

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

POLICY STATEMENT

1. VALUES

Research 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 Research 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*).

Children may be eligible for a second year of funded preschool. Application must be made by the preschool teacher to the Department of Education and Training. The teacher must establish and demonstrate that the child has developmental delays prior to the application. Approval of the application is at the sole discretion of the Department of Education and Training.

On the recommendation of the preschool teacher, a child enrolled in 4 year old kinder may seek to defer their enrolment without application to the Department of Education and Training. If the deferral is received and accepted by the Department of Education and Training prior to end of Term 2 a funded

position for the following year will be guaranteed and the child will be withdrawn for Terms 3 and 4 of the deferral year.

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

Enrolment application fee: A payment to cover administrative costs associated with the processing of a child's enrolment application for a place in a program at the service.

Excursion/service event charge: An additional charge required to meet the cost of special events or excursions that occur in response to emerging children's program needs. Events that are planned ahead and are included as an expenditure item in the service's budget do not incur this additional charge (refer to *Excursions and Service Events Policy*).

Fees: A charge for a place within a program at the service.

Health Care Card: A Commonwealth Government entitlement providing concessions for low-income earners and other eligible people. Details are available at: www.humanservices.gov.au

Kindergarten fee deposit: A charge to secure a place that has been offered in a program at the service. This is deducted from term fees.

Kindergarten Fee Subsidy (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 frequently late to collect their child/children from the program (refer to Attachment 1 – Fee information for families).

Registered carer: Registered child care is provided by individuals who are registered as carers with the Department of Health and Human Services. A registered carer may include grandparents,

relatives, friends, neighbours or nannies. In some cases, it can also include care provided by individuals in private preschools, kindergartens and some outside school hour services, including before and after school care, vacation care and holiday programs: www.humanservices.gov.au (Note: There were changes to child care assistance from 2 July 2018. More information about the New Child Care Package can be found at: www.education.gov.au)

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 Research 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 Research 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 and 6) upon enrolment of their child
- providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 4 and 5)
- ensuring fees are collected and receipted
- collecting all relevant information and maintaining relevant documentation regarding those with entitlement to concessions, where applicable
- complying with the service's *Privacy and Confidentiality Policy* regarding financial and other information received, including in relation to the payment/non-payment of fees

- notifying parents/guardians 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 Research 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 2,3 and 6) 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 Research 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 2,3 and 6)
- 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
- Attachment 6: Statement of Fees and Charges – Fee schedule – Extended care program

AUTHORISATION

This policy was adopted by the Approved Provider of Research Preschool in July 2018.

REVIEW DATE: JULY 2021

ATTACHMENT 1

Fee information for families

Research Preschool 2018

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 (for e.g. materials, equipment, power, telephone, staff allowances, short fall of wages, compulsory benefits such as superannuation, work cover etc.) through charging fees and a non-refundable fundraising levy.

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.

Research 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, including the previous year's operating expenses
- 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

The Committee of Management reserves the right to review the fees to families at any time during the year, if unforeseen circumstances substantially impact the service viability. In this instance, parents will be informed a minimum of 14 days of any proposed changes to the fees charged, and ideally providing one term's notice.

3. Other charges

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

- **Kindergarten fee deposit:** This \$50 payment secures a child's place at the service and is payable within 14 days of a place being offered, thus confirming acceptance of enrolment. The deposit is retained as part payment on term fees. If the position is forfeited after the payment of the deposit is received, and before the start of the preschool year, the deposit will be refunded (less \$10 to cover administrative costs). Families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the deposit, provided the relevant concession card, visa, travel document or letter of visa status is sighted within 14 days of the place being offered. Alternatively, families eligible for the Kindergarten Fee Subsidy will be refunded the \$50 kindergarten fee deposit after a copy of the relevant concession card, visa, travel document or letter of visa status is received. Concession

card/visa information will at all times remain confidential with the Director, Assistant Treasurer and/or Treasurer. 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*).
- **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 activities. Payment will be refunded to parents/guardians on participation in specified activities, which may include working bees, maintenance and gardening etc. Eligible concession card holders 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.
- **Non-refundable levy:** This levy is retained by the service and is included in the total fees charged by the service. The fundraising levy charged (see Statement of Fees and Charges documents) is a non-refundable levy.
- **Late collection charge:** The Committee of Management reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child from the service. This charge will be set at a level determined by the Committee of Management.

4. Statement of fees and charges

A statement of fees and charges for four-year-old or three-year-old kindergarten will be provided to families on enrolment.

Families with a child attending the Preschool on a part-time basis will be charged the full fee unless two part-time children share one position, thus not excluding another child from that place.

For families with two or more children attending Research Preschool in the 4 year old group or extended care program (ECP), a full fee will be charged for the first child and 80% of the full fee for consecutive children attending the same year thereafter.

5. Fundraising

Not all service costs are covered by DET per capita funding and the fees charged. Fundraising is undertaken to meet the balance and/or pay for additional items for the service. While participation in fundraising is voluntary, the support of every family is encouraged. Fundraising activities are also an opportunity for families and communities to come together.

6. 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*). For eligible families, the Kindergarten will claim to the Department on their behalf for the fee subsidy.

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. If the relevant concession card/visa is no longer held or it expires, families will no longer be eligible to receive the fee subsidy for the following term. In this case, they should notify the kindergarten. 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, which will be seven days after the commencement of each term. 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 Preschool's Treasurer/bookkeeper 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 to discuss the range of support options available and establish a payment plan.
- Failure to attend the meeting and continued non-payment may result in a second and final letter notifying parents/guardians that the child's place at the service may be withdrawn unless payment is made or a payment plan is entered into within a specified period of time. This letter will also include information on a range of support options available for the family.
- The Committee of Management will continue to offer support and will reserve the right to employ the services of a debt collector.
- If a decision is made to withdraw the child's place at the service, the parents/guardians will be provided with 14 days' notice in writing.
- 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 fee deposit, where appropriate) will be provided. Fees may still apply for programs offering more than the required minimum hours per week.

In any other case, fees are non-refundable (exceptional circumstances may apply – these are at the discretion of the Committee of 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.

There will be, however, a pro rata refund of 3 year old program term fees if the position is subsequently filled.

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.

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 may be altered by the Committee of Management during the course of the year if unforeseen circumstances substantially impact service viability, for example, if attendance rates fall below the budget 'break even' point. Parents/guardians will be notified at least 14 days, and ideally 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



RESEARCH
PRE-SCHOOL
INCORPORATED

A11975
ABN 36 339 159 617

Corner Main Road & Ingrams Road Research 3095 Telephone (03) 9 437 1834

4 YEAR OLD Fee Statement for 2018

(15 hour service)

Fees for 2018 have been set at \$1,800.00 per year for our service offering 15 hours per week. This includes a compulsory Fundraising levy of \$100.00 per family and a Maintenance Levy of \$50.00 (refundable upon attendance at one of the four working bees held throughout the year). Extended care is also offered at an additional cost.

Annual Fees:	\$1,700.00
Fundraising Levy	\$100.00
Maintenance Levy:	\$50.00 (Refundable)
TOTAL:	<u>\$1,850.00</u>

Fees may be paid in full by December 30th, 2017 \$1800.00 (Where \$50.00 Deposit has been paid)

Or in four instalments throughout the year;

1 st instalment due January 30 th , 2018	\$450.00
2 nd instalment due April 17 th , 2018	\$450.00
3 rd instalment due July 17 th , 2018	\$450.00
4 th instalment due October 9 th , 2018	\$450.00

A fee invoice will be sent each term, via email, clearly stating the date due for payment.

Payment is accepted by EFT, cheque or cash.

EFT: For payment by EFT please ensure the reference line clearly states the child's full name or invoice number. Receipts will only be issued upon request.

EFT: BSB NO.	063 222
Account No.	1008 2456
Reference:	Child's Name / Invoice number

Cheque: should be made payable to **Research Pre-School Inc** and placed in a sealed envelope with the payment slip below and deposited directly in the fees box or given to the teaching staff.

Cash: Fees paid by cash **must not be placed in the fees box** but handed directly to a staff or committee member and a receipt will be issued. We cannot accept responsibility for cash placed in the fees box without first being issued with a receipt.

Timely payment of your fees would be appreciated.

Mirella Schoof
Treasurer

Payment of fees

Invoices will be issued via email two weeks prior to the commencement of the upcoming term and must be paid by the due date.

Kindergarten fee deposit

Parents/guardians are required to pay the fee deposit on offer of a place. This payment is retained and deducted from term fees. Payment will secure the child's place in the four-year-old (funded) kindergarten program.

Kindergarten Fee Subsidy

Families who are eligible for the Kindergarten Fee Subsidy (refer to Fee information for families) will not be required to make fee payments.

Maintenance levy

A \$50 Maintenance levy is refundable upon attendance at one of the four working bees held throughout the year.

Extended Care Program

In 2018 Research Preschool will be running an Extended Care Program on Thursdays (9am – 12pm, 3 hour session) to enable families to meet work commitments. All children attending the 4 year old program are eligible to attend. Additional costs apply.

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).

Please detach this slip and return with your payment.

Childs Name: _____ **Date Paid:** _____

Amount Paid: \$ _____ **Chq.** **Cash** **EFT**

ATTACHMENT 3
Statement of Fees and Charges – 3 year old program (one and two sessions)



RESEARCH
PRE-SCHOOL
INCORPORATED

A11975
ABN 36 339 159 617

Corner Main Road & Ingrams Road Research 3095 Telephone (03) 9 437 1834

3 YEAR OLD Fee Statement for 2018

Sessions attended per week: One

Fees for 2018 have been set at \$900.00 per year for one x 3 hour session per week.

A Maintenance Levy of \$50.00 applies to all families (refundable upon attendance at one of the four working bees held throughout the year).

Annual Fees:	\$800.00
Fundraising Levy:	\$100.00
Maintenance Levy (Refundable):	\$50.00
TOTAL:	<u>\$950.00</u>

Fees may be paid in full by December 30th, 2017 \$900.00 (\$50.00 Holding Deposit already paid)

Or in four instalments throughout the year;

1 st instalment due January 30 th , 2018	\$225.00
2 nd instalment due April 17 th , 2018	\$225.00
3 rd instalment due July 17 th , 2018	\$225.00
4 th instalment due Oct 9 th , 2018	\$225.00

A fee invoice will be sent each term, via email, clearly stating the date due for payment.

Payment is accepted by EFT, cheque or cash.

EFT: For payment by EFT please ensure the reference line clearly states the child's full name or invoice number. Receipts will only be issued upon request.

EFT: BSB NO. 063 222
Account No. 1008 3870

Cheque: should be made payable to **Research Pre-School Inc** and placed in a sealed envelope with the payment slip below and deposited directly in the fees box or given to the teaching staff.

Cash: Fees paid by cash **must not be placed in the fees box** but handed directly to a staff or committee member and a receipt will be issued. We cannot accept responsibility for cash placed in the fees box without first being issued with a receipt.

Timely payment of your fees would be appreciated.

Mirella Schoof

Treasurer

Kindergarten fee deposit

Parents/guardians are required to pay the fee deposit on offer of a place. This payment is retained and deducted from term fees. Payment will secure the child's place in the three-year-old kindergarten program.

Early Start Kindergarten fee subsidy

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

Children turning three during the year

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

Late collection charge

The Committee 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).

Maintenance levy

A \$50 Maintenance levy is refundable upon attendance at one of the four working bees held throughout the year.



Please detach this slip and return with your payment.

Childs Name: _____ **Date Paid:** _____

Amount Paid: \$ _____ **Chq.** **Cash** **EFT**



RESEARCH
PRE-SCHOOL
INCORPORATED

A11975
ABN 36 339 159 617

Corner Main Road & Ingrams Road Research 3095 Telephone (03) 9 437 1834

3 YEAR OLD Fee Statement for 2018

Sessions attended per week: Two

Fees for 2018 have been set at \$1,800.00 per year for two sessions per week. The Maintenance Levy is \$50.00 (refundable upon attendance at one of the four working bees held throughout the year).

Annual Fees:	\$1,700.00
Fundraising Levy	\$100.00
Maintenance Levy:	\$50.00 (Refundable)
TOTAL:	<u>\$1,850.00</u>

Fees may be paid in full by December 30th, 2017 \$1800.00 (\$50.00 Holding Deposit already paid)

Or in four instalments throughout the year;

1 st instalment due January 30 th , 2018	\$450.00
2 nd instalment due April 17 th , 2018	\$450.00
3 rd instalment due July 17 th , 2018	\$450.00
4 th instalment due October 9 th , 2018	\$450.00

A fee invoice will be sent each term, via email, clearly stating the date due for payment.

Payment is accepted by EFT, cheque or cash.

EFT: For payment by EFT please ensure the reference line clearly states the child's full name or invoice number. Receipts will only be issued upon request.

EFT: BSB NO.	063 222
Account No.	1008 3870
Reference:	Child's Name / Invoice Number

Cheque: should be made payable to **Research Pre-School Inc** and placed in a sealed envelope with the payment slip below and deposited directly in the fees box or given to the teaching staff.

Cash: Fees paid by cash **must not be placed in the fees box** but handed directly to a staff or committee member and a receipt will be issued. We cannot accept responsibility for cash placed in the fees box without first being issued with a receipt.

Timely payment of your fees would be appreciated.

Mirella Schoof

Treasurer

Kindergarten fee deposit

Parents/guardians are required to pay the fee deposit on offer of a place. This payment is retained and deducted from term fees. Payment will secure the child's place in the three-year-old kindergarten program.

Early Start Kindergarten fee subsidy

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

Children turning three during the year

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

Late collection charge

The Committee 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).

Maintenance levy

A \$50 Maintenance levy is refundable upon attendance at one of the four working bees held throughout the year.



Please detach this slip and return with your payment.

Childs Name: _____ **Date Paid:** _____

Amount Paid: \$ _____ **Chq.** **Cash** **EFT**

ATTACHMENT 4

Fee Payment Agreement

[Year]

Four-year-old (funded) kindergarten program

Please complete this form and return to Research Preschool 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 Treasurer/Bookkeeper 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.
- I/we acknowledge that my child/children will have access to fifteen hours per week of kindergarten. At the commencement of the kindergarten year the hours of access will be reduced to eight or nine hours per child until the last week of February or sooner (at the discretion of the Four Year Old Director).
- I/we acknowledge that if my child/children defers a funded position, at the recommendation of the preschool teacher, and they are withdrawn for Terms 3 and 4 of the deferral year I/we may apply for an unfunded position for Terms 3 and 4 of the deferral year. If a vacancy exists and a position is offered and accepted, I/we will be charged the fees for the remainder of the deferral year plus 50% of the remaining per capita Department of Health and Human Services funding (to be paid with the 3rd payment of fees due seven days after the commencement of Term 3).
- I/we acknowledge that if my child/children defers a funded position, in the absence of the recommendation of the preschool teacher, and they are withdrawn for Terms 3 and 4 of the deferral year I/we may apply for an unfunded position for Terms 3 and 4 of the deferral year. If a vacancy exists and a position is offered and accepted, the family will be charged the fees for the remainder of the deferral year plus 100% of the remaining per capita Department of Human Services funding (to be paid with the 3rd payment of fees due seven days after the commencement of Term 3).
- I/we acknowledge that an unfunded position can only be accepted on the understanding that a funded position takes priority over the unfunded position. If a funded position is required for another child during Terms 3 or 4 and no other vacancy exists, then the child in the unfunded position will be withdrawn and the balance of monies paid will be refunded.
- I/we acknowledge that should a cheque issued to the Research Preschool in payment of term fees be dishonoured, I/we will be responsible for reimbursement of bank fees charged on that account to Research Preschool.

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 Research Preschool by the Director.

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 Research Preschool *Fees Policy*.

ATTACHMENT 5

Fee Payment Agreement

[Year]

Three-year-old kindergarten program

Please complete this form and return to Research Preschool 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 not funded by the state government and that the program cannot operate without receiving fees (the only exception is where a child is eligible for the Early Start Kindergarten fee subsidy – see below).
- I/we agree to pay fees by the due date on the invoice.
- I/we acknowledge that if fees are not paid by the due date, the Committee of Management/ will implement the late payment of fees procedures, as outlined in the *Fees 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/Bookkeeper 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.
- I/we acknowledge that should a cheque issued to the Research Preschool in payment of term fees be dishonoured, I/we will be responsible for reimbursement of bank fees charged on that account to Research Preschool.

Signature (parent/guardian)

Date

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

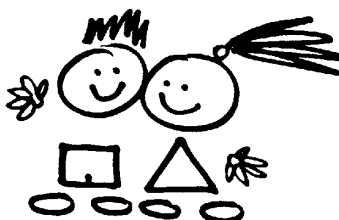
Early Start Kindergarten

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

ATTACHMENT 6
Statement of Fees and Charges



RESEARCH PRE-SCHOOL

INCORPORATED No. 11975

1555 Main Road Research 3095 Telephone: 9437 1834

Research Preschool Extended Care Fees for 2018

In 2018 Research Preschool will be running an extended care program on Thursdays to enable families to meet work commitments. The proposed timetable for the extended care program is:

Thursdays: 9am – 12pm (3 hour session)

Should you wish to take advantage of our extended care program, the cost will be:

- \$35 per 3 hour session casual, (please note 24 hour notice required) or
- \$30 per 3 hour session payable at the **beginning of term for the entire term** as follows:

Term	Payment due	Tuesday (\$)
1 (8 weeks)	27 Jan	240.00
2 (11 weeks)	13 Apr	330.00
3 (10 weeks)	13 July	300.00
4 (11 weeks)	5 Oct	330.00

If you have any queries, please do not hesitate to contact me on the phone number below.

Regards,

Nina Taylor (0409 092 937)
4 Year Old Enrolment Officer

Payment of fees

Invoices will be issued in line with the 3 and 4 year old preschool fee timelines and must be paid by the due date.

Kindergarten Fee Subsidy

The Kindergarten Fee Subsidy is not applicable for the Extended Care Program.