

MANCHESTER PRESCHOOL

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 Manchester Preschool, by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by Manchester Preschool.

POLICY STATEMENT

1. VALUES

Manchester Preschool is committed to:

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

2. SCOPE

This policy applies to the Approved Provider, Person with Management and Control, Nominated Supervisor, Person in Day-to-Day Charge, educators and parents/guardians with an enrolled child, or who wish to enrol a child at Manchester Preschool.

3. BACKGROUND AND LEGISLATION

Background

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

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

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

community and the viability of the service. *The Kindergarten Funding Guide* (refer to *Sources*) outlines the criteria to be covered in the policy.

Legislation and standards

Relevant legislation and standards include but are not limited to:

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

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

Administration 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. See *Kindergarten Fee Deposit* for more information.

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.

Fundraising Levy: Fundraising is an important part of Manchester Preschool and vital to our financial viability. Funds raised throughout the year enable the kinder to purchase new toys, books and equipment for your children to use during their time at the kinder.

A fundraising coordinator is elected at the AGM to coordinate the organization of fundraising events joined with the Social Coordinator and Group Reps who are asked to assist during the year.

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. The deposit forms the following:

- \$50 forms the Maintenance Levy and is deducted from Term 4 fees if a working bee has been actively attended during the year.
- \$20 forms Term 1 Fundraising Levy
- \$30 is the Administration Levy.

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).

Voluntary parent/guardian contribution: A voluntary payment for items not directly related to the provision of the children’s program. Attendance at the service is not conditional on this payment.

5. SOURCES AND RELATED POLICIES

Sources

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

Service policies

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

PROCEDURES

The Approved Provider and Person with Management and Control are responsible for:

- reviewing the current budget to determine fee income requirements
- developing a fee policy that balances the parent’s/guardian’s capacity to pay, with providing a high-quality program and maintaining service viability
- implementing and reviewing this policy in consultation with parents/guardians, the Nominated Supervisor and staff, and in line with the requirements of DET’s *The Kindergarten Funding Guide* (refer to *Sources*)
- considering any issues regarding fees that may be a barrier to families enrolling at Manchester Preschool and removing those barriers wherever possible
- reviewing the effectiveness of the procedures for late payment and support offered
- considering options for payment when affordability is an issue for families
- clearly communicating this policy and payment options to families in a culturally-sensitive way, and in the family’s first language where possible
- ensuring that the *Fees Policy* is readily accessible at the service (Regulation 171)
- providing all parents/guardians with fee information (refer to Attachment 1)
- providing all parents/guardians with a statement of fees and charges (refer to samples in Attachments 2 and 3) upon enrolment of their child
- providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 4 and 5)
- ensuring fees are collected and receipted
- collecting all relevant information and maintaining relevant documentation regarding those with entitlement to concessions, where applicable
- complying with the service’s *Privacy and Confidentiality Policy* regarding financial and other information received, including in relation to the payment/non-payment of fees
- Electing a treasurer at the AGM who will be responsible for:
 - 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 a minimum of 14 days of any proposed changes to the fees charged or the way in which the fees are collected (Regulation 172(2)), and ideally providing one term's notice.

The Nominated Supervisor and Person in Day-to-Day Charge is responsible for:

- assisting the Approved Provider in developing this policy, and ensuring that this policy is based on the *Kindergarten Funding Guide* (refer to *Definitions*)
- implementing and reviewing this policy, in consultation with parents/guardians, the Approved Provider and staff, and in line with the requirements of DET's *The Kindergarten Funding Guide* (refer to *Sources*)
- considering any issues regarding fees that may be a barrier to families enrolling at Manchester Preschool and removing those barriers wherever possible
- considering options for payment when affordability is an issue for families
- communicating this policy, the availability of the Kindergarten Fee Subsidy and payment options to families in a culturally-sensitive way and in the family's first language where possible
- providing all parents/guardians with fee information (refer to Attachment 1)
- providing all parents/guardians with a statement of fees and charges (refer to samples in Attachments 2 and 3) upon enrolment of their child, and ensuring that the *Fees Policy* is readily accessible at the service
- providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 4 and 5)
- collecting all relevant information and maintaining relevant documents regarding those with entitlement to concessions, where applicable
- complying with the service's *Privacy and Confidentiality Policy* regarding financial and other information received, including in relation to the payment/non-payment of fees
- notifying parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected.

All other staff are responsible for:

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

Parents/guardians are responsible for:

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

EVALUATION

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

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

ATTACHMENTS

- Attachment 1: Fee information for families
- Attachment 2: Statement of Fees and Charges – Fee schedule – Four-year-old (funded) kindergarten program
- Attachment 3: Statement of Fees and Charges – Fee schedule – Three-year-old kindergarten program
- Attachment 4: Fee Payment Agreement – Four-year-old (funded) kindergarten program
- Attachment 5: Fee Payment Agreement – Three-year-old kindergarten program

AUTHORISATION

This policy was adopted by the Approved Provider of Manchester Preschool on 16/10/2018 and is reviewed annually.

ATTACHMENT 1

Fee information for families

Manchester Preschool

1. General information

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

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

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

Manchester Preschool provides a range of support options to parents/guardians experiencing difficulty with payment of fees (see below).

2. How fees are set

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

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

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

3. 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.

4. Other charges

Other charges levied by Manchester Preschool are included on the Statement of Fees and Charges. These include:

- **Enrolment Deposit:** This payment secures a child's place at the service and is payable on acceptance of enrolment. The \$100 enrolment deposit comprises the following:
 - \$30 Administration levy (non-refundable)
 - \$50 Maintenance levy (refundable – see below)
 - \$20 Term 1 Fundraising levy (refundable – see point 5 below)
- **Refundable Maintenance levy:** The participation of families 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. Families that participate in one working bee throughout the year, or make an alternative equal contribution arranged with the Maintenance Officer, will have their

Maintenance Levy refunded in Term 4. The levy is not intended to be a barrier to participation and families experiencing difficulties should discuss this with the service.

- **Non-refundable Administration levy:** This levy is retained by the service and is included in the total fees charged by the service. The levy covers 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:** 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*).
- **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 (*refer to Delivery and Collection of Children Policy*).

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, such as resources for the children. 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.

In order to ensure that each family's contribution is equal, we have implemented a levy system. A \$20 Fundraising Levy is applied to each family (not per child), per term. Families that participate in fundraising activities each term to the minimum value of \$20, will have their levy rolled over each term, and refunded in Term 4 via a reduction in term fees. Families that opt out of the fundraising activities, will pay a \$20 levy with the Term Fees.

How it works

- A fundraising levy of \$20 will be added to each family's Term 1 fees, via the enrolment deposit. (\$20 per family, not per child.)
- Families who participate in fundraising activities in Term 1 will not pay the \$20 levy in Term 2, as it is rolled over.
- Families who choose not to participate in fundraising activities in Term 1, will pay *another* \$20 with their Term 2 fees.
- Families who participate in fundraising activities in Term 2 will not pay the levy in Term 3, as it is rolled over.
- Families who choose not to participate in fundraising activities in Term 2 will pay *another* \$20 levy with their Term 3 fees.
- Families who participate in fundraising activities in Term 3 will not pay the \$20 levy in Term 4, as it will be taken off their Term 4 fees.
- Families, who choose not to participate in fundraising activities in Term 3, will not pay *another* \$20 with their Term 4 fees, nor will they get a \$20 reduction.

This system will ensure that the kinder has the funds to provide your children with the best possible equipment **during their time at kinder** rather than purchasing equipment the following year with funds that you have raised.

6. Subsidies

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

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

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

- is Aboriginal and/or Torres Strait Islander; or

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

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 fee subsidy

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

7. Payment of fees

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

Fees will be invoiced to parents/guardians directly and must be paid by the date indicated on the invoice (2 weeks). 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 Treasurer 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.

Manchester Preschool accepts the following forms of payment:

Direct Deposit (preferred):	Cash or Cheques:
Bendigo Bank Name: Manchester Preschool Inc BSB: 633 000 Account: 128 928 207 Please use your child's name and group (3yo or 4yo) as reference.	Place in the Fee Box in an envelope with the child's name and group. Please make cheques payable to "Manchester Preschool Inc." Cheques can also be mailed to: Manchester Preschool Attn: Enrolment Officer 132 Manchester Road Mooroolbark VIC 3138

8. Unpaid fees

Manchester Preschool is a small non-profit organisation and we are not in a financial position to allow children to attend Kindergarten with unpaid fees. Families are asked to make an appointment with the Treasurer if they are experiencing difficulty with payments. **We will make every effort to support families to negotiate appropriate payment plans in cases of financial hardship, but require communication with families in order to effectively manage this.**

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

- A Payment Reminder will be sent with a specified payment date, including information about support options available for the family, and a warning of potential suspension in the case of non-payment. The family will be encouraged to contact the Treasurer to discuss their options.
- Where payment is still not received and no communication made with the Treasurer, a Letter of Suspension will be sent notifying the family that the child's place at Manchester Preschool is suspended.
- In the case that there is a waiting list, the child's enrolment will be withdrawn if payment has not been made by a specified date.

Manchester Preschool reserves the right to employ the services of a debt collector.

No further enrolments of children from the family will be accepted until all outstanding fees have been paid.

TIMELINE FOR NON-PAYMENT OF FEES	
2 weeks prior to the end of each Term	<i>Invoices</i> for the following term's fees are issued. Families have 2 weeks to pay or contact the Treasurer to set up alternative payment arrangements.
1 week prior to commencement of Term	<i>Payment Reminder</i> letter sent out, including warning of suspension and details of support services available for families. Families will again be encouraged to contact the Treasurer to discuss payment options.
Week 2 of Term	<i>Letter of Suspension</i> sent with copy of signed fee agreement. Immediate payment is required, or other arrangements made with the Treasurer, or the child's place at the service is suspended as of Week 3. In the event that there is waiting list, the child's enrolment will be withdrawn if payment is not made within one week.

9. Refund of fees

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

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 curriculum days (staff training/administration)
- 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. Children can only commence the program when they have turned three. Enrolments for children who have not turned 3 by the beginning of first term will be accepted,

but they will be UNABLE to attend until after their 3rd birthday. If the group you have enrolled in is full, you will be required to pay the term's fees to hold the place for your child.

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. Manchester Preschool offers a payment plan option to families – please discuss this with the Treasurer.

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: 2020

4-year-old kindergarten (15 hours)

Fees include planned Incursions/Excursions; a SunSmart hat; and portfolios (digital and hardcopy).

	Fees	Other Charges	Total
Upon Enrolment	-	\$100 enrolment deposit <i>(includes Term 1 Fundraising Levy and annual Maintenance Levy)</i>	\$100
Term 1 Due 10/01/20	\$405	Nil	\$405
Term 2 Due 27/03/20	\$405	Term 1 Fundraising requirement met	\$405
		Term 1 Fundraising requirement <i>not met</i>	\$425
Term 3 Due 26/06/20	\$405	Term 2 Fundraising requirement met	\$405
		Term 2 Fundraising requirement <i>not met</i>	\$425
Term 4 Due 18/09/20	\$405	Term 3 Fundraising & Maintenance requirements met (\$50 maintenance levy refunded) (\$20 fundraising levy refunded)	\$335
		Term 3 Fundraising requirement met (\$20 fundraising levy refunded)	\$385
		Term 3 Fundraising & annual Maintenance requirements <i>not met</i>	\$405

Payment of fees

Invoices will be issued 2 weeks prior to each of the four terms and **must be paid by the due date**.

Enrolment deposit

Families are required to pay the enrolment deposit on offer of a place. 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 term fee payments.

Late collection charge

The Committee of Management reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child (refer to Fee information for families and *Delivery and Collection of Children Policy*).

ATTACHMENT 2

Statement of Fees and Charges: 2020

4-year-old kindergarten (15 hours)

Families eligible for Kindergarten Fee Subsidy

Fees include planned Incursions/Excursions; a SunSmart hat; and portfolios (digital and hardcopy).

	Fees	Other Charges	Total
Upon Enrolment	-	\$100 enrolment deposit (includes Term 1 Fundraising Levy and annual Maintenance Levy)	\$100
Term 1 Due 10/01/20	\$0	Nil	\$0
Term 2 Due 27/03/20	\$0	Term 1 Fundraising requirement met	\$0
		Term 1 Fundraising requirement <i>not met</i>	\$20
Term 3 Due 26/06/20	\$0	Term 2 Fundraising requirement met	\$0
		Term 2 Fundraising requirement <i>not met</i>	\$20
Term 4 Due 18/09/20	\$0	Term 3 Fundraising & Maintenance requirements met (\$50 maintenance levy refunded) (\$20 fundraising levy refunded)	\$70 refund
		Term 3 Fundraising requirement met (\$20 fundraising levy refunded)	\$20 refund
		Term 3 Fundraising & Maintenance requirements <i>not met</i>	\$0

Payment of fees

Invoices will be issued 2 weeks prior to each of the four terms and **must be paid by the due date**.

Enrolment deposit

Families are required to pay the enrolment deposit on offer of a place. 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 term fee payments.

Late collection charge

The Committee of Management reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child (refer to Fee information for families and *Delivery and Collection of Children Policy*).

ATTACHMENT 3

Statement of Fees and Charges: 2020

3-year-old kindergarten (2.5 or 5 hours)

Fees include planned Incursions/Excursions; a SunSmart hat; and portfolios (digital and hardcopy).

	Fees		Other Charges	Total	Total
Upon Enrolment	-		\$100 enrolment deposit (includes Term 1 Fundraising Levy and annual Maintenance Levy)	\$100	
	1 session	2 sessions		1 session	2 sessions
Term 1 Due 10/01/20	\$180	\$360	Nil	\$180	\$360
Term 2 Due 27/03/20	\$180	\$360	Term 1 Fundraising requirement met	\$180	\$360
			Term 1 Fundraising requirement <i>not met</i> (+\$20)	\$200	\$380
Term 3 Due 26/06/20	\$180	\$360	Term 2 Fundraising requirement met	\$180	\$360
			Term 2 Fundraising requirement <i>not met</i> (+\$20)	\$200	\$380
Term 4 Due 18/09/20	\$180	\$360	Term 3 Fundraising & Maintenance requirements met (\$50 maintenance levy refunded) (\$20 fundraising levy refunded)	\$110	\$290
			Term 3 Fundraising requirement met (\$20 fundraising levy refunded)	\$160	\$340
			Term 3 Fundraising & Maintenance requirements <i>not met</i>	\$180	\$360

Payment of fees

Invoices will be issued 2 weeks prior to each of the four terms and **must be paid by the due date**.

Enrolment deposit

Parents/guardians are required to pay the fee deposit upon offer of a place. 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.

Children turning three during the year

Enrolments for children who have not turned 3 by the beginning of first term will be accepted, but they will be UNABLE to attend until after their 3rd birthday. If the group you have enrolled in is full, you will be required to pay the term's fees to hold the place for your child.

Late collection charge

The Committee of Management reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child (refer to Fee information for families and *Delivery and Collection of Children Policy*).

ATTACHMENT 4 Fee Payment Agreement

YEAR

Four-year-old (funded) kindergarten program

Please complete this form and return to Manchester Preschool with your enrolment form.

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 Unpaid Fees procedure, 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 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 advise if the child is Aboriginal or Torres Strait Islander *Please tick:* Yes No

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

Concession: _____

Except in the case of an Aboriginal or Torres Strait Islander child, supporting documentation will need to be sighted on commencement at Manchester Preschool by the Enrolment Officer and/or Nominated Supervisor.

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

www.education.vic.gov.au

Signature (parent/guardian)

Date

Note: Invoices, receipts and collection of fees will be in accordance with the Manchester Preschool *Fees Policy*.

ATTACHMENT 5 Fee Payment Agreement

YEAR

Three-year-old kindergarten program

Please complete this form and return to Manchester Preschool by with your enrolment form.

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 Unpaid Fees procedure, 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 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 Manchester Preschool *Fees Policy*.

Early Start Kindergarten

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

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

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