

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 Yarra Warra Pre-School, by setting appropriate fees and charges
-)] the equitable and non-discriminatory application of fees across the programs provided by Yarra Warra Pre-School.

POLICY STATEMENT

1. VALUES

Yarra Warra Pre-School is committed to:

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

2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators and parents/guardians with an enrolled child, or who wish to enrol a child at Yarra Warra Pre-School.

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. 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.

DET 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*).

DET 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:

-)] *Charter of Human Rights and Responsibilities 2006* (Vic), as amended 2011
-)] *Child Wellbeing and Safety Act 2005* (Vic), as amended 2012
-)] *Disability Discrimination Act 1992* (Cth)
-)] *Education and Care Services National Law Act 2010*
-)] *Education and Care Services National Regulations 2011: Regulation 168(2)(n)*
-)] *Equal Opportunity Act 1995* (Vic)
-)] *National Quality Standard, Quality Area 7: Leadership and Service Management*
 -)] Standard 7.3: Administrative systems enable the effective management of a quality service

4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

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/

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/

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/

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.centrelink.gov.au/internet/internet.nsf/payments/conc_cards_hcc.htm

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/

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/

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/

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

-)] *Victorian kindergarten policy, procedures and funding criteria:*
www.education.vic.gov.au/ecprofessionals/kindergarten/
-)] The constitution of Yarra Warra Pre School

Service policies

-)] *Complaints and Grievances Policy*
-)] *Delivery and Collection of Children Policy*
-)] *Enrolment and Orientation Policy*
-)] *Excursions and Service Events Policy*
-)] *Inclusion and Equity Policy*
-)] *Privacy and Confidentiality Policy*

PROCEDURES

The Approved Provider 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 DET'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 Yarra Warra Pre School 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

- ⌋ 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 Yarra Warra Pre-School.

The Nominated Supervisor is responsible for:

- ⌋ assisting the Approved Provider in developing this policy, and ensuring that this policy is based on the principles of the *Kindergarten Fee Subsidy – Fees Policy* (refer to *Definitions*)
- ⌋ implementing and reviewing this policy, in consultation with parents/guardians, the Approved Provider and staff, and in line with the requirements of DET's *Victorian kindergarten policy, procedures and funding criteria* (refer to *Sources*)
- ⌋ considering any issues regarding fees that may be a barrier to families enrolling at Yarra Warra Pre-School and removing those barriers wherever possible
- ⌋ considering options for payment when affordability is an issue for families
- ⌋ communicating this policy and payment options to families in a culturally-sensitive way and in the family's first language where possible
- ⌋ providing all parents/guardians with a copy of the document containing fee information for families (refer to Attachment 1)
- ⌋ providing all parents/guardians with a statement of fees and charges (refer to samples in Attachments 2 and 3) upon enrolment of their child, and ensure that the *Fees Policy* is readily accessible at the service
- ⌋ providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 3 and 4)
- ⌋ collecting and receipting all fees
- ⌋ collecting all relevant information and maintaining relevant documents regarding those with entitlement to concessions, where applicable
- ⌋ complying with the service's *Privacy and Confidentiality Policy* regarding financial and other information received, including in relation to the payment/non-payment of fees
- ⌋ notifying parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected
- ⌋ ensuring a notice outlining fees charged by the service is displayed prominently in the main entrance to Yarra Warra Pre-School.

Certified Supervisors and other educators are responsible for:

- ⌋ informing the Approved Provider of any complaints or concerns that have been raised regarding fees at the service
- ⌋ referring parents'/guardians' questions in relation to this policy to the Approved Provider
- ⌋ assisting the Approved Provider, as required, in sighting supporting documentation for access to the Kindergarten Fee Subsidy.

Parents/guardians are responsible for:

- ⌋ reading the Yarra Warra Pre-School Fee information for families (refer to Attachment 1), the Fee Payment Agreement (refer to Attachments 4 and 5) and the Statement of Fees and Charges (refer to Attachments 2 and 3)
- ⌋ signing and complying with the Fee Payment Agreement (refer to Attachments 4 and 5)
- ⌋ notifying the Approved Provider if experiencing difficulties with the payment of fees
- ⌋ providing the required documentation to enable the service to claim the Kindergarten Fee Subsidy for eligible families (refer to Attachment 1 – Fee information for families).

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- ⌋ regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly

- in relation to affordability, flexibility of payment options and procedures for the collection of fees
-) monitor the implementation, compliance, complaints and incidents in relation to this policy
-) monitor the number of families/children excluded from the service because of their inability to pay fees
-) keep the policy up to date with current legislation, research, policy and best practice
-) revise the policy and procedures as part of the service's policy review cycle, or as required
-) notify parents/guardians at least 14 days before making any changes to this policy or its procedures (Regulation 172(2)).

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 Yarra Warra Pre-School on 7th **November, 2013**.

REVIEW DATE: JANUARY 2018

REVISION RECORD

| Date | Version | Revision description |
|------------|---------|---|
| 11/6/13 | | Fees set for 2014 |
| 7/11/13 | | Full policy reviewed |
| 25/06/15 | | Changes to payment options, fee update and outstanding fee process |
| 8/06/2016 | | Changes to the payment date for term one fees Changes to fees |
| 23/05/2017 | | Yearly fee increase Addition of Maintenance Levy General update |

ATTACHMENT 1

Fee information for families

Yarra Warra Pre-School 2018

1. Why fees are necessary

The Department of Education Training (DET) 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.

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, 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.

Yarra Warra Pre-School provides a range of support options to parents/guardians experiencing difficulty with payment of fees (see below).

2. How fees are set

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

-)] the financial viability of the service
-)] the level of government funding provided for the program, including the Kindergarten Fee Subsidy
-)] the availability of other income sources, such as grants
-)] the fees charged by similar services in the area
-)] the capacity of parents/guardians to pay fees
-)] reasonable expenditure in meeting agreed program quality and standards
-)] requirements of the *Kindergarten Fee Subsidy – Fees Policy* (details in the *Victorian kindergarten policy, procedures and funding criteria* document available at www.education.vic.gov.au/ecprofessionals/kindergarten/)

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

Please Note: Fees will increase each calendar year by at least CPI (Customer Price Index).

3. Other charges

Other charges levied by Yarra Warra Pre-School 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.
-)] **Administration fee:** This levy is retained by the service and is included in the total fees charged by the service.
-)] **Maintenance Levy:** This levy assists in the maintenance of the Pre-School building and grounds (including Bush Kinder). It will be reimbursed to families once their attendance has been logged at 1 working bee during the Pre-School year. Reimbursement will be made using the details provided on the 'Maintenance Levy' form. This levy is charged once per family. Current committee members are exempt from paying this levy (i.e. 2018 committee members will not be required to pay the Maintenance levy in 2018).
-)] **Late collection charge:**
The committee reserves the right to implement a late collection of children charge when:
 -)] The parent/guardian is between 10 and 20 minutes late in collecting their child. The fees will be

\$5 for every ten minutes, or part thereof, from the conclusion of the session.

-)] The parent/guardian is over 20 minutes late in collecting their child. The fee will be \$10 (or part thereof) for the first 20 minutes from the conclusion of the session and then \$15 for every five minutes (or part thereof) after that.

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. Government Funding

In circumstances where a child may be attending more than one funded four-year-old kinder program, Yarra Warra Pre-School **must** be the family's nominated Kindergarten for Government funding. This is to ensure that we receive adequate funding to properly run a well-resourced program. If, in a situation whereby Yarra Warra Pre-School has NOT been nominated as the funded kindergarten, the family will be asked to pay full (non-subsidised) fees of approximately \$5500 annually or the child may be refused a place.

7. Subsidies

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

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

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

-)] Health Care Card holders
-)] Pensioner Concession Card holders
-)] Department of Veterans' Affairs Gold Card 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 service on acceptance of a place or on commencement in the program. Families are eligible for the Kindergarten Fee Subsidy for the full term in which their concession is valid. Contact the service for further information.

7.2 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.

7.3 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. Yarra Warra Pre-School is a registered care provider with the Family Assistance Office (FAO).

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.

8. Payment of fees

The Committee of Management will regularly review payment options and procedures to ensure that they are inclusive and sensitive to families' cultural and financial situations.

Fees will be invoiced to parents/guardians directly and must be paid by the date indicated on the invoice. Each invoice will be accompanied by payment instructions. The first term's fees must be received in full prior to the child commencing at the service. For children enrolled after the commencement of a term, a pro rata invoice will be issued and must be paid in full within 14 days of the child's commencement at the service.

Parents/guardians having trouble in paying fees are requested to contact the treasurer to arrange a suitable alternative payment plan. The *Privacy and Confidentiality Policy* of the service will be complied with always in relation to a family's financial/personal circumstances.

9. Securing a place

Full payment of term one fees (including the administration fee for term one) is required by the AGM to secure a place in both the 3 and 4-year-old programs at Yarra Warra Pre-School. The AGM is held in November each year.

This payment is required to reduce the number of families forfeiting their place during term one after paying the initial deposit. In this instance, other families are missing out on a place that ends up vacant after making alternate arrangements prior to commencement of term one.

10. Procedures for late payments/refunds

Difficulty in paying fees

Parents/guardians having trouble in paying fees are requested to contact the President or Treasurer to arrange suitable alternative payment arrangements, such as an instalment plan.

Early Learning Association Australia (ELAA)

The ELAA is a national body championing excellence in early learning for children across Australia. They also provide support for parents and service providers. They have a foundation that can be accessed to fund fee payment for families that are unable to do so. Yarra Warra can access this foundation on behalf of the families and the payments are made directly. This is only available for 4-year-old kinder when all other options are not appropriate.

Late payment/non-payment of fees procedure

If the parents/guardians have not communicated the reasons for late or non-payment of fees, the following procedures will be implemented:

- Step 1: A written reminder notice will be sent stating fees are overdue, giving 14 working days for payment. A copy of the current Fees Policy Summary and support options available will be included (Schedule 4). A copy of this letter will be kept on file. The letter will encourage the parents/guardians to contact the President or Treasurer. If contact is made, a record of the conversation will be recorded, a copy sent to the parents/guardians (if required) and a copy placed on file.
- Step 2: If payment has not been received by the specified date or no contact has been made with the President or Treasurer, the committee will issue a second and final letter requesting full payment within 14 working days, or attendance at a meeting to discuss alternative payment options. The letter will be sent by registered mail and will include information on support options, and will foreshadow that continued non-payment or failure to communicate with the President or Treasurer may result in the suspension of the child's kindergarten place. If contact is made, minutes of contact/conversation will be kept on file. If a payment plan is agreed upon, both parties will sign the agreed plan and a copy will be provided to the parents/guardians and placed on file.
- Step 3: If the parents/guardians fail to make a payment or contact the President/Treasurer, the parents/guardians will be contacted by telephone as a final opportunity to discuss alternative payment options and to develop an agreed payment plan. Minutes of contact/conversation will be kept on file. If a payment plan is agreed upon, both parties will sign the agreed plan and a copy will be provided to the parents/guardians and placed on file. Parents/guardians will be informed that if payment is not made in accordance with the agreed payment plan, the matter will be referred to the committee and may result in the suspension of the child's place.
- Step 4: If the above steps have been completed and a family has outstanding fees at the end of 4th term children will not be able to attend Yarra Warra until all outstanding fees have been paid in full and all fees for the whole of the next year have been paid up front (5% upfront discount applies to this payment).

For example: if a family has unpaid fees (\$500 from 2014) and have other children enrolled in kinder in 2015, no children from this family will be allowed to attend Yarra Warra Pre-School until the \$500 for 2014 and all fees for 2015 are paid in full, upfront, before the kinder year starts.

- Step 5: If, at the committee's discretion, a decision is made to withdraw the child's place at the centre, the parents/guardians will be provided with 14 days' notice by registered mail.

The President or Treasurer, and any committee members involved, will ensure the *Privacy Policy* of the centre is complied with and staff will not be involved in any stage of this process. Staff may be consulted on child's attendance rates and any other information required for the President or Treasurer to fulfil their role. The President or Treasurer and any other committee members involved will ensure the centre's *Privacy Policy* is complied with in relation to the family's financial/personal situation.

11. Refund of fees

If a family becomes eligible for the Kindergarten Fee Subsidy during a term, a full refund of the applicable term fees (and fee deposit, where appropriate) will be provided. Fees may still apply for

programs offering more than the required minimum hours per week.

In any other case, fees are non-refundable (exceptional circumstances may apply – these are at the discretion of the Committee of. There will be no refund of fees in the following circumstances:

-)] a child's short-term illness
-)] public holidays
-)] family holiday during operational times
-)] closure of the service for one or more days when a qualified educator is absent and a qualified reliever is not available
-)] closure of the service for staff training days
-)] closure of the service due to extreme and unavoidable circumstances.

In addition, there will be no refund where a family chooses not to send their child to the program for the maximum number of hours for which they are enrolled.

12. Children turning three during the year of enrolment

Full payment from the first day of Term 1 is required if a place is to be reserved for a child in the three-year-old kindergarten program. Children can only commence the program when they have turned three.

13. 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.

14. 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.

15. Procedure for fees collection

1. The annual fee will be invoiced in five periods:
 -)] On acceptance of a place the **kindergarten fee deposit (Term 1) invoice** will be issued.
 -)] In November of the year prior to commencement an invoice for the balance of Term 1 fees will be issued.
 -)] Terms 2, 3 and 4 as outlined in step 4 below.
2. The kindergarten fee deposit invoice will be sent by mail with the letter of offer in June of the year prior to commencement.
3. The invoice for the balance of Term 1 fees will be distributed in the 'Welcome Packs' at the AGM. This invoice is to be paid in full by the date specified in the invoice (generally December of the year prior to commencement). Term 1 fees must be paid in full before the child commences at the centre in Term 1.
4. Invoices for Terms 2, 3 and 4 will be pigeon-holed for parents/guardians in the last week of the previous term. Invoices are to be paid in full by the Friday of the first week of the applicable term.
5. Families commencing at the centre at other times will be invoiced with payment terms of two weeks from the commencement date.

6. All families, including those eligible for the kindergarten fee subsidy, will receive an invoice detailing the charges for the period invoiced and the amount owing (if any).
7. All fees will be collected by the Fees Officer unless made by direct deposit or personally at the Bendigo Bank (see below).

16. Method of payment

-)] Preferred method: Direct deposit (internet or branch) to Bendigo Bank, Yarra Warra Pre-School Account, BSB 633108, Account Number 121 669 782. Please use your invoice number and child's name as the reference (e.g.. "James B: Term 1 Fees"); or
-)] Credit card: Visa or MasterCard payment accepted.

We do not accept cash.

Direct debit notifications are to be deposited into the fees box located outside the office.

Issue of receipts

Receipts will be provided for fee payments upon request.

Receipts for claiming **Child Care Benefit – Registered care** will be provided at the end of Terms 2 and 4 by the Treasurer.

ATTACHMENT 2 Statement of Fees and Charges

Yarra Warra Pre-School

Fee schedule 2018

Four-year-old (funded) kindergarten

Hours: 15 hours per week

| | Amount (\$) | Time for payment |
|--------------------------|-------------------|---|
| Kindergarten fee deposit | 100.00 | Upon offer of a place (deducted from Term 1 fees) |
| Admin. fee | 50.00 | Paid with Term 1 fees (One fee per family) |
| Maintenance Levy | 50.00 | Paid with Term 1 fees (One levy per family) Reimbursed after attendance at 1 working bee. Current Committee Members exempt. |
| Term 1 | 410.00 + 15.00 | Per term, payable in December of the previous year Invoice will include a \$15 excursion levy |
| Term 2 | 410.00 + 15.00 | Per term, payable on the Friday of the first week of term Invoice will include a \$15 excursion levy |
| Term 3 | 410.00 + 15.00 | Per term, payable on the Friday of the first week of term. Invoice will include a \$15 excursion levy |
| Term 4 | 410.00 + 15.00 | Per term, payable on the Friday of the first week of term Invoice will include a \$15 excursion levy |

Excursion/incursions

As of 2014, any additional charges required to cover the cost of special events that occur throughout the year will be charged along with the term fees as an additional levy. This replaces the existing system where families pay cash for the special events as they occur throughout the term. The current levy is \$15 per term. The levy will be due at the same time as the term fees.

Payment of fees

First term fee invoices will be issued prior to the AGM the year before the child is attending Yarra Warra Pre-School and must be paid by the AGM (i.e. Term 1 2018 invoices require payment by the 2017 AGM).

Children will not be permitted to commence the kinder year unless Term 1 fees are paid.

All other term fee invoices will be issued during the last week of the previous term and must be paid by the due date. Fees paid upfront for the entire year receive a 5% discount (not available for Health Care Card Holders),

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.

Child Care Benefit (CCB)

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

Late collection charge

The committee reserves the right to implement a late collection of children charge when:

- ⌋ The parent/guardian is between 10 and 20 minutes late in collecting their child. The fees will be \$5 for every ten minutes, or part thereof, from the conclusion of the session.

- ⌋ The parent/guardian is over 20 minutes late in collecting their child. The fee will be \$10 (or part thereof) for the first 20 minutes from the conclusion of the session and then \$15 for every five minutes (or part thereof) after that.

ATTACHMENT 3 Statement of Fees and Charges

Fee schedule 2018

Three-year-old kindergarten

Hours: 5 hours per week

| | Amount (\$) | Time for payment |
|--------------------------|-------------------|---|
| Kindergarten fee deposit | 100.00 | Upon offer of a place (deducted from Term 1 fees) |
| Admin fee | 50.00 | Paid with Term 1 fees (One fee per family) |
| Maintenance Levy | 50.00 | Paid with Term 1 fees (One levy per family) Reimbursed after attendance at 1 working bee. Current Committee Members exempt. |
| Term 1 | 410.00 | Per term, payable in December the previous year. |
| Term 2 | 410.00 + 15.00 | Per term, payable on the Friday of the first week of term Invoice will include a \$15 incursion levy |
| Term 3 | 410.00 + 15.00 | Per term, payable on the Friday of the first week of term Invoice will include a \$15 incursion levy |
| Term 4 | 410.00 | Per term, payable on the Friday of the first week of term |

Incursions

As of 2014, any additional charges required to cover the cost of special events that occur throughout the year will be charged along with the term fees as an additional levy. This replaces the existing system where families pay cash for the special events as they occur throughout the term. The current levy is \$15 per term for terms 2 and 3 only. The levy will be due at the same time as the term 2 and 3 fees.

Payment of fees

First term fee invoices will be issued prior to the AGM the year before the child is attending Yarra Warra Pre-School and must be paid by the AGM (i.e. Term 1 2018 invoices require payment by the 2017 AGM).

Children will not be permitted to commence the kinder year unless Term 1 fees are paid.

All other term fee invoices will be issued during the last week of the previous term and must be paid by the due date. Fees paid upfront for the entire year receive a 5% discount (not available for Health Care Card Holders),

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 when they have turned

three.

Late collection charge

The committee reserves the right to implement a late collection of children charge when:

- ⌋ The parent/guardian is between 10 and 20 minutes late in collecting their child. The fees will be \$5 for every ten minutes, or part thereof, from the conclusion of the session.

- ⌋ The parent/guardian is over 20 minutes late in collecting their child. The fee will be \$10 (or part thereof) for the first 20 minutes from the conclusion of the session and then \$15 for every five minutes (or part thereof) after that.

ATTACHMENT 4 Fee Payment Agreement 2018

Four-year-old (funded) kindergarten program

Please complete this form and return to Yarra Warra Pre-School by _____

Fee payment contract

Child's full name: _____

Parent's/guardian's full name: _____

- I/we acknowledge that the four-year-old kindergarten program is partly funded by the state government, with the balance of funds coming from fees paid by parents/guardians.
- I/we understand that I/we am/are entitled to obtain the Kindergarten Fee Subsidy if I/we meet one of the criteria below. If my/our eligibility lapses, then I/we understand that full payment of fees is required from the beginning of the following term.
- I/we agree to pay fees by the due date on the invoice.
- I/we understand that term fees are non-refundable.
- I/we acknowledge that if fees are not paid by the due date, the Committee of Management will implement the late payment of fees procedures, as outlined in the *Fees Policy*, which could result in the withdrawal of my/our child's place at the service.
- I/we agree that if my/our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify the treasurer 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

Supporting documentation will need to be sighted on commencement at Yarra Warra Pre-School by the treasurer or fees officer.

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 Yarra Warra Pre-School *Fees Policy*.

ATTACHMENT 5 Fee Payment Agreement 2018

Three-year-old kindergarten program

Please complete this form and return to Yarra Warra Pre-School by _____

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 treasurer 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 Yarra Warra Pre-School *Fees Policy*.

Early Start Kindergarten

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