can be found in the *Victorian kindergarten policy, procedures and funding criteria* available at [www.education.vic.gov.au/ecprofessionals/kindergarten/](http://www.education.vic.gov.au/ecprofessionals/kindergarten/).

**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 Family Assistance Office. Eligible families can receive some reimbursement of costs when using a registered care provider. Details are available at [www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/](http://www.familyassist.gov.au/payments/family-assistance-payments/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.

### 4. SOURCES AND RELATED POLICIES

**Sources**
- The constitution of Greensborough Preschool

**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 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
- implementing and reviewing this policy in consultation with parents/guardians, the Nominated Supervisor and staff, and in line with the requirements of DEECD’s *Victorian kindergarten policy, procedures and funding criteria* (refer to Sources)
- ensuring that this policy is based on the principles of the *Kindergarten Fee Subsidy – Fees Policy* (refer to Definitions)
- considering any issues regarding fees that may be a barrier to families enrolling at Greensborough Preschool and removing those barriers wherever possible
- reviewing the number of families experiencing financial hardship and 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
- 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)

providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 3 and 4)

collecting and receipting all fees

collecting all relevant information and maintaining relevant documentation regarding those with entitlement to concessions, where applicable

sighting supporting documentation for access to the Kindergarten Fee Subsidy

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 Greensborough Preschool.

The Nominated Supervisor is responsible for:

- informing the Approved Provider of any complaints or concerns that have been raised regarding fees at the centre.

- referring parents'/guardians’ questions in relation to this policy to the Approved Provider (Treasurer/Fees Officer)

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 (Treasurer/ Fees Officer)

Parents/guardians are responsible for:

- reading the Greensborough Preschool 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 (Fees Officer) if experiencing difficulties with the payment of fees

- providing the required documentation as requested to enable the service to claim the Kindergarten Fee Subsidy for eligible families to the Approved Provider (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)).

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

AUTHORISATION
This policy was adopted by the Approved Provider of Greensborough Preschool on **14 August 2012**.

**REVIEW DATE:** 14 AUGUST 2013
ATTACHMENT 1

Fee information for families

Greensborough Preschool 2012

1. Why fees are necessary
The Department of Education and Early Childhood Development (DEECD) 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.

Greensborough Preschool 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

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 Greensborough Preschool are included on the Statement of Fees and Charges. These include:

- Kindergarten fee deposit: This payment secures a child’s place at the service and is payable on acceptance of enrolment. The deposit is retained as part payment on term fees. Families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the deposit. Families experiencing hardship should also discuss any difficulties with the service.

- Compulsory Sun Smart Hat: Greensborough Preschool requires all children to have our Sun Smart hat. Families are billed for this in the Term 1 fees.

- Participation Discount: The participation of parents/guardians is encouraged by the service and can help to keep costs more affordable. Participation in one activity per child enables eligibility for a $20 refund and participation in two activities per child will enable $50 to be refunded to the family. A list of activities will be placed on the Kinder noticeboard at the commencement of each year. This participation discount will be deducted from the Term 4 Fees Invoice. Where families have paid their annual fees in full, a refund will be provided to them in Term 4. Families receiving the Kindergarten
Fee Subsidy are not eligible to receive this discount as no fees payment is required due to their place being fully funded.

- **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. In these situations the following will apply:
  - A late collection fee may be applied when a family has been reminded by the committee to ensure their child/ren is collected on time. This will be in writing if deemed necessary and a copy placed in the child’s file.
  - If after a reminder, the parents/guardians are 10 minutes or more late in collecting their child, a late fee will be charged. The fee will be $10 for every 10 minutes, or part thereof, from the conclusion of the session.

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 DEECD 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 holders
- Temporary Protection/Humanitarian Visas 447, 451, 785 or 786
- Asylum seekers on Bridging Visas A–F
- Refugee and Special Humanitarian Visa 200–217
- Resolution of Status (RoS) visa, Class CD, subclass 851
- 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 Fees Officer or nominated Committee member 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. Further documentation will be required upon the expiry of the card to maintain eligibility. Contact the service for further information. Note: Due to privacy reasons, unique identifiers such as concession card numbers will not be recorded.

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. Greensborough Preschool is a registered care provider with the Family Assistance Office (FAO). Claims can only be made after fees have been paid in full. A CCB receipt will be issued by the centre at the end of Term 2 & 4 by the Fees Officer.

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 Family Assistance Office (FAO) and may include care given by kindergarten staff.

The amount payable is set by the Australian Government. Further details are available at www.familyassist.gov.au or telephone the FAO on 136 150.

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 by the AGM which is held in the November 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.

Invoices for Terms 2, 3 and 4 will be placed in the child’s pigeon hole at least two weeks prior to the end of Term. Invoices are to be paid in full by the Friday of the first week of the applicable term. Invoices not collected from the child’s pigeon hole by the end of Term will be sent by mail to parents/guardians.

All fees will be collected by the Fees officer to be forwarded to the Treasurer. The Fees Officer will provide receipts to all families for payments received.

Parents/guardians experiencing difficulty in paying fees are requested to contact the Fees Officer to arrange a suitable alternative payment plan. The Privacy and Confidentiality Policy of the service will be complied with at all times in relation to a family’s financial/personal circumstances.

8. Unpaid fees

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, and will include information on a range of support options available for the family.
- If payment is still not received the Fees Officer will make contact with the family to discuss payment options available and establish a payment plan if necessary.
- Where payment is still not received, families will be invited to attend a meeting to discuss the range of support options available and further establish a payment plan.
• Failure to attend the meeting and 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. 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 by the Committee of Management to withdraw the child’s place at the service, the parents/guardians will be provided with 14 days’ notice in writing.

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.

The Committee of Management may consider a partial refund in exceptional circumstances. Applications for a refund must be in writing and must clearly outline the reasons why the child ceased to attend the centre. Any refund will be at the discretion of the committee and will be assessed on a case-by-case basis. An administration fee may be applied.

Refunds may be provided when the child’s place is able to be filled within two weeks after the child has left the centre.

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

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.

11. Support services

Families experiencing financial hardship often require access to family support services. Information on these services is available from the kindergarten service provider and a list can be supplied to those families who require it.

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.
13. Annual Payment Discount

The Fee Schedule (Attachment 2 and 3) provides the option for parents / guardians to pay the year’s fees in advance. Payment for the full year, by a portion of families using the centre, reduces the workload of the voluntary committee member responsible for processing fees.

Payment for the full year must be received by the AGM in November each year to be eligible for this 5% discount. This discount is off the fees only, the sunhat is not discounted. This discount is not applicable to families receiving the Kindergarten Fee Subsidy.

Example:

3 YO $720 – 5% = $ 684 - $ 50 deposit (paid previously) = $ 634 + $ 8 (sunhat) = $642

4 YO $1320 – 5% = $1254 - $ 50 deposit (paid previously) = $1204 + $ 8 (sunhat) = $1212

If the fees are paid in advance and a child leaves the centre during the year, the fees policy allows for parents / guardians to obtain a refund for the terms the child did not attend, specific details of when this is applicable can be found under “9. Refund of Fees”.


ATTACHMENT 2
Statement of Fees and Charges

Fee schedule 2013
Four-year-old (funded) kindergarten

Hours: 15 hours per week

<table>
<thead>
<tr>
<th></th>
<th>Fees ($)</th>
<th>Other charges ($)</th>
<th>Total ($)</th>
<th>Families eligible for the Kindergarten Fee Subsidy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten fee deposit</td>
<td>$50</td>
<td>$50</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Term 1</td>
<td>$280</td>
<td>$8</td>
<td>$288</td>
<td>$8 Sun Smart Hat</td>
</tr>
<tr>
<td>Term 2</td>
<td>$330</td>
<td></td>
<td>$330</td>
<td>N/A</td>
</tr>
<tr>
<td>Term 3</td>
<td>$330</td>
<td></td>
<td>$330</td>
<td>N/A</td>
</tr>
<tr>
<td>Term 4</td>
<td>$330</td>
<td></td>
<td>$330</td>
<td>N/A</td>
</tr>
<tr>
<td>Total</td>
<td>$1320</td>
<td>$8</td>
<td>$1328</td>
<td>$8 Sun Smart Hat</td>
</tr>
</tbody>
</table>

Payment of fees

Option 1: Payment for the full year. Pay the fees by the AGM and receive a 5% discount off the fees only. (Sunhat is not discounted) If the deposit has been paid this is also deducted off the fees payable.

4 YO $1320 – 5% = $1254 - $ 50 deposit (paid previously) = $1204 + $ 8 (sunhat) = $1212

Option 2: Payment by quarterly, monthly or fortnightly direct deposit/credit card using Ezidebit.

Option 3: By term. Invoices will be issued at least two weeks prior to the end of the term and must be paid by the first Friday of the new term.

Kindergarten fee deposit
Parents/guardians are required to pay the fee deposit on offer of a place. This payment is retained and deducted from term fees. Payment will secure the child’s place in the four-year-old (funded) kindergarten program.

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. An eligible HCC or other accepted card must be sighted to access the Kindergarten Fee Subsidy. Regular checks will occur to ensure maintained eligibility.
Child Care Benefit (CCB)
For information on the Child Care Benefit, refer to Fee information for families.

Annual Payment discount
Available to families wishing to pay the total annual fees by the AGM in November each year. (Refer to Fee Information for families)

Sun Smart Hat
This is a compulsory purchase for all children attending Greensborough Preschool. Payment is applied to the Term 1 Invoice for all 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

Fee schedule 2013
Three-year-old kindergarten

Hours: 3 hours per week

<table>
<thead>
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<th></th>
<th>Fees ($)</th>
<th>Other charges ($)</th>
<th>Total ($)</th>
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<tbody>
<tr>
<td>Kindergarten fee deposit</td>
<td>$50</td>
<td></td>
<td>$50</td>
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<tr>
<td>Term 1</td>
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<td>$8 Sun smart Hat</td>
<td>$138</td>
</tr>
<tr>
<td>Term 2</td>
<td>$180</td>
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</tr>
<tr>
<td>Term 3</td>
<td>$180</td>
<td></td>
<td>$180</td>
</tr>
<tr>
<td>Term 4</td>
<td>$180</td>
<td></td>
<td>$180</td>
</tr>
<tr>
<td>Total</td>
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<td>$728</td>
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Payment of fees

Option 1: Payment for the full year. Pay the fees by the AGM and receive a 5% discount off the fees only. (Sunhat is not discounted) If the deposit has been paid this is also deducted off the fees payable.

3 YO $720 – 5% = $684 - $ 50 deposit (paid previously) = $ 634 + $ 8 (sunhat) = $642

Option 2: Payment by quarterly, monthly or fortnightly direct deposit/credit card using Ezidebit.

Option 3: By term. Invoices will be issued at least two weeks prior to the end of the term and must be paid by the first Friday of the new term.

Kindergarten fee deposit
Parents/guardians are required to pay the fee deposit on offer of a place. This payment is retained and deducted from term fees. Payment will secure the child’s place in the three-year-old kindergarten program.

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.

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 once they have turned three by 30 April of the commencing year.

Annual Payment discount
Available to families wishing to pay the total annual fees by the AGM in November each year. (Refer to Fee Information for families)

Sun Smart Hat
This is a compulsory purchase for all children attending Greensborough Preschool. Payment is applied to the Term 1 Invoice for all 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).
Fee Payment Agreement
2013
Four-year-old (funded) kindergarten program
Please complete this form and return to Greensborough Preschool by 13th November 2012.

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 Fees Officer to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service’s Fee information for families, which outlines the procedure for payment of fees.

Kindergarten Fee Subsidy
Please indicate if you are eligible for one of the following concessions:

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

Expiry Date on Card: ____________________________________________

Supporting documentation will need to be sighted at commencement at Greensborough Preschool by the Fees Officer or nominated Committee Member and on expiry to ensured continued eligibility. If your eligible card status changes over the year, please advise the centre and you will be invoiced for any outstanding amount.

Note: the eligibility of concessions may vary from time-to-time. Up-to-date information can be found at www.education.vic.gov.au/ecsmanagement/careankinder/funding/subsidy.htm

_________________________________________  ______________
Signature (parent/guardian)  Date

Note: invoices, receipts and collection of fees will be in accordance with the Greensborough Preschool Fees Policy.
ATTACHMENT 5
Fee Payment Agreement

2013
Three-year-old kindergarten program

Please complete this form and return to Greensborough Preschool by 13th November 2012.

Fee payment contract
Child’s full name: _____________________________________________________________________

Parent’s/guardian’s full name: ___________________________________________________________________

- I/we acknowledge that the three-year-old kindergarten is not funded by the state government and that the program cannot operate without receiving fees (the only exception is where a child is eligible for the Early Start Kindergarten fee subsidy – see below).
- I/we agree to pay fees by the due date on the invoice.
- I/we acknowledge that if fees are not paid by the due date, the Committee of Management will implement the late payment of fees procedures, as outlined in the Fees 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 Fees Officer to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service’s Fee information for families, which outlines the procedures for payment of fees.

_____________________________________ ______________________________
Signature (parent/guardian) Date

Note: invoices, receipts and collection of fees will be in accordance with the Greensborough Preschool 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.