

2021 FREE KINDERGARTEN FEES POLICY

Mandatory – Quality Area 7



PURPOSE

This policy will provide a clear set of guidelines for:

- The setting, payment and collection of fees
- Ensuring the viability of **Tarralla Kindergarten Association Incorporated** by setting appropriate fee and charges
- The equitable and non-discriminatory application of fees across the programs provided.

POLICY STATEMENT

1. VALUES

Tarralla Kindergarten is committed to:

- supporting the Victorian Government's 2021 Free Kindergarten initiative
- increasing access to quality kindergarten programs for all Victorian children
- 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 Tarralla Kindergarten.

3. BACKGROUND AND LEGISLATION

Background

In response to the global coronavirus (COVID-19) pandemic, the Victorian Government is investing up to \$169.6 million in early childhood education by providing free kindergarten to each enrolled child participating in a funded kindergarten program in 2021. All families with a child enrolled in a funded kindergarten program are eligible for Free Kindergarten, this includes all children attending funded kindergarten programs in the year before school (four-year-old kindergarten) and services offering funded three-year-old kindergarten. The initiative also includes reduced fees for children enrolled in a funded kindergarten program in a long day care centre and for children attending unfunded three-year-old programs in sessional kindergarten services.

Regulation 168(2) (n) of the *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. Any voluntary parent donations and/or fundraising must comply with the 2021 Free Kindergarten subsidy guidelines and be responsive to the local community.

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.

Child Care Subsidy: A Commonwealth Government payment to help families who use either approved or registered childcare services. Stand-alone kindergartens like Tarralla Kindergarten are **not** approved childcare services and no rebates on Kindergarten fees apply under this subsidy. Details are available at: www.education.gov.au/child-care-subsidy-0

Early start kindergarten: A funded 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. Children that are eligible for Early Start Kindergarten (ESK) will continue to be enrolled, this ensure that service providers receive all funding entitlements and that these children have access to 15 funded hours of kindergarten across Victoria. ESK enrolments contribute to School Readiness Funding (SRF) calculations for service providers. It also allows the Department to continue to monitor efforts to engage the most vulnerable children in kindergarten across Victoria and provide additional targeted support where required through SRF or Early Childhood LOOKOUT

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.

Enrolment fee: A one-off non-refundable payment of \$100.00 to be paid on acceptance of an offer of a place, to secure that place at Tarralla Kindergarten. Note that this fee is additional to term fees.

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

Free Kindergarten 2021: Kindergarten programs for four-year-old and eligible three-year-old children in Victorian Government funded services will be free in 2021 as part of a \$169.6 million investment in early childhood education in the 2020/21 Victorian State Budget. Free Kinder forms part of the economic recovery support for Victorians as we recover from the global coronavirus (COVID-19) pandemic. The initiative is for 2021 only.

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 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 Committee of Management 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

- *Free Kinder 2021 - Information for Service Providers*
<https://www.education.vic.gov.au/childhood/providers/funding/Pages/freekinder2021.aspx>
- *Free Kinder 2021 – Frequently asked questions about Free Kinder 2021*
<https://www.education.vic.gov.au/childhood/providers/funding/Pages/freekinder2021.asp>
- *The Kindergarten Funding Guide (Department of Education and Training):*
www.education.vic.gov.au
- The constitution of Tarralla Kindergarten [Service Name]

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:

- implementing and reviewing this policy in consultation with parents/guardians, the Nominated Supervisor and staff, and in line with the requirements of DET's Free Kindergarten initiative (refer to Definitions)
- reimbursing families in full for any term fee payments that have already been made for 2021 within a reasonable timeframe (excluding any voluntary payments/donations that the parent has agreed to)
- ensuring families are not charged any compulsory out-of-pocket levies or maintenance fees (voluntary fundraising and payments/donations are permitted)
- ensuring that any surplus funding is used for directly supporting the quality of the teaching and learning in the kindergarten program and/or attendance at the service, including vulnerable children and families not yet enrolled and/or towards the change management required for preparing for three-year-old (in 2022 roll out areas)

- ensuring any voluntary parent payments/donations are explicitly agreed to in writing and receipted
- ensuring that any child that is eligible for Early Start Kindergarten is still enrolled at the service and recorded on the KIM system
- collecting all relevant information regarding those with entitlement to concessions and recording it on the KIM system
- collecting all relevant information and maintaining relevant documents regarding those with entitlement to concessions, where applicable
- ensuring that the 2021 Free Kindergarten Fee Policy is readily accessible at the service (Regulation 171)
- providing all parents/guardians with information about Free Kindergarten (refer to Attachment 1)
- 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
- 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
- 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 DET's Free Kindergarten initiative (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 Free Kindergarten initiative (refer to Sources)
- considering any issues regarding fees that may be a barrier to families enrolling at Tarralla Kindergarten 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 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)
- 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.
- assisting the Approved Provider, as required, in sighting supporting documentation for access to the Kindergarten Fee Subsidy

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 Tarralla Kindergarten 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 Tarralla Kindergarten on 15 / 03 / 2021.

REVIEW DATE: 15 / MAY / 2022

ATTACHMENT 1

2021 Free Kindergarten information for families

Tarralla Kindergarten 2021

1. General information

Kindergarten programs for four-year-old and eligible three-year-old children in Victorian Government funded services will be free in 2021 as part of a \$169.6 million investment in early childhood education in the 2020/21 Victorian State Budget. Free Kindergarten forms part of the economic recovery support for Victorians as we recover from the global coronavirus (COVID-19) pandemic. The initiative is for 2021 only.

This investment will save families **around \$2,000** for each child enrolled in a participating funded kindergarten program in 2021.

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.

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.

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

2. What free kindergarten means at our service

Tarralla Kindergarten has opted in to the 2021 Free Kindergarten initiative. Applicable parent fees are outlined below;

- Unfunded sessional kindergarten for 3-year-old children (up to 5 hours per week) – enrolment fee is payable upon acceptance of the place unless the child falls under the Kindergarten Fee Subsidy or Early Start Kindergarten (see 6.1/6.2), no term fees no parent fee
- Unfunded sessional kindergarten for 3-year-old children (up to 7 hours per week) – enrolment fee is payable upon acceptance of the place unless the child falls under the Kindergarten Fee Subsidy or Early Start Kindergarten (see 6.1/6.2), yearly term fee will be reduced by a \$1600 offset, the gap payable will be \$100 per term of \$400 per year
- Funded sessional kindergarten for 4-year-old children (15 hours per week) - enrolment fee is payable upon acceptance of the place unless the child falls under the Kindergarten Fee Subsidy or Early Start Kindergarten (see 6.1/6.2), no term fees no parent fee

Tarralla Kindergarten will reimburse families in full for any deposit or fee payments that have already been made for 2021 within a reasonable timeframe (excluding any voluntary parent donations/payments that you agree to in writing.)

3. 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.

4. Other charges

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

- **Enrolment fee:** This payment secures a child's place at the service and is payable on acceptance of enrolment. The Enrolment Fee is additional to payment of term fees. The kindergarten allocates this to administration costs payable by the kindergarten. Families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the Enrolment Fee provided:
 - The family produces eligible documentation that does not expire during the attendance year with the return of acceptance form. A clear photocopy of both sides of the eligible concession card must be provided. The original of the eligible concession card must be presented and sighted
- **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.

5. Statement of fees and charges

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

6. Fundraising

While **participation in fundraising/donation is voluntary**, the support of every family is encouraged. Fundraising activities are also an opportunity for families and communities to come together.

7. Subsidies

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

The Kindergarten Fee Subsidy is provided by DET and enables eligible children to attend 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.

7.2 Early Start Kindergarten fee subsidy

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

8. Unfunded three-year-old programs

Families that have children attending unfunded three-year-old programs in sessional kindergarten services will receive a \$1,600 reduction in parent fees. Compulsory parent fees can be charged above this amount but must not exceed the gap between the payment made by the State and the fee for 2021. Services are required to directly offset the full \$1,600 payment (which will be prorated for less than five hours) from parent fees. Any deposits or payments made totaling \$1,600 will be refunded in a reasonable timeframe.

9. Payment of fees

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

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

Parents/guardians experiencing difficulty in paying fees are requested to contact the relevant Fees Officer 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.

10. 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 contacted by phone to discuss the range of support options available and establish a payment plan. If a payment plan is agreed on, both parties will sign the agreed plan and a copy will be given to the parents/guardians and placed on file.
- Continued non-payment will escalate the matter to the Kindergarten President who will contact the family by phone.
- Further non-payment will result in a 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.
- Where a family has outstanding fees owing to the centre, the committee reserves the right to not allow further placements in programs until all outstanding monies are paid.

11. Refund of fees

If a family becomes eligible for the Kindergarten Fee Subsidy during a term, a full refund of the applicable term fees (and enrolment fee, 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 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.

If a family chooses to vacate the kindergarten place during term then term fees are only refundable on a pro-rata basis **if the vacancy is filled immediately upon departure**. On commencement of Term 1, no partial refunds for term fees will be available. If the child leaves before the end of the term, no pro-rata refund will be available for that term, except when the child's place is able to be filled immediately after the child has left the centre. Written notice of departure is required prior to the invoicing period for the next term. The Committee of Management may consider a partial refund in exceptional circumstances. Applications for a refund must be in writing and must clearly outline the reasons why the child ceased to attend the centre. Any refund will be at the discretion of the Committee of Management and will be assessed on a case-by-case basis. An administration fee may be applied.

12. Children turning three during the year of enrolment for unfunded 3-year-old kindergarten

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

13. Support services

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

14. Notification of fee changes during the year

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

ATTACHMENT 2

Statement of Fees and Charges



Tarralla Kindergarten

Fee schedule 2021

Four-year-old (funded) kindergarten

Hours: 15 hours per week

	Fees (\$)	Due date
Enrolment fee	\$100	15 August 2020
Term 1	\$0	14 December 2020
Term 2	\$0	29 March 2021
Term 3	\$0	21 June 2021
Term 4	\$0	13 September 2021
Total	\$100	

Payment of fees

The enrolment fee is due at the time of accepting your place at Tarralla Kindergarten.

Enrolment fee

Parents/guardians are required to pay the Enrolment fee on offer of a place. This payment goes towards administration costs and 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.

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.

Late collection

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).

ATTACHMENT 3 Statement of Fees and Charges



Tarralla Kindergarten

Fees schedule 2021

Three-year-old/Rising Fours Kindergarten

Hours: Three-year-old: 5 hours per week

Rising Fours: 7 hours per week

	3yo Fees (\$)	Rising Fours Gap Fees (\$)	Due date
Enrolment fee	\$100	\$100	15 August 2020
Term 1	\$0	\$100	14 December 2020
Term 2	\$0	\$100	29 March 2021
Term 3	\$0	\$100	21 June 2021
Term 4	\$0	\$100	13 September 2021
Total	\$100	\$500	

Payment of fees

The enrolment fee is due at the time of accepting your place at Tarralla Kindergarten.

The invoice for term one will be issued and provided to you via email.

Invoices for term 2, 3 and 4 will be issued on the Monday of the third last week of the preceding term and must be paid by the due date.

Enrolment fee

Parents/guardians are required to pay the Enrolment fee on offer of a place. This payment goes towards administration costs and will secure the child's place in the three-year-old kindergarten program.

Children turning three during the year

Children can only commence attendance of the program when they have turned three. However, to reserve a place for a child in the three-year-old kindergarten program, fees must be paid in full as per the above Fee Schedule, from the first day of Term 1.

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).

ATTACHMENT 4
Fee Payment Agreement



FREE KINDERGARTEN 2021

FEE PAYMENT AGREEMENT 2021

Four-year-old (funded) kindergarten program

Please complete this form and return to Tarralla Kindergarten.

Fee payment contract

Child's full name: _____

Parent's/guardian's full name: _____

- I/we acknowledge that I/we have read the service's 2021 Free Kindergarten Fees Policy (available on the Tarralla Kindergarten website), which outlines the procedure for payment of fees.
- I/we acknowledge that the four-year-old 15 hours per week (600 hours per year) funded kindergarten program is fully funded by the state government.

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.

Please indicate if the child is:

- ☐ Aboriginal and/or Torres Strait Islander
- ☐ Known to Child Protection

Kindergarten Fee Subsidy

Please indicate if the child is:

☐ Aboriginal and/or Torres Strait Islander

Please indicate if the enrolling child individually holds, or has a parent or guardian who holds one of the following:

- ☐ Health Care Card
- ☐ Pensioner concession Card
- ☐ Department of Veterans' Affairs (DVA) Gold or White Card
- ☐ Bridging Visa A-E
- ☐ Refugee visa (subclass 200)
- ☐ Humanitarian visas (subclasses 201, 202 and 786)
- ☐ Protection Visa (subclass 866)
- ☐ Emergency Rescue visa (subclass 203)
- ☐ Woman at risk visa (subclass 204)
- ☐ Immicard
- ☐ Triplets or quadruplets attending a funded kindergarten program in the same year.

Supporting documentation will need to be sighted on commencement at Tarralla Kindergarten at the AGM by the Enrolment Officer.

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

Signature (parent/guardian)

Date

Note: Invoices and collection of fees will be in accordance with the Tarralla Kindergarten 2021 Free Kindergarten Fees Policy.

ATTACHMENT 5

FREE KINDERGARTEN 2021

FEE PAYMENT AGREEMENT 2021

Three-year-old/Rising Fours kindergarten program

Please complete this form and return to Tarralla Kindergarten.



Fee payment contract

Child's full name: _____

Parent's/guardian's full name: _____

- I/we acknowledge that I/we have read the service's 2021 Free Kindergarten Fees Policy (available on the Tarralla Kindergarten website), which outlines the procedure for payment of fees.
- I/we acknowledge that the unfunded kindergarten program for 3-year old's is only partly funded by the state government, with the balance of gap coming from fees paid by parents/guardians.
- 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 *2021 Free Kindergarten Fees Policy* which could result in the withdrawal of my/our child's place at the service.
- I/we understand that gap term fees are non-refundable.
- I/we understand that children are unable to commence attendance of the program until they have turned 3, but that in order to reserve a place, fees must be paid in full as per the 3yo/Rising Fours Fees Schedule
- 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 Fees Officer to discuss alternative payment options.

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 indicate if the child is:

- ☐ Aboriginal and/or Torres Strait Islander
- ☐ Known to Child Protection

Signature (parent/guardian)

Date

Note: invoices, receipts and collection of fees will be in accordance with the Tarralla Kindergarten 2021 Free Kindergarten Fees Policy.