

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 Fairy Hills Kindergarten Association Inc, by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by Fairy Hills Kindergarten Association Inc.

POLICY STATEMENT

1. VALUES

Fairy Hills Kindergarten Association Inc 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 Fairy Hills Kindergarten Association Inc.

3. BACKGROUND AND LEGISLATION

Background

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

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

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

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

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Charter of Human Rights and Responsibilities 2006* (Vic)
- *Child Wellbeing and Safety Act 2005* (Vic)
- *Disability Discrimination Act 1992* (Cth)
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*: Regulation 168(2)(n)
- *Equal Opportunity Act 2010* (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.

Approved care: Approved child care services, such as long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services, which have Australian Government approval to pass on Child Care Benefit (refer to *Definitions*) as a reduction in child care fees: www.humanservices.gov.au (Note: There will be changes to child care assistance from 2 July 2018. More information about the New Child Care Package can be found at: www.education.gov.au)

Early Start Kindergarten: A funding program that enables three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection to attend a kindergarten program that is planned and delivered by an early childhood teacher for up to 15 hours per week. Details are available at: www.education.vic.gov.au

Enrolment application fee: A payment to cover administrative costs associated with the processing of a child's enrolment application for a place in a 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.

Health Care Card: A Commonwealth Government entitlement providing concessions for low-income earners and other eligible people. Details are available at: www.humanservices.gov.au

Kindergarten fee deposit: A charge to secure a place that has been offered in a program at the service. This fee 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*)).

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).

Maintenance Levy – this fee assists the maintenance of the kindergarten. In Term 4 part of this fee will be waived if families contribute to the kindergarten's maintenance program. Families of 3-year-old children are required to attend and assist at one working bee during the year. Families of 4 year old children are required to attend on one weekend and provide three hours of gardening / general maintenance duties. For the 4-year-old families a roster will be distributed at the beginning of Term 1. If a family cannot complete the allocated time that family will need to organise to swap with another family.

Retained (non-refundable) Levy – A payment that covers the cost of replacing volunteer labour with paid labour services.

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
- The constitution of Fairy Hills Kindergarten Association Inc.

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 Fairy Hills Kindergarten Association Inc 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 Attachments 2 and 3) upon enrolment of their child
- providing all parents/guardians with a fee payment agreement (refer to 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 Fairy Hills Kindergarten Association Inc 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 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 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 Fairy Hills Kindergarten Association Inc 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 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 Fairy Hills Kindergarten Association Inc on **01/09/2019**.

REVIEW DATE: 30/05/2020

ATTACHMENT 1

Fee information for families

Fairy Hills Kindergarten Association Inc

1. General information

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

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

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

Fairy Hills Kindergarten Association Inc provides a range of support options to parents/guardians experiencing difficulty with payment of fees (see below).

2. How fees are set

As part of the budget development process, the Committee of Management sets fees each year for the programs of the service, taking into consideration:

- the financial viability of the service
- the level of government funding provided for the program, including the Kindergarten Fee Subsidy
- the availability of other income sources, such as grants
- the fees charged by similar services in the area
- the capacity of parents/guardians to pay fees
- reasonable expenditure in meeting agreed program quality and standards
- requirements of *The Kindergarten Funding Guide* (Department of Education and Training) available from the DET website: www.education.vic.gov.au

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

3. Other charges

Other charges levied by Fairy Hills Kindergarten Association Inc are included on the Statement of Fees and Charges. These include:

- **Direct Debit Transaction costs:** transaction fees and failed payment fees will be charged monthly to parents / guardians with the direct debit payment as applicable –
 - 50c fee per transaction including GST from bank account
 - 1.65% transaction fee including GST for Visa and MasterCard direct debit – No AMEX accepted
 - \$9.79 failed payment fee including GST
- **Kindergarten fee deposit:** This payment secures a child's place at the service and is payable on acceptance of enrolment. The fee is non-refundable. Families experiencing hardship should discuss any difficulties with the service.
- **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*).

- **Maintenance Levy** – this fee assists the maintenance of the kindergarten. In term 4 part of this fee will be waived if families contribute to the kindergarten's maintenance program. Families of 3 year old children are required to attend and assist at one working bee during the year. Families of 4 year old children are required to attend on one weekend and provide three hours of gardening / general maintenance duties. For the 4-year-old families a roster will be distributed at the beginning of Term 1. If a family cannot complete the allocated time that family will need to organise to swap with another family. The participation of parents/guardians is required by the service and helps to keep costs more affordable.
- **Non-refundable levy:** This levy is retained by the service and is included in the total fees charged by 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 will be set at a level determined by the Committee of Management

4. Statement of fees and charges

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

5. Fundraising

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

6. Subsidies

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

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

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

- is Aboriginal and/or Torres Strait Islander; or
- holds, or has a parent/guardian who holds a Humanitarian or refugee Visa; or
- is a multiple birth child (triplets or more); or
- holds, or has a parent who holds a Commonwealth Health Care Card, Pensioner Concession Card or Veteran's Affairs Card.

Exclusions and exceptions: Not available for long day care services in receipt of Commonwealth Child Care Benefit.

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 must 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. 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.

All fee information for the year will be distributed prior to the annual Information Night (usually held in the October prior to the child's year of attendance) or prior to enrolment.

Parents / Guardians must pay fees using direct debit via the EzyPay System.

Parents / Guardians will be required to pay fees via monthly instalments.

If the payment falls on a weekend or public holiday, payment will be deducted on the Friday or day prior.

All direct debit forms and fee payment agreements must be filled in and returned to the kindergarten by the due date, or the child's enrolment will not be finalised.

Parents/guardians experiencing difficulty in paying fees are requested to contact A-S-K 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 / Direct Debit Failed Payment

If a direct debit payment from your bank account or credit card fails / is declined:

- an email will be sent to the parent / guardian from EZYPAY advising of rejection and notifying a failed payment charge of \$9.79; and
- the next attempt will then be made to recover funds 7 days from rejection date ("second attempt").

Where the second attempt also fails, or fees otherwise remain unpaid after the due date:

- An **initial reminder letter** will be sent to parents/guardians requiring payment in full by a specified date (not less than seven (7) days from the date of the letter) and will include information on a range of support options available if requested by the said parents/guardians.
- Where payment is still not received by the due date set out in the initial reminder letter, the parents/guardians will be charged a late payment fee of \$75 and issued with an amended invoice requiring payment in full by a specified date (not less than seven (7) days from the date of the invoice). This will be accompanied by a **second letter** inviting the parents/guardians to attend a meeting to discuss the range of support options available and establish a payment plan if required.
- Where payment is still not received by the due date set out in the amended invoice and the parents/guardians fail to enter into a satisfactory payment plan with the kindergarten this may, at the kindergarten's discretion, result in a **third 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 by a specified date (not less than seven (7) days from the date of the third letter). This letter will also include information on a range of support options available for the family if required.
- 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 in full.

- If a child leaves the service throughout the year (including where a decision has been made by the Committee of Management to withdraw a child's enrolment) the parents / guardians will still be liable for any outstanding fees.

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

Full payment is due by the **31st January** 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 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.

13. Contribution to essential supplies

Each family is to provide the following at the commencement of each term:

4 year olds:

- 1 x 4 pack of quality toilet paper
- 2 x boxes of quality tissues
- 2 x rolls of clear sticky tape

3 year olds:

- 1 x 4 pack of quality toilet paper
- 1 x ream of quality photocopy paper
- 2 x rolls of masking tape

14. Kindergarten's maintenance program:

- Four year olds: each family is to attend on one weekend and provide three hours of gardening / general maintenance duties. A roster will be distributed at the beginning of Term 1.
- Three year olds: each family is to attend one working bee.
- Where hardship can be established these requirements can be waived by the Committee.

ATTACHMENT 2

Statement of Fees and Charges

Fairy Hills Kindergarten Association Inc

Fee schedule 2020 for Four-year-old (funded) kindergarten

Hours: 15 hours per week

Full fee paying families				Families eligible for the Kindergarten fee subsidy		
	Fees (\$)	Other Charges (\$)	Total (\$)	Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	\$90		\$90	\$90		\$90
Term 1	\$475	Maintenance Levy \$75	\$550		Maintenance Levy \$37.50	\$37.50
Term 2	\$475		\$475			
Term 3	\$475		\$475			
Term 4	\$475	Maintenance Levy \$100*	\$575		Maintenance Levy \$50*	\$50*
Total	\$1990	\$175*	\$2165*	\$90	\$87.50	\$177.50

Payment of fees

Fee Information will be issued prior to the annual Information Night (usually held in the October prior to the child's year of attendance) or prior to enrolment.

Parents / Guardians must pay fees using direct debit via the Ezy Pay System.

Parents/ Guardians will be required to pay via monthly instalments.

All direct debit forms and fee payment agreements must be filled in and returned to the kindergarten by the due date, or the child's enrolment will not be finalised.

In addition to the fees above, parents / guardians will incur the following Ezy Pay Direct Debit transaction fees:

- 0.50c per transaction for direct debit from bank account including GST
- 1.65% transaction fee for direct debit from credit card (Visa and MasterCard) including GST
- \$9.79 failed payment fee if your direct debit fails / is declined including GST

Kindergarten fee deposit

Parents/guardians are required to pay the fee deposit on offer of a place. Payment will secure the child's place in the four-year-old (funded) kindergarten program. This fee 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 fee payments.

Late collection charge

The Committee of Management reserves the right to implement a late collection charge of \$20 for every 15 minutes past the end of the kindergarten session (after the first 15 minutes), when parents/guardians are frequently late in collecting a child (refer to Fee information for families).

***Maintenance Levy**

The second instalment of the maintenance levy will be waived for those families who participate in the kindergarten's maintenance program

ATTACHMENT 3

Statement of Fees and Charges

Fairy Hills Kindergarten Association Inc

Fee schedule 2020 for Three-year-old kindergarten

Hours: 6 hours per week

	Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	\$90		\$90
Term 1	\$440	Maintenance levy \$75	\$515
Term 2	\$440		\$440
Term 3	\$440		\$440
Term 4	\$440	Maintenance levy \$100*	\$540*
Total	\$1850	\$175*	\$2025*

Payment of fees

Fee Information will be issued prior to the annual Information Night (usually held in the October prior to the child's year of attendance) or prior to enrolment.

Parents / Guardians must pay fees using direct debit via the Ezy Pay System.

Parents/ Guardians will be required to pay via monthly instalments.

All direct debit forms and fee payment agreements must be filled in and returned to the kindergarten by the due date, or the child's enrolment will not be finalised.

In addition to the fees above, parents / guardians will incur the following Ezy Pay Direct Debit transaction fees:

- 0.50c per transaction for direct debit from bank account including GST
- 1.65% transaction fee for direct debit from credit card (Visa and MasterCard) including GST
- \$9.79 failed payment fee if your direct debit fails / is declined including GST

Kindergarten fee deposit

Parents/guardians are required to pay the fee deposit on offer of a place. Payment will secure the child's place in the three-year-old kindergarten program. It 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.

Children turning three during the year

Full payment is due by the **31st January** 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.**

Late collection charge

The Committee of Management reserves the right to implement a late collection charge of \$20 for every 15 minutes past the end of the kindergarten session (after the first 15 minutes), when parents/guardians are frequently late in collecting a child (refer to Fee information for families).

***Maintenance Levy**

The second instalment of the maintenance levy will be waived for those families who participate in the kindergarten's maintenance program

ATTACHMENT 4

Fee Payment Agreement

2020

Four-year-old (funded) kindergarten program

Please complete this form and return to Fairy Hills Kindergarten Association Inc by ASAP.

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 agree to enter into the Ezy Pay Direct Debit system by the due date.
- 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 the kindergarten fee deposit and 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 A-S-K 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.
- I/we acknowledge that I/we will attend on one weekend and provide three hours of gardening / general maintenance duties or pay the second instalment of the maintenance levy. A roster will be distributed at the beginning of Term 1.

Kindergarten Fee Subsidy

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

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

Concession: _____

Except in the case of an Aboriginal or Torres Strait Islander child, supporting documentation will need to be sighted on commencement at Fairy Hills Kindergarten Association Inc by the child's teacher.

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

www.education.vic.gov.au

Signature (parent/guardian)

Date

Fairy Hills Kindergarten Association Inc
7 Thyer Rd Ivanhoe 03 9499 5429
ABN 68 813 708 181



Note: Invoices, receipts and collection of fees will be in accordance with the Fairy Hills Kindergarten Association Inc *Fees Policy*.

ATTACHMENT 5

Fee Payment Agreement

2020

Three-year-old kindergarten program

Please complete this form and return to Fairy Hills Kindergarten Association Inc ASAP.

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 enter into the Ezy Pay Direct Debit system by the due date
- 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 the kindergarten fee deposit and 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 A-S-K 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.
- I/we acknowledge that I/we will attend one working bee or pay the second instalment of the maintenance levy.

Signature (parent/guardian)

Date

Note: invoices, receipts and collection of fees will be in accordance with the Fairy Hills Kindergarten Association Inc *Fees Policy*.

Early Start Kindergarten

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

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

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

