



BALWYN EAST KINDERGARTEN INC.

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 Balwyn East Kindergarten by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by Balwyn East Kindergarten.

POLICY STATEMENT

1. VALUES

Balwyn East Kindergarten is committed to:

- providing responsible financial management of the service, including establishing fees that will result in a financially viable service, while keeping user fees at the lowest possible level
- providing a fair and manageable system for dealing with non-payment and/or inability to pay fees/outstanding debts
- ensuring there are no financial barriers for families wishing to access an early childhood program for their child/children
- maintaining confidentiality in relation to the financial circumstances of parents/guardians
- advising users of the service about program funding, including government support and fees to be paid by parents/guardians
- providing equitable access for families eligible for the Kindergarten Fee Subsidy.

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 Balwyn East Kindergarten.

3. BACKGROUND AND LEGISLATION

Background

The Department of Education and Training (DET) provides per capita funding as a contribution towards the costs of the four-year-old kindergarten program, 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 the four-year-old kindergarten program at minimal or no cost.

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

Regulation 168(2) (n) of *Education and Care Services National Regulations 2011* requires that funded services have a comprehensive written fees policy 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

and the payment process. All families must be informed of applicable term and annual fees at the time of enrolment. Services must also advise eligible families of the Kindergarten Fee Subsidy arrangements. The fees charged must comply with the *Kindergarten Fee Subsidy* requirements (refer to *Definitions*), and be responsive to the local community and the viability of the service. *The Kindergarten Funding Guide* (refer to *Sources*) outlines the criteria to be covered in the policy.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Charter of Human Rights and Responsibilities 2006* (Vic)
- *Child Wellbeing and Safety Act 2005* (Vic)
- *Disability Discrimination Act 1992* (Cth)
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011: Regulation 168(2)(n)*
- *Equal Opportunity Act 1995* (Vic)
- *National Quality Standard*, including Quality Area 7: Governance and Leadership
 - 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.

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 is deducted from term fees.

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).

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 [Service Name] Balwyn East Kindergarten.

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 Balwyn East Kindergarten and removing those barriers wherever possible
- reviewing the effectiveness of the procedures for late payment and support offered
- considering options for payment when affordability is an issue for families
- clearly communicating this policy and payment options to families in a culturally-sensitive way, and in the family's first language where possible
- ensuring that the *Fees Policy* is readily accessible at the service (Regulation 171)
- providing all parents/guardians with fee information (refer to Attachment 1)
- providing all parents/guardians with a statement of fees and charges (refer to samples in Attachments 2 and 3) upon enrolment of their child
- providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 4 and 5)
- ensuring fees are collected and receipted
- collecting all relevant information and maintaining relevant documentation regarding those with entitlement to concessions, where applicable
- complying with the service's *Privacy and Confidentiality Policy* regarding financial and other information received, including in relation to the payment/non-payment of fees
- notifying parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected (Regulation 172(2)).

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 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 DET's *The Kindergarten Fees Subsidy* (refer to *Sources*)
- considering any issues regarding fees that may be a barrier to families enrolling at Balwyn East Kindergarten and removing those barriers wherever possible
- considering options for payment when affordability is an issue for families
- communicating this policy, the availability of the Kindergarten Fee Subsidy and payment options to families in a culturally-sensitive way and in the family's first language where possible
- providing all parents/guardians with fee information (refer to Attachment 1)
- providing all parents/guardians with a statement of fees and charges (refer to samples in Attachments 2 and 3) upon enrolment of their child, and ensuring that the *Fees Policy* is readily accessible at the service
- providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 4 and 5)
- collecting all relevant information and maintaining relevant documents regarding those with entitlement to concessions, where applicable
- complying with the service's *Privacy and Confidentiality Policy* regarding financial and other information received, including in relation to the payment/non-payment of fees

- notifying parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected.

All other staff are responsible for:

- informing the Approved Provider of any complaints or concerns that have been raised regarding fees at the service
- referring parents'/guardians' questions in relation to this policy to the Approved Provider

Parents/guardians are responsible for:

- reading the Balwyn East Kindergarten 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)).

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 Balwyn East Kindergarten on Friday 8th September 2020.

REVIEW DATE: 8/9/21

ATTACHMENT 1: Fee information for families

1. WHY FEES ARE NECESSARY

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 four-year-old kindergarten program free of charge in the year before school, or at a minimal cost.

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.

Balwyn East Kindergarten 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 *Victorian kindergarten policy, procedures and funding criteria* document available at 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 Balwyn East Kindergarten 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 of Term 4 fees, and is deducted from the Term 4 invoice (if there are no outstanding fees). If a family (not eligible for a Kindergarten Fee Subsidy) pays its fees a full year in advance, the Kindergarten Fee Deposit is deducted from this annual invoice. This deposit is not refunded if a family does not pay Term 4 fees. For example, if a family withdraws from the kindergarten in Term 2.
- **Refundable Maintenance Levy:** This levy is paid in Term 1, but will be refunded at the end of Term 4 by electronic funds transfer (EFT) following the attendance of two hours at a working bee held throughout the year together with parent help (minimum of one day per term) or committee member (minimum number of six meetings per year). The maintenance levy refund is not off-set against the Term 4 invoice and will only be refunded once all outstanding fees have been paid. The maintenance levy is a family levy and is only paid once per annum by each family, regardless of the number of children attending the service.
- **Non-refundable Equipment Levy:** This levy is retained by the service and is paid each term, or up-front if paying annually. This levy is a family levy and the total amount is only paid once per annum by each family, regardless of the number of children attending 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. A non-refundable equipment levy is included in your fees. Supplementary fundraising may also be 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.

6. SUBSIDIES

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

The Kindergarten Fee Subsidy is provided by DET for children in four-year-old kindergarten and enables eligible children to attend 15 hours of kindergarten free of charge, or at minimal cost, with the family only being invoiced for the equipment levy and maintenance levy. In 2021, families eligible for a Kindergarten Fee Subsidy will also be required to pay fees **of \$275 per term**. Eligibility conditions change from time-to-time. Contact the service for further information.

A service provider can apply for a Kindergarten Fee Subsidy (four-year-old programs only) for a child if:

- The child identifies as Aboriginal and/or Torres Strait Island
- The child is identified on their birth certificate as being a multiple birth child (triplets or more)
- The child individual holds, or has a parent or guardian who holds, one of the following:
 - a Commonwealth Health Care Card
 - a Commonwealth Pensioner Concession Card
 - a Department of Veteran's Affairs Gold Card or White Card
 - Refugee or Asylum seeker visa:
 - the child or parent/guardian holds a Refugee visa (subclass 200)
 - In-country Special Humanitarian visa (subclass 201)
 - Global Special Humanitarian visa (subclass 202)
 - Protection visa (subclass 866)
 - Emergency Rescue (subclass 203)
 - Woman at risk (subclass 204)
 - Bridging visas A-E or ImmiCard
 - Temporary Humanitarian Concern (THC) vis (subclass 786).

Service providers should contact the DET if a child or family has a Humanitarian or Refugee visa listed by the Department of Immigration and Border Protection which is not included in the above list as the child may be eligible for the Kindergarten Fee Subsidy.

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. Health Care Card holders must show the service their Health Care Card at the beginning of each term. Please 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.

Fees will be invoiced to parents/guardians directly and must be paid by the date indicated in the letter. Each invoice will be accompanied by payment instructions. 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 receipt of the invoice.

Parents/guardians experiencing difficulty in paying fees are requested to contact the Committee of Management's President 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 and 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.
- Where payment is still not received, families will be invited to attend a meeting with members of the Committee of Management to discuss the range of support options available and 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 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 implement a late fees charge of \$20 per term when parents/guardians are late in paying their fees.

9. REFUND OF FEES

If a family becomes eligible for the Kindergarten Fee Subsidy during a term, a partial refund of the applicable term fees will be provided. Fees may still apply for programs offering more than the required minimum hours per week. Levies, such as equipment and maintenance, also must be paid.

In all other cases, fees are non-refundable. There will be no refund of fees in the following circumstances:

- a child's short-term illness
- public holidays
- a child defers or withdraws from the service
- family holiday
- 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
- a child does not turn three until after the program has commenced (refer Section 12)
- a family moves.

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.

Exceptional circumstances may apply and these should be put in writing to the Committee of Management for its consideration. Any decision will be at the discretion of the Committee of Management.

Exceptions may apply when a year's fees have been paid in full, and the child withdraws before the end of the year. Families withdrawing from the kindergarten during the year should complete the Withdrawal Form available from the kindergarten.

10. KINDERGARTEN FEE DEPOSIT

This payment of the Kindergarten Fee Deposit secures a child's place at the service and is payable on acceptance of enrolment. The deposit is retained as part-payment of Term 4 fees, and is deducted from

the Term 4 invoice (if there are no outstanding fees). If there are outstanding fees, the Kindergarten Fee Deposit may be kept by the service to offset the outstanding fees.

If a child does not attend the service in Term 4 (or Term 4 fees are not paid), the Kindergarten Fee Deposit is not refunded to the family. For example, if a family withdraws from the service before the end of Term 4, the Kindergarten Fee Deposit is not refunded.

11. FULL PAYMENT OF YEAR'S FEES

Families are given the option to pay a full year's fees in advance. If this occurs, a family will receive a 2.5% discount on their fees. They will also receive a refund of their Kindergarten Fee Deposit (off their invoice) when the fees are paid. However, levy payments are not discounted by 2.5%.

Families who are eligible for a Kindergarten Fee Subsidy (for example, Health Care Card holders) are not able to pay their fees a full year in advance.

If a child does not attend the service for a full year after paying in advance, the family will receive a pro-rata refund as calculated by the service. This would not include a refund of the Kindergarten Fee Deposit.

Refunds are not given for terms partly attended. For example, if a child withdraws in Term 3, the remaining Term 3 fees are not refunded, only Term 4.

12. CHILDREN TURNING THREE DURING THE YEAR OF ENROLMENT

Full payment of Term 1 fees is required if a place is to be reserved for a child in the three-year-old kindergarten program who has not yet turned three. Children can only commence the program when they have turned three.

13. HOLDING PLACES

If a family wishes Balwyn East Kindergarten to hold a place for their child in three-year-old or four-year-old kindergarten as they cannot commence immediately (outside the scenario in Section 12), all relevant term fees and levies must be paid to hold a child's position. This may arise in a situation where a family is living overseas, but is intending to return to Australia in the near future.

14. COMMENCEMENTS DURING THE YEAR

Children commencing at the kindergarten throughout the year will be invoiced pro-rata term fees and maintenance levy. An equipment levy of \$30 per term will still be charged regardless of when during the term the child commences.

15. SUPPORT SERVICES

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

16. NOTIFICATION OF FEE CHANGES DURING THE YEAR

Fees set for the year are only 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 of a payment plan.

ATTACHMENT 2: Statement of Fees and Charges

Fee Schedule 2021 Four-year-old (funded) kindergarten

Hours: 19.5 hours per week

	Fees (\$)	Other charges (\$)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten Fee Deposit	\$300		\$300	\$300	-	\$300
Term 1	\$1038	\$100 maintenance levy \$30 equipment levy*	\$1,168	\$275	\$130	\$405
Term 2	\$1038	\$30 equipment levy*	\$1,068	\$275	\$30	\$305
Term 3	\$1038	\$30 equipment levy*	\$1,068	\$275	\$30	\$305
Term 4	\$1038	\$30 equipment levy* -\$300 Kindergarten Fee Deposit	\$768	\$275	\$30 -\$300	\$5
Total	\$4452	-\$80	\$4,372	\$1,400	-\$80	\$1,320

*The equipment levy is non-refundable.

Payment of fees

There are two options for payment of fees:

Option 1: Payment for the full year (only applies to non-Kindergarten Fee Subsidy families) - pay fees in full by the date on the invoice issued in December/January and receive a discount of 2.5% on fees plus reimbursement of the Kindergarten Fee Deposit.

Option 2: By term/instalment (Kindergarten Fee Deposit deducted from Term 4 fees).

Kindergarten Fee Deposit

Parents/guardians are required to pay the Kindergarten Fee Deposit on offer of a place. This payment is retained and deducted from Term 4 fees. Payment will secure your child's place in the kindergarten program. If a family does not pay Term 4 fees, the Kindergarten Fee Deposit is not refunded to the family.

Kindergarten Fee Subsidy

Families who are eligible for the Kindergarten Fee Subsidy will be required to make term fee payments of \$275 per term. Families will also need to pay the Kindergarten Fee Deposit and all levies, including the equipment and maintenance levies.

Child Care Subsidy (CCS)

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

Refundable Maintenance Levy

The maintenance levy is paid in Term 1, but will be refunded at the end of Term 4 by EFT following the attendance of two hours at a working bee held throughout the year together with parent help (minimum of one day per term) or committee member (minimum number of six meetings per year). The maintenance levy refund is not off-set against the Term 4 invoice and will only be refunded once all outstanding fees have been paid. The maintenance levy is a family levy and is only paid once per annum by each family, regardless of the number of children attending the service.

Non-refundable Equipment Levy

This levy is retained by the service and is paid each term.

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 Section 4).

ATTACHMENT 3: Statement of Fees and Charges

Fee Schedule 2021 Three-year-old kindergarten

Hours: 5 hours per week

	Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten Fee Deposit	\$300	-	\$300
Term 1	\$566	\$100 maintenance levy \$30 equipment levy*	\$696
Term 2	\$566	\$30 equipment levy*	\$596
Term 3	\$566	\$30 equipment levy*	\$596
Term 4	\$566	\$30 equipment levy* -\$300 Kindergarten Fee Deposit	\$296
Total	\$2,564	-\$80	\$2,484

**The equipment levy is non-refundable.*

Payment of fees

There are two options for payment of fees:

Option 1: Payment for the full year - pay fees in full by the date on the invoice issued in December/January and receive a discount of 2.5% on fees plus reimbursement of the Kindergarten Fee Deposit.

Option 2: By term/instalment (Kindergarten Fee Deposit deducted from Term 4 fees).

Kindergarten Fee Deposit

Parents/guardians are required to pay the Kindergarten Fee Deposit on offer of a place. This payment is retained and deducted from Term 4 fees. Payment will secure the child's place in the kindergarten program. If a family does not pay Term 4 fees, the Kindergarten Fee Deposit is not refunded to the family.

Early Start Kindergarten Fee Subsidy

Families who are eligible for the Early Start Kindergarten fee subsidy (refer to Section 6.2) will not be required to make fee payments.

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.

Refundable Maintenance Levy

The maintenance levy is paid in Term 1, but will be refunded at the end of Term 4 by EFT following the attendance of two hours at a working bee held throughout the year together with parent help (minimum of one day per term) or committee member (minimum number of six meetings per year). The maintenance levy refund is not off-set against the Term 4 invoice and will only be refunded once all outstanding fees have been paid. The maintenance levy is a family levy and is only paid once per annum by each family, regardless of the number of children attending the service.

Non-refundable Equipment Levy

This levy is retained by the service and is paid each term.

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 Section 4).

ATTACHMENT 4: Fee Payment Agreement 2021



Four-year-old (funded) kindergarten program

Please complete this form and return to Balwyn East Kindergarten by **Friday 30th October 2020**.

Fee payment contract

Child's full name: _____

Parent's/guardian's full name: _____

Parent/guardian phone number: _____

- 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.

Preference for payment of fees

Please indicate your method of paying fees for 2021 by ticking the appropriate box below:

Option 1: Full payment of year's fees less discount of 2.5%, plus \$220 (levies), less \$150.

Kindergarten Fee Total (\$3,969 for 4-year-old program)

Option 2: Payment by four instalments (\$1,038 per term plus levies)

Option 3*: Payment by four instalments (\$275 per term plus levies)

*only applicable to families eligible for the Kindergarten Fee Subsidy (see below)

Kindergarten Fee Subsidy

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

Health Care Card Pensioner Concession Card

Triplets or Quadruplets Aboriginal and/or Torres Strait Islander

DVA Gold or White Card Bridging Visas A-E or ImmiCard

Refugee and Asylum Seeker Visas (subclass 200-204)

Temporary Humanitarian Concern Visa (subclass 786)

Protection Visa (subclass 866)

Supporting documentation will need to be sighted on commencement at Balwyn East Kindergarten by the Fees Officer or Nominated Supervisor.

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

Signature (parent/guardian)

Date

Note: Invoices, receipts and collection of fees will be in accordance with the Balwyn East Kindergarten *Fees Policy*.

ATTACHMENT 5: Fee Payment Agreement 2021



Three-year-old kindergarten program

Please complete this form and return to Kindergarten by **Friday 30th October 2020**.

Fee payment contract

Child's full name: _____

Parent's/guardian's full name: _____

Parent/guardian phone number: _____

- 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.

Preference for payment of fees

Please indicate your method of paying fees for 2021 by ticking the appropriate box below:

Option 1: Full payment of year's fees, less discount of 2.5%, plus levies (\$220), less \$300 deposit (\$2,128 for 3-year-old-program)

Option 2: Payment by four instalments (\$566 per term plus levies)

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.

Signature (parent/guardian)

Date

Note: invoices, receipts and collection of fees will be in accordance with the Balwyn East Kinder *Fees Policy*.