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

POLICY STATEMENT

VALUES

Pinemont 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 and/or Early Start Kindergarten.

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 Pinemont Pre-School.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
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 Pinemont 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	√	√			
Ensuring that the *Fees Policy* is readily accessible at the service *(Regulation 171)*	√	√			
Providing all parents/guardians with fee information *(refer to Attachment 1)*	√	√			
Providing all parents/guardians with a statement of fees and charges *(refer to Attachments 2 and 3)* upon enrolment of their child	√	√			
Providing all parents/guardians with a fee payment agreement *(refer to Attachments 4 and 5)*	√	√			
Ensuring fees are collected and receipted	√	√			
Collecting all relevant information and maintaining relevant documentation regarding those with entitlement to concessions *(refer to Definitions)*	√	√		√	

Complying with the service's *Privacy and Confidentiality Policy* regarding financial and other information received, including in relation to the payment/non-payment of fees	√	√			
Notifying parents/guardians a minimum of 14 days of any proposed changes to the fees charged or the way in which the fees are collected *(Regulation 172(2))*, and ideally providing one term's notice.	√	√			
Addressing any complaints or concerns that have been raised regarding fees at the service in a timely manner	√	√			
Reading the Pinemont 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 and/or Early Start Kindergarten, if eligible *(refer to Attachment 1)*.				√	
BOLD tick √ indicates legislation requirement					

BACKGROUND AND LEGISLATION

Background

The Department of Education and Training (DET) (*refer to definitions)* provides funding for each child who is enrolled and attending a funded kindergarten program two years 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 two years before school**.

DET also funds Early Start Kindergarten for three-year-old Aboriginal and Torres Strait Islander children, children from refugee or asylum seeker background 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 (*refer to Definitions)* and/or Early Start Kindergarten (*refer to Definitions)* arrangements. The fees charged must comply with the Kindergarten Fee Subsidy requirements (*refer to Definitions)* and/or Early Start Kindergarten (*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

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the *General Definitions* section of this manual.

Children/families experiencing vulnerability and/or disadvantage (in relation to this policy): children are vulnerable if the capacity of parents and family to effectively care, protect and provide for their long-term development and wellbeing is limited. Some factors which may contribute to a child experiencing vulnerability include: a child with a disability; living in a family with a low income, or one which is experiencing problems with housing, domestic violence, substance abuse, or mental health; known to child protection; in statutory out-of-home care; Aboriginal and/or Torre Strait Islander, having a culturally and linguistically diverse background; having a young or sole parent, or a parent with a disability (adapted from the Kindergarten Funding Guide)

Concession: A Commonwealth Government entitlement providing concessions for low-income earners and other eligible people. This includes one of the following:

- a Commonwealth Health Care Card
- a Commonwealth Pensioner Concession Card
- a Department of Veterans Affairs Gold Card or White Card
- Refugee or Asylum Seeker visa (200-204, 786 or 866)
- Bridging visas for any of the above Refugee or Asylum Seeker visas
- Multiple Births (triplets of more)

Early Start Kindergarten (ESK): Early Start Kindergarten provides eligible children with 15 hours of free or low-cost kindergarten each week led by a qualified Victorian Institute of Teaching (VIT) registered teacher. ESK is available to children who are at least three years old by 30 April in the year they are enrolled to attend the program and are:

- From a refugee or asylum seeker background, or
- Aboriginal and/or Torres Strait Islander, or
- Known to child protection.

These children can also access free year-before-school kindergarten through the ESK Extension Grant regardless of whether they have accessed ESK in the previous year.

Early Start Kindergarten extension grants: provides a free or low cost year-before-school kindergarten program for children:

- not eligible for the Kindergarten Fee Subsidy

- who participated in Access to Early Learning in the previous year or are from a refugee or asylum seeker background, or Aboriginal and/or Torres Strait Islander, or known to child protection. A child is not required to access ESK in the previous year to access the ESK extension grant.

High priority families: as defined in the Kindergarten Guide this includes:

- Children at risk of abuse or neglect, including children in Out-of-Home Care
- Aboriginal and/or Torres Strait Islander children
- Asylum seeker and refugee children
- Children eligible for the Kindergarten Fee Subsidy
    - A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, or. Multiple birth children (triplets, quadruplets)
- Children with additional needs, defined as children who:
    - Require additional assistance in order to fully participate in the kindergarten program
    - Require a combination of services which are individually planned
    - Have an identified specific disability or developmental delay

Kindergarten Registration 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, if applicable. High priority families (*refer to Definitions)* **should not be charged** any fees or levies, unless it is for outside funded hours.

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 deposit should not act as a barrier for enrolment of vulnerable families.

Kindergarten Fee Subsidy (KFS): A state government subsidy paid in addition to per capita grants to subsidise the costs of parent fees and enable eligible children to attend a funded kindergarten for 15 hours free of charge (*The Kindergarten Funding Guide (*refer to *Sources*)).

Late collection charge: A charge that may be imposed by the Approved Provider when parents/guardians are late to collect their child/children from the program (refer to Attachment 1 – Fee information for families).

SOURCES AND RELATED POLICIES

Sources

- *The Kindergarten Funding Guide (Department of Education and Training):* www.education.vic.gov.au
- The constitution of Pinemont Pre-School

Related 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*

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
- investigate what measures can be taken to reduce any barriers to access the program, especially for vulnerable and disadvantaged families
- 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 all stakeholders affected by this policy at least 14 days before making any significant 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 kindergarten program
- Attachment 3: Statement of Fees and Charges – Fee schedule – Three-year-old kindergarten program
- Attachment 4: Fee Payment Agreement – Four-year-old kindergarten program
- Attachment 5: Fee Payment Agreement – Three-year-old kindergarten program

AUTHORISATION

This policy was adopted by the Approved Provider of Pinemont Pre-School on **14/09/2021**

REVIEW DATE: 14/09/2022

ATTACHMENT 1
Fee information for families

Pinemont Pre-School 2021

1. General information

The Department of Education and Training (DET) (*refer to* Definitions) provides funding for each child enrolled and attending 3 year old and 4 year old kindergarten in the two years 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 the 3 year old and 4 year old kindergarten programs free of charge in the two years before school.

DET also provides funding to assist eligible three-year-old Aboriginal and Torres Strait Islander children, from a refugee or asylum seeker background or children known to Child Protection, to access kindergarten programs.

Pinemont 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 and Early Start Kindergarten
- the availability of other income sources, such as grants
- the fees charged by similar services in the area
- the capacity of parents/guardians to pay fees
- reasonable expenditure in meeting agreed program quality and standards
- requirements of *The Kindergarten Funding Guide* (Department of Education and Training) available from the DET website: www.education.vic.gov.au

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

Parents/guardians Families with more than one child in the pre-school program at the same time (for example, twins in 4 year old or 1 child in 4 year old and 1 child in 3 year old) will receive a $20 discount off this fee per term, for each child after the first child.

3. Other charges

Other charges levied by Pinemont 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 non-refundable and is converted into the Refundable Levy at the commencement of Term 1. **Children/Families experiencing vulnerability and/or disadvantage** (*refer to Definitions)* **and families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the deposit.** Families experiencing hardship should discuss any difficulties with the service.
- **Excursion/service event charge:** At times throughout the year an additional excursion(s) or event(s) may be arranged where it is considered relevant to the service's program and the

children's interests. At this time any additional costs to families are taken into consideration before a decision is made (refer to *Excursions and Service Events Policy*).

- **Additional hours fees:** Pinemont Pre-School offers 4-year-old families the Gumnuts program – with up to 5 additional hours per week above the set 15 hours per week (600 hours per year). Pinemont Preschool offers 3-year-old families the Extra Hours Program – with an additional 2.5 hours per week above the set 5 hours per week (200 hours per year). The additional hours fee is determined by the Committee of Management.
- **Refundable levy:** The participation of parents/guardians is encouraged by the service and can help to keep costs more affordable. As not all families are able to assist at the service, a refundable levy system has been introduced to replace volunteering or fundraising activities. Payment will be refunded to parents/guardians on participation in specified activities which may include working bees, maintenance and gardening etc. Children enrolled with either the Kindergarten Fee Subsidy or Early Start Kindergarten will not be 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 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 kindergarten and/or three-year-old kindergarten will be provided to families on enrolment *(refer to Attachment 2 and 3)*.

5. Fundraising

In line with current legislation, Pinemont Pre-School does not charge a fundraising levy. Fundraising is however undertaken to pay for additional items for the service. While **participation in fundraising is voluntary**, the support of every family is encouraged. Fundraising activities are also an opportunity for families and communities to come together.

6. Subsidies

6.1 Kindergarten Fee Subsidy

The Kindergarten Fee Subsidy is provided by DET and enables eligible children to attend 15 hours (4 year old program) or 5 hours (3 year old program) 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*).

Your child is eligible for the Kindergarten Fee Subsidy:

- if your child identifies as Aboriginal and/or Torres Strait Islander
- If your child is identified on their birth certificate as being a multiple birth child (triplets or more).

or if your child 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 Veterans Affairs Gold Card or White Card
- Refugee or Asylum Seeker visa (200-204, 786 or 866)
- Bridging visas for any of the above Refugee or Asylum Seeker visas

If your family or child has a humanitarian or refugee visa listed by the Department of Immigration and Border Protection which is not included in the above list, your child may still be eligible for the kindergarten fee subsidy.

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

Early Start Kindergarten gives eligible children 15 hours of free or low-cost kindergarten a week for two years before starting school.

To be eligible, the child must be three by 30 April in the year they start kindergarten and meet one of the following criteria:

- be from a refugee or asylum seeker background
- identify as Aboriginal or Torres Strait Islander
- your family has had contact with Child Protection

Children can also access free or low-cost Four-Year-Old Kindergarten through the Early Start Kindergarten Extension Grant. 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 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. Receipts will be provided for all fee payments.

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

8. Unpaid fees

If fees are not paid by the due date, the following steps will be taken.

- An initial reminder letter will be sent to parents/guardians with a specified payment date and will include information on a range of support options available for the family.
- Where payment is still not received, families will be invited to attend a meeting with the Business Manager and a member of the Executive Committee to discuss the range of support options available and establish a payment plan. Minutes of this meeting will be kept on file. If a payment plan is agreed upon, both parties will sign the agreed plan and a copy will be kept on file.
- Failure to attend the meeting and continued non-payment may result in a second and final letter from the President on behalf of the Executive Committee, 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.
- No further enrolments of children from the parents/guardians will be accepted until all outstanding fees have been paid.
- The Committee of Management will inform MIKA of this decision.

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 Refundable Levy, where appropriate) will be provided. Fees may still apply for programs offering more than the required minimum hours per week.

If a child is withdrawn from pre-school part way through the term, no refund will be forthcoming.

If a child commences pre-school part way through a term because a place becomes available, fees will be calculated on a pro-rata basis.

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

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

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

10. Children turning three during the year of enrolment

Full payment from the first day of Term 1 is required if a place is to be reserved for a child in the three-year-old kindergarten program. If this is not paid, their position is forfeited and given to the next child on MIKA's waiting list. Children can only commence the program when they have turned three.

11. Support services

Families experiencing financial hardship often require access to family support services. Information on these services may be available from the kindergarten service provider or alternatively families may contact the local council.

12. Notification of fee changes during the year

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

ATTACHMENT 2: STATEMENT OF FEES AND CHARGES [Place on service letterhead]

Four-year-old funded kindergarten

Pinemont Pre-School

Fee schedule 2022

Four-year-old kindergarten

Hours: 15 hours per week

	Fees ($)	Other charges ($)	Total ($)	Families eligible for the Kindergarten Fee Subsidy		
				Fees ($)	Other charges ($)	Total ($)
Kindergarten fee deposit	100	Becomes refundable levy	-100	0	0	0
Term 1	445		445	0	0	0
Term 2	445		445	0	0	0
Term 3	445		445	0	0	0
Term 4	445		445	0	0	0
Total	1,880		1,780	0	0	0

2022 Gumnut Program

The 4-year-old extended hours program will be offered at an additional fee of:

- $195.00 per term for one session per week
- $380.00 per term for two sessions per week.

This program is provided at the discretion of Pinemont, subject to viability.

Payment of fees

Term 1 fees are due at the Information Night (AGM) the year before pre-school commences.

Enrolment packs will be issued upon payment or receipt of payment at the AGM. Unpaid fees will result in the loss of the child's position. This position will be offered to the next child on the waiting list.

Invoices for the subsequent term are issued 1 month prior to the end of the current term and must be paid by the due date. i.e. Term 3 fees are payable at the end of Term 2.

Children repeating 4 year old pre-school who have not been deemed eligible to receive 2nd year government funding will be required to pay full fees for the year. This includes both the Pinemont Pre-School's fees and the amount of funding which the pre-school would have received from the government

Kindergarten fee deposit

Parents/guardians are required to pay the fee deposit on offer of a place. This payment is non-refundable however at the commencement of Term 1, it becomes the Refundable Levy. Payment will secure the child's place in the four-year-old kindergarten program. **Children/families experiencing vulnerability and/or disadvantage** *(refer to Definitions)* **and families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the deposit.** Families experiencing hardship should discuss any difficulties with the service.

Refundable Levy

The payment will be refunded to parents/guardians on participation in specified activities which may include working bees, maintenance and gardening etc.

Some may wish to donate the bond to assist the pre-school in operating financially.

If exceptional circumstances prevent a family participating in specified activities, alternative duties can be arranged. A formal written request to the Committee of Management would be required.

Parents/guardians with multiple children attending the preschool in the same year will pay, via the deposit described above, the Refundable Levy for each child. However, participation expectations are not adjusted and are irrespective of the number children they have attending, providing parents/guardians met these expectations, all Refundable Levies paid will be refunded.

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 or levy payments, with the exception of the Gumnuts program.**

Payment

Payment to be made using Internet banking's "pay anyone" facility to the Pinemont Pre-School bank account by the invoice due date.

Account Name: Pinemont Pre-School
BSB: 633-000
Account Number: 143 192 383

Parents/guardians should approach the Business Manager immediately if they are having difficulty with payment of fees, as there is a process for payment of fees by instalments. Any instalment plan will take the form of a written contract between parents and the pre-school. The parent's right to confidentiality will be maintained at all times. The Treasurer and Business Manager will keep an updated checklist on payments of fees for the 4 year old and 3 year old Program groups.

Fees Policy

All parents/guardians are encouraged to review to Pinemont's Fees Policy which is available on the website (pinemont.com.au) or as a hard copy at Pinemont.
The policy outlines:

- Parent/guardian responsibilities
- Subsidies
- Refund policy
- Non-payment of Fees

ATTACHMENT 3: STATEMENT OF FEES AND CHARGES [Place on service letterhead]
Three-year-old funded kindergarten

Pinemont Pre-School

Fee schedule 2022

Three-year-old kindergarten

Hours: 5 hours per week

	Fees ($)	Other charges ($)	Total ($)	Families eligible for the Kindergarten Fee Subsidy		
				Fees ($)	Other charges ($)	Total ($)
Kindergarten fee deposit	100	Becomes refundable levy	-100	0	0	0
Term 1	150		150	0	0	0
Term 2	150		150	0	0	0
Term 3	150		150	0	0	0
Term 4	150		150	0	0	0
Total	700		600	0	0	0

2022 Extra Hours Program

The 3-year-old extra hours program will be offered at an additional fee of:

- $195.00 per term for one additional 2.5 hour session per week

This program is provided at the discretion of Pinemont, subject to viability.

Payment of fees

Term 1 fees are due at the Information Night (AGM) the year before pre-school commences.

Enrolment packs will be issued upon payment or receipt of payment at the AGM. Unpaid fees will result in the loss of the child's position. This position will be offered to the next child on the waiting list.

Invoices for the subsequent term are issued 1 month prior to the end of the current term and must be paid by the due date. i.e. Term 3 fees are payable at the end of Term 2.

Kindergarten fee deposit

Parents/guardians are required to pay the fee deposit on offer of a place. This payment is non-refundable however at the commencement of Term 1, it becomes the Refundable Levy. Payment will secure the child's place in the three-year-old kindergarten program. **Children/families experiencing vulnerability and/or disadvantage** *(refer to Definitions)* **and families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the deposit.** Families experiencing hardship should discuss any difficulties with the service.

Refundable Levy

The payment will be refunded to parents/guardians on participation in specified activities which may include working bees, maintenance and gardening etc.

Some may wish to donate the bond to assist the pre-school in operating financially.

If exceptional circumstances prevent a family participating in specified activities, alternative duties can be arranged. A formal written request to the Committee of Management would be required.

Parents/guardians with multiple children attending the preschool in the same year will pay, via the deposit described above, the Refundable Levy for each child. However, participation expectations are not adjusted and are irrespective of the number children they have attending, providing parents/guardians met these expectations, all Refundable Levies paid will be refunded.

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 or levy payments.

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.

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.

Payment

Payment to be made using Internet banking's "pay anyone" facility to the Pinemont Pre-School bank account by the invoice due date.

Account Name: Pinemont Pre-School
BSB: 633-000
Account Number: 143 192 383

Parents/guardians should approach the Business Manager immediately if they are having difficulty with payment of fees, as there is a process for payment of fees by instalments. Any instalment plan will take the form of a written contract between parents and the pre-school. The parent's right to confidentiality will be maintained at all times. The Treasurer and Business Manager will keep an updated checklist on payments of fees for the 4 year old and 3 year old Program groups.

Fees Policy

All parents/guardians are encouraged to review to Pinemont's Fees Policy which is available on the website (pinemont.com.au) or as a hard copy at Pinemont.
The policy outlines:

- Parent/guardian responsibilities
- Subsidies
- Refund policy
- Non-payments of fees

ATTACHMENT 4: FEE PAYMENT AGREEMENT FOUR-YEAR-OLD KINDERGARTEN PROGRAM 2022

Please complete this form and return to Pinemont Pre-School by [Date]

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. 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 *Fee Information for Families*, which could result in the withdrawal of my/our child's place at the service and no further enrolments until the outstanding fees are paid.
- I/we agree that if my/our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify the Business Manager to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's *Statement of Fees and Charges*, which outlines the procedure for payment of fees.

Kindergarten Fee Subsidy

The kindergarten Fee Subsidy is provided by DET and enables eligible children to attend 15 hours of kindergarten free of charge. Your child is eligible for the kindergarten fee subsidy:

- if your child identifies as Aboriginal and/or Torres Strait Islander
- if your child is identified on their birth certificate as being a multiple birth child (triplets or more)
- a Commonwealth Health Care Card
- a Commonwealth Pensioner Concession Card
- a Department of Veterans Affairs Gold Card or White Card
- Refugee or Asylum Seeker visa (200-204, 786 or 866) or bridging visas for Refugee or Asylum Seeker visas

Early Start Kindergarten extension grants: provides a free or low cost year-before-school kindergarten program for children:

- not eligible for the Kindergarten Fee Subsidy
- who participated in Access to Early Learning in the previous year or are from a refugee or asylum seeker background, or Aboriginal and/or Torres Starit Islander, or known to child protection. A child is not required to access ESK in the previous year to access the ESK extension grant.

Please indicate below which concession you are eligible for as outlined in the criteria above.

Concession: _____

Except in the case of an Aboriginal or Torres Strait Islander child, supporting documentation will need to be sighted on commencement at Pinemont Pre-School by the Enrolment Officer**.**

_____ _____

Signature (parent/guardian) Date

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

ATTACHMENT 5: FEE PAYMENT AGREEMENT FOR THREE-YEAR-OLD KINDERGARTEN PROGRAM 2022

This attachment is for all 3 year old children attending a 3 year old program and for any 3-year-old child that is eligible for ESK and will be attending a 4 year old kinder program

Please complete this form and return to Pinemont Pre-School by [Date].

Fee payment contract

Child's full name: _____

Parent's/guardian's full name: _____

- I/we acknowledge that the three-year-old kindergarten 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. 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 understand that I/we am/are entitled to obtain the Early Start Kindergarten if I/we meet one of the criteria (as per 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 Information for Families* which could result in the withdrawal of my/our child's place at the service and no further enrolments being accepted until the outstanding fees are paid.
- I/we understand that 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 Business Manager to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's *Statement of Fees and Charges*, which outlines the procedures for payment of fees.

Early Start Kindergarten

Early Start Kindergarten gives eligible children 15 hours of free or low-cost kindergarten a week for two years before starting school. To be eligible, the child must be three by 30 April in the year they start kindergarten and meet one of the following criteria:

- be from a refugee or asylum seeker background
- identify as Aboriginal or Torres Strait Islander
- your family has had contact with Child Protection

Kindergarten Fee Subsidy

The kindergarten Fee Subsidy is provided by DET and enables eligible children to attend 5 hours of kindergarten free of charge. Your child is eligible for the kindergarten fee subsidy:

- if your child identifies as Aboriginal and/or Torres Strait Islander
- if your child is identified on their birth certificate as being a multiple birth child (triplets or more)
- a Commonwealth Health Care Card
- a Commonwealth Pensioner Concession Card
- a Department of Veterans Affairs Gold Card or White Card
- Refugee or Asylum Seeker visa (200-204, 786 or 866) or bridging visas for Refugee or Asylum Seeker visas

Please indicate below which concession you are eligible for as outlined in the criteria above

*Concession:*_____

Except in the case of an Aboriginal or Torres Strait Islander child, supporting documentation will need to be sighted on commencement at Pinemont Pre-School by the Enrolment Officer

_____ _____

Signature (parent/guardian) Date

Note: invoices, receipts and collection of fees will be in accordance with the Pinemont Pre-School *Fees Policy*.