

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:

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

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 attending at Tarralla Kindergarten.

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 two years before school. Income from other sources, primarily fees, is required to meet all the additional costs incurred by the service in the delivery of the children's program. In addition, the Kindergarten Fee Subsidy (refer to *Definitions*) enables eligible children to attend a funded kindergarten program free of charge two years before school.

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

Regulation 168(2) (n) of Education and Care Services National Regulations 2011 requires that funded services have a comprehensive written fees policy, and the content of this policy must be communicated to families. The policy must include a written statement about the fees to be charged and the payment process. All families must be informed of applicable term and annual fees at the time of enrolment. Services must also advise eligible families of the Kindergarten Fee Subsidy (refer to *Definitions*) and/or Early Start Kindergarten (refer to *Definitions*) arrangements. The fees charged must comply with the *Kindergarten Fee Subsidy* requirements (refer to *Definitions*), and/or Early Start Kindergarten (refer to *Definitions*) and be responsive to the local community and the viability of the service. *The Kindergarten Funding Guide* (refer to *Sources*) outlines the criteria to be covered in the policy.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Charter of Human Rights and Responsibilities 2006* (Vic)
- *Child Wellbeing and Safety Act 2005* (Vic)
- *Disability Discrimination Act 1992* (Cth)
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*: Regulation 168(2)(n)
- *Equal Opportunity Act 1995* (Vic)
- *National Quality Standard*, including Quality Area 7: Governance and Leadership

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

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

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

Children/families experiencing vulnerability and/or disadvantage (in relation to this policy): children are vulnerable if the capacity of parents and family to effectively care, protect and provide for their long-term development and wellbeing is limited. Some factors which may contribute to a child experiencing vulnerability include: a child with a disability; living in a family with a low income, or one which is experiencing problems with housing, domestic violence, substance abuse, or mental health;

known to child protection; in statutory out-of-home care; Aboriginal and/or Torres Strait Islander, having a culturally and linguistically diverse background; having a young or sole parent, or a parent with a disability (adapted from the Kindergarten Funding Guide)

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

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

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

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

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

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

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

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

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

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

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

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 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

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

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*

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
Reviewing the current budget to determine fee income requirements	√	√			
Developing a fee policy that balances the parent's/guardian's capacity to pay, with providing a high-quality program and maintaining service viability	√	√			
Implementing and reviewing this policy in consultation with parents/guardians, the nominated supervisor and staff, and in line with the requirements of DET's The Kindergarten Funding Guide (<i>refer to Sources</i>)	√	√			
Considering any issues regarding fees that may be a barrier to families enrolling at Tarralla Kindergarten 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	√	√			
Providing communication to families explaining their access to one funded kindergarten program per child, per year.	√	√			
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 <i>Fees Policy</i> is readily accessible at the service (<i>Regulation 171</i>)	√	√			
Providing all parents/guardians with fee information (<i>refer to Attachment 1</i>)	√	√			
Providing all parents/guardians with a statement of fees and charges (<i>refer to samples in Attachments 2 and 3</i>) upon enrolment of their child	√	√			
Providing all parents/guardians with a fee payment agreement (<i>refer to samples in Attachments 4 and 5</i>)	√	√			
Ensuring fees are collected and receipted	√	√			

Collecting all relevant information and maintaining relevant documentation regarding those with entitlement to concessions (<i>refer to Definitions</i>)	√	√		√	
Complying with the service's <i>Privacy and Confidentiality Policy</i> 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 (<i>Regulation 172(2)</i>), and ideally providing one term's notice.	√	√			
Addressing any complaints or concerns that have been raised regarding fees at the service in a timely manner	√	√			
Reading the Tarralla Kindergarten Fee information for families (<i>refer to Attachment 1</i>), the Fee Payment Agreement (<i>refer to Attachments 4 and 5</i>) and the Statement of Fees and Charges (<i>refer to Attachments 2 and 3</i>)				√	
Signing and complying with the Fee Payment Agreement (<i>refer to Attachments 4 and 5</i>)				√	
Notifying the approved provider if experiencing difficulties with the payment of fees				√	
Providing the required documentation to enable the service to claim the Kindergarten Fee Subsidy and/or Early Start Kindergarten, if eligible (<i>refer to Attachment 1</i>).				√	
BOLD tick √ indicates legislation requirement					

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
- investigating what measures can be taken to reduce any barriers to access the program, especially for vulnerable and disadvantaged children
- monitor the number of families/children excluded from the service because of their inability to pay fees
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures unless a lesser period is necessary because of a risk. (Regulation 172(2))

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 16 / 12 / 2021.

REVIEW DATE: 15 / JUNE / 2022

ATTACHMENT 1

Fee information for families

Tarralla Kindergarten 2022

1. General information

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

DET provides a Kindergarten Fee Subsidy (see below) that enables children from eligible families to attend a kindergarten program free of charge in the year before school, and also provides 5 hours of funding in the two years before school.

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

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

2. How fees are set

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

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

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

3. Other charges

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

- **Administration fee:** This payment covers administrative costs associated with the processing of a child's enrolment at the service. This fee is additional to payment of term fees.. **Children/families experiencing vulnerability and/or disadvantage** (refer to *Definitions*) and families eligible for the Kindergarten Fee Subsidy (refer to *Definitions*) are not required to pay the Administration Fee. Families experiencing hardship should discuss any difficulties with the service.
- **Late collection charge:** The Committee of Management reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child from the service. This charge will be set at a level determined by the Committee of Management.

4. Statement of fees and charges

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

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

The Kindergarten Fee Subsidy is provided by DET and enables eligible children to attend 15 hours of Four-Year-Old kindergarten or 5 hours of Three-Year-Old kindergarten free of charge. For families attending our Three-Year-Old programs there will be a gap fee required for the extra 2 or 5 hours that your child will attend depending on the program they have been enrolled in. Eligibility conditions may change from time-to-time and must be checked in the most recent edition of the *Kindergarten Funding Guide* (refer to *Sources*).

Your child is eligible for the kindergarten fee subsidy:

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

or if your child holds or has a parent or guardian who holds, one of the following:

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

Families may be eligible for the Kindergarten Fee Subsidy in the two years 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.

6.2 Early Start Kindergarten fee subsidy

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

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

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

Children can also access free or low cost Four-Year-Old Kindergarten through the Early Start Kindergarten Extension Grant. Contact the service for further information.

7. Payment of fees

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

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

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.

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 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.

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 administration 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 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.

10. Children turning three during the year of enrolment

Term fees will be payable on a pro-rata basis from the week they commence Three-Year-Old kindergarten. Children can only commence the program when they have turned three.

11. Support services

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

12. Notification of fee changes during the year

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

**ATTACHMENT 2
Statement of Fees and Charges**



Tarralla Kindergarten

Fee schedule 2022

Four-year-old (funded) kindergarten

Hours: 15 hours per week

	Fees (\$)	Due date
Admin fee	\$100	15 August 2021
Term 1	\$455	13 December 2021
Term 2	\$455	28 March 2022
Term 3	\$455	20 June 2022
Term 4	\$455	12 September 2022
Total	\$1920	

Payment of fees

Invoices for each term will be issued on the Monday of the third last week of the preceding term must be paid by the due date.

Admin fee

Parents/guardians are required to pay the Admin Fee on offer of a place. This payment will pay for admin costs associated with enrolment.

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 2022

Three-year-old (funded) Kindergarten

Payment of fees

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

	7 hr program (\$)	10 hr program (\$)	Due date
Admin Fee	\$100	\$100	15-Aug-21
Term 1	\$200	\$350	13-Dec-21
Term 2	\$200	\$350	28-Mar-22
Term 3	\$200	\$350	20-Jun-22
Term 4	\$200	\$350	12-Sep-22
Total	\$900	\$1,500	

Kindergarten Fee Subsidy

Families who are eligible for the Kindergarten Fee Subsidy (refer to Fee information for families) will not be required to pay the admin fee, but will incur term fees for hours attended over the 5 hours funded by the state government.

	7 hr program (\$)	10 hr program (\$)	Due date
Term 1	\$65	\$215	13-Dec-21
Term 2	\$65	\$215	28-Mar-22
Term 3	\$65	\$215	20-Jun-22
Term 4	\$65	\$215	12-Sep-22
Total	\$260	\$860	

Admin fee

Parents/guardians are required to pay the Admin fee on offer of a place. This payment will pay for admin costs associated with enrolment.

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 any fee payments.

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, the admin fee must be paid in full. The term fees will commence on the day the child turns 3.

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**



Fee Payment Agreement 2022

Four-year-old (funded) kindergarten program

Please complete this form and return to Tarralla Kindergarten at the AGM.

Fee payment contract

Child's full name: _____

Parent's/guardian's full name: _____

- I/we acknowledge that I/we have read the service's Fees Policy (available on the Tarralla Kindergarten website), which outlines the procedure for payment of fees.
- 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 outlined in the Fees Policy. 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 Fees Policy, which could result in the withdrawal of my/our child's place at the service.
- 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.

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 Fees Policy.

ATTACHMENT 5

FEE PAYMENT AGREEMENT 2022

Three-year-old (funded) kindergarten program

Please complete this form and return to Tarralla Kindergarten at the AGM.

Fee payment contract

Child's full name: _____

Parent's/guardian's full name: _____

- I/we acknowledge that I/we have read the service's Fees Policy (available on the Tarralla Kindergarten website), which outlines the procedure for payment of fees.
- I/we acknowledge that three-year-old kindergarten for 2022 is only funded for 5 hours per week by the state government, with the balance of hours to be paid in fees by parents/guardians. (The only exception is where a child is eligible for the Early Start Kindergarten fee subsidy – see below).
- I/we understand that I/we am/are entitled to obtain the Kindergarten Fee Subsidy if I/we meet one of the criteria outlined in the Fees Policy. 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 acknowledge that if fees are not paid by the due date, the Committee of Management will implement the late payment of fees procedures, as outlined in the *Fees Policy* which could result in the withdrawal of my/our child's place at the service.
- I/we understand that 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, the admin fee must be paid in full as per the 3yo 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



Kindergarten Fee Subsidy

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 Fees Policy.