



## 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 West Hawthorn Pre-school, by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by West Hawthorn Pre-school.

### POLICY STATEMENT

#### 1. VALUES

West Hawthorn Pre-school is committed to:

- providing responsible financial management of West Hawthorn Pre-school, 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 West Hawthorn Pre-school 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 West Hawthorn Pre-school.

#### 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*).

Regulation 168(2) (n) of *Education and Care Services National Regulations 2011* 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 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

## 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.

**Child Care Subsidy (CCS):** A Commonwealth Government means tested subsidy to assist eligible families with the cost of child care. Payments are paid directly to approved child care providers. Further information can be found at: <https://www.education.gov.au/child-care-subsidy-0>

**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](http://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 West Hawthorn Pre-school'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 West Hawthorn Pre-school.

**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](http://www.humanservices.gov.au)

**Kindergarten fee deposit:** A charge to secure a place that has been offered in a program at West Hawthorn Pre-school.

**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*)).

**Voluntary parent/guardian contribution:** A voluntary payment for items not directly related to the provision of the children's program. Attendance at West Hawthorn Pre-school 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](http://www.education.vic.gov.au)

- The constitution of West Hawthorn 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 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 Guide* (refer to *Sources*)
- considering any issues regarding fees that may be a barrier to families enrolling at West Hawthorn Pre-school 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. WHPS will organise and fund a translator to meet with staff and families where appropriate.
- ensuring that the *Fees Policy* is readily accessible at the service (Regulation 171)
- 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 Attachments 2 and 3) upon enrolment of their child.
- providing all parents/guardians with a fee payment agreement which is included in the enrolment form (refer to samples in Attachments 4 and 5)
- ensuring fees are collected, and receipted when requested
- collecting all relevant information and maintaining relevant documentation regarding those with entitlement to concessions, where applicable
- complying with West Hawthorn Pre-school'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 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 West Hawthorn Pre-school 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 ensure that the *Fees Policy* is readily accessible at West Hawthorn Pre- school

- providing all parents/guardians with a fee payment agreement, which is included in the enrolment form (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 West Hawthorn Pre-school'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 West Hawthorn Pre-school Fee information for families (refer to Attachment 1), the Fee Payment Agreement as disclosed in the enrolment form (refer to samples in 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 as disclosed in the enrolment form (refer to samples in 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 West Hawthorn Pre-school on **19/08/2020**

This policy was endorsed through communication to stakeholders on **11/09/2020**

**REVIEW DATE: 19/08/2021**



## ATTACHMENT 1

### Fee information for families

#### 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. Kindergarten services meet the balance of running costs not covered by the DET funding 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.

West Hawthorn 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 West Hawthorn Pre-school, 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](http://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 West Hawthorn Pre-school are included on the Statement of Fees and Charges. These include:

- **Kindergarten Security Deposit:** This payment secures a child's place at West Hawthorn Pre-school and is payable on acceptance of enrolment. The deposit is retained as full payment of term 1 fees. Families eligible for the Kindergarten Fee Subsidy or Early Start Kindergarten program (see below) are not required to pay the deposit. Families experiencing hardship should also discuss any difficulties with West Hawthorn Pre-school.
- **Refundable maintenance levy:** The participation of parents/guardians is encouraged by West Hawthorn Pre-school and can help to keep costs more affordable. However not all families are able to assist at West Hawthorn Pre-school. A refundable levy system has been introduced by West Hawthorn Pre-school. Payment will be refunded to parents/guardians on participation in specified activities which include but are not limited to: participating as a member on the WHPS Committee of Management, attending 2 working bees (which equates to 4 hours per family per year), assisting with maintenance and gardening or other volunteer equitable contribution.

Eligible concession card holders, or families participating in the Early Start Kindergarten program (see below) are not required to pay this levy. The levy is not intended to be a barrier to participation and families experiencing difficulties should discuss this with the Director.

- **Refundable AGM attendance levy:** Attendance at our November Annual General Meeting (AGM) of parents/guardians is strongly encouraged by West Hawthorn Pre-school. A levy system has been introduced by West Hawthorn Pre-school payable with the kindergarten security deposit. It is refundable in term 1 or before for families who attended the previous AGM or who have provided a reasonable apology ahead of the meeting. Families eligible for the Kindergarten Fee Subsidy or Early Start Kindergarten program (see below) are not required to pay this levy.

#### **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 (refer to Attachments 2 and 3).

#### **5. Fundraising**

Not all service costs are covered by DET per capita funding and the fees charged. Fundraising is undertaken to pay for additional items for West Hawthorn Pre-school. 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 (KFS) (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.

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 should 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 (ESK) 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. West Hawthorn Pre-school receives funding for children who meet the eligibility criteria. Contact West Hawthorn Pre-school, or the [City of Boroondara's Kindergarten Central Enrolment Scheme \(BKCES\)](#) for further information.

##### **6.3 Child Care Subsidy**

West Hawthorn Pre-school is not an eligible service for the Child Care Subsidy and this does not apply.



## 7. Payment of fees and levies

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.

Term fees and some levies are to be paid through an automatic direct debit system, such as EziDebit. An automatic direct debit form will be provided to parents through the enrolment process. Payments will be deducted once per term, parents will be notified in the days prior to the payment being processed. In the event of bank details changing, please contact West Hawthorn Pre-school.

There may be special circumstances in which term fees and/or levies are invoiced. All invoices must be paid by the date indicated on the invoice. Each invoice will be accompanied by payment instructions. Receipts will be provided for all invoiced payments.

The first term's fees must be received in full prior to the child commencing at West Hawthorn Pre-school. For children enrolled after the commencement of a term, fees will be calculated on a pro rata basis and must be paid in full within 7 days of the child's commencement at West Hawthorn Pre-school.

Parents/guardians who are experiencing difficulty in paying fees are requested to contact the service to arrange a suitable alternative payment plan. The *Privacy and Confidentiality Policy* of West Hawthorn Pre-school will always be complied with 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 email will be sent to parents/guardians with a specified payment date and will include information on a range of support options available for the family.
- Where payment is still not received, the service will telephone the family.
- Families will be invited to attend a meeting to discuss the range of support options available and establish a payment plan if necessary.
- Failure to attend the meeting and/or continued non-payment may result in BKCES being contacted. The parents/guardians may be notified that the child's place at West Hawthorn Pre-school may be withdrawn unless payment is made, or a payment plan is entered into within a specified period of time.
- The Committee of Management will continue to offer support and will reserve the right to employ a debt collector.
- No further enrolments of children from the parents/guardians will be accepted until all outstanding fees have been paid.

## 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 security deposit, where appropriate) will be provided.

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 West Hawthorn Pre-school for one or more days when a qualified educator is absent, and a qualified reliever is not available
- closure of West Hawthorn Pre-school for staff training days
- closure of West Hawthorn Pre-school 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. Refund of levies

The Maintenance levy is usually refunded towards the end of Term 4 and may be refunded by issuing the



family a Credit Note asking for bank details so the refund can be processed.

The AGM levy is usually refunded as a deduction of the Term 2 fees.

### **11. 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.

Should a child not yet be three years old at the commencement of first term, BKCES will determine whether the child will be allowed to attend West Hawthorn Pre-school while they are still two years old. If children not yet three years old are approved to commence prior to their third birthday, then a parent/guardian will be required to stay on site.

### **12. 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.

### **13. Notification of fee changes during the year**

Fees set for the year would only be reviewed in extraordinary circumstances, for example, if attendance rates fall below the budget 'break even' point, or the Government Universal Access Funding alters. Parents/guardians will be notified one term in advance where possible of any required fee increase and will be offered the option to request a payment plan.

### **14. Victorian Government Funding**

The Victorian Government provides funding to support children to access a high quality kindergarten program in the year before they start school. The funding is a contribution towards meeting the cost of the kindergarten program.

Your child can only be funded for a kindergarten place at **one service at any one time** and only for one year (unless your child is assessed as being eligible for a second funded year by your child's kindergarten teacher).

In the year your child is enrolled to attend our kindergarten program, West Hawthorn Pre-school will be claiming funding for your child on your behalf.

If your child will be attending another children's service that offers a funded kindergarten program, you must tell that service we will be claiming the government funding for your child.



## ATTACHMENT 2

### Statement of Fees and Charges

All fees for the year 2021 have been reviewed and approved by our Committee of Management. These fees are in place to support the excellent educational program led by our experienced Teachers and Co-Educators, including our two Exemplary Teachers, and to cultivate a financially viable service going forward. New fees have been established for 2021.

Please note that fees are inclusive of all excursions and incursions which form part of our teaching program.

### Four-year-old Program

#### 2021 Fee schedule: 4-year-old (funded) kindergarten: 15 hours per week

| Fee Type                      | Fees (\$)      | Other charges (\$)                        | Total (\$)     | Families eligible for the Kindergarten Fee Subsidy |                    |            |
|-------------------------------|----------------|---|----------------|--|--------------------|------------|
|                               |                |   |                | Fees (\$)  | Other charges (\$) | Total (\$) |
| Security Deposit / Term 1 Fee | 910.00         | 250.00 Maintenance Levy<br>50.00 AGM Levy | 1210.00        | 0  | 0                  | 0          |
| Term 2                        | 910.00         |   | 910.00         | 0  | 0                  | 0          |
| Term 3                        | 910.00         |   | 910.00         | 0  | 0                  | 0          |
| Term 4                        | 910.00         |   | 910.00         | 0  | 0                  | 0          |
| <b>Total</b>                  | <b>3640.00</b> | <b>300.00</b>                             | <b>3940.00</b> | <b>0</b>   | <b>0</b>           | <b>0</b>   |

**Fees may be subject to change.**

#### **Payment of fees**

Fee payment is to be made through the automatic direct debit facility.

#### **Kindergarten Security Deposit**

Parents/guardians are required to pay the Security deposit, which is the term 1 fee, as part of enrolment. This payment is retained and, along with the relevant enrolment records, 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 will not be required to make term fee or Levy payments.

#### **Maintenance Levy**

Payment will be refunded to parents/guardians on participation in specified activities which include but are not limited to: participating as a member on the WHPS Committee of Management, attending 2 working bees (equivalent to 4 hours work per family per year), assisting with maintenance and gardening or other volunteer equitable contribution. The levy is not intended to be a barrier to participation and families experiencing difficulties should discuss this with the Director.

### AGM Levy

Payment will be refunded in term 1 to parents/guardians who attended the November Annual General Meeting (AGM) or who have provided a reasonable apology ahead of the meeting. The levy is not intended to be a barrier to participation and families experiencing difficulties should discuss this with the Director.

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## Three-year-old Program

### 2021 Fee schedule: 3-year-old kindergarten: 6 hours per week

| Fee Type                      | Fees (\$)      | Other charges (\$)                        | Total (\$)     | Families eligible for the Early Start Kindergarten program |                    |            |
|-------------------------------|----------------|---|----------------|--|--------------------|------------|
|                               |                |   |                | Fees (\$)  | Other charges (\$) | Total (\$) |
| Security Deposit / Term 1 Fee | 775.00         | 250.00 Maintenance Levy<br>50.00 AGM Levy | 1075.00        | 0  | 0                  | 0          |
| Term 2                        | 775.00         |   | 775.00         | 0  | 0                  | 0          |
| Term 3                        | 775.00         |   | 775.00         | 0  | 0                  | 0          |
| Term 4                        | 775.00         |   | 775.00         | 0  | 0                  | 0          |
| <b>Total</b>                  | <b>3100.00</b> | <b>300.00</b>                             | <b>3400.00</b> | <b>0</b>   | <b>0</b>           | <b>0</b>   |

### Fees may be subject to change

#### Payment of fees

Fee payment is to be made through the automatic direct debit facility.

#### Kindergarten Security deposit

Parents/guardians are required to pay the Security deposit, which is the term 1 fee, as part of enrolment. This payment is retained and, along with the relevant enrolment records, will secure the child's place in the three-year-old kindergarten program. This is also a requirement for children turning three during the year in order to keep a place reserved.

#### 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 or Levy payments.

#### Maintenance Levy

Payment will be refunded to parents/guardians on participation in specified activities which include but are not limited to: participating as a member on the WHPS Committee of Management, attending working bees, assisting with maintenance and gardening or other volunteer equitable contribution. The levy is not intended to be a barrier to participation and families experiencing difficulties should discuss this with the Director.

### AGM Levy

Payment will be refunded in term 1 to parents/guardians who attended the November Annual General Meeting (AGM) or who have provided a reasonable apology ahead of the meeting. The levy is not intended to be a barrier to participation and families experiencing difficulties should discuss this with the Director.



### ATTACHMENT 3

#### Fee Payment Agreement *(As agreed to by signing the online enrolment form)*

#### Four-year-old (funded) kindergarten program

Please complete this form with payment of your Kindergarten Security/Term 1 fee and email to [admin@westhwthornpreschool.org](mailto:admin@westhwthornpreschool.org) or return directly to the kinder.

#### 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 through an automatic direct debit facility as required, and if invoiced, pay by the due date.
- 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 West Hawthorn Pre-school.
- 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 to discuss alternative payment options.
- I/we acknowledge that I/we have received and read West Hawthorn Pre-school's Fee information for families, which outlines the procedure for payment of fees.
- I/we confirm that my child will be accessing their government funded kindergarten place at this service and should my child attend any other children's service that offers a funded kindergarten program, I/we shall notify the other service(s) that West Hawthorn Pre-school will be claiming this funding for my child.

#### Kindergarten Fee Subsidy

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

#### Concession

Supporting documentation will need to be sighted on commencement, and when renewed, at West Hawthorn Pre-school by the Director or your child's Educator.

**Note: the eligibility of concessions may vary from time-to-time. Up-to-date information can be found in *The Kindergarten Guide* (Department of Education and Training) available under *early childhood / service providers on the DET website: [www.education.vic.gov.au](http://www.education.vic.gov.au)***

Signature (parent/guardian): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Note: Invoices, receipts and collection of fees will be in accordance with the West Hawthorn Pre-school *Fees Policy*.



## ATTACHMENT 4

### Fee Payment Agreement *(As agreed to by signing the online enrolment form)*

#### Three-year-old kindergarten program

Please complete this form with payment of your Kindergarten Security / Term 1 fee and email to [admin@westhawthornpreschool.org](mailto:admin@westhawthornpreschool.org) or return directly to the kinder.

#### 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 through an automatic direct debit facility as required, and if invoiced, pay by the due date
- I/we acknowledge that if fees are not paid by the due date, the Committee of Management/Board 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 West Hawthorn Pre-school.
- 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 to discuss alternative payment options.
- I/we understand that I/we am/are entitled to apply for the Early Start Kindergarten program if I/we am/are eligible as per below.
- I/we acknowledge that I/we have received and read West Hawthorn Pre-school'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 West Hawthorn 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. West Hawthorn Pre-school receives funding for children who meet the eligibility criteria. Contact West Hawthorn Pre-school for further information.