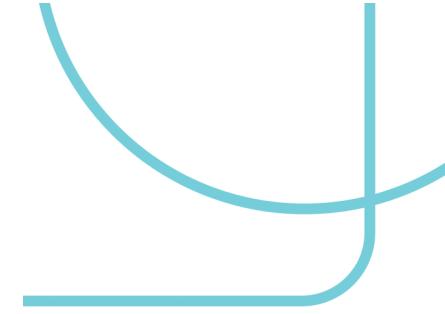


# FEES – FUNDED KINDERGARTEN

QUALITY AREA 7 | ELAA version 1.0



## PURPOSE

This policy provides a clear set of guidelines for:

- the setting, payment and collection of fees
- ensuring the viability of Sherbourne Preschool, by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by Sherbourne Preschool.



## POLICY STATEMENT

### VALUES

Sherbourne 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 and/or Early Start Kindergarten.

### SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge and parents/guardians attending Sherbourne Preschool.

RESPONSIBILITIES					
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 Sherbourne 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 <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</i>	✓	✓			

<i>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 Sherbourne Preschool 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					



## BACKGROUND AND LEGISLATION

### BACKGROUND

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

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

*Regulation 168(2) (n) of Education and Care Services National Regulations 2011* requires that funded kindergarten 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](http://www.legislation.vic.gov.au)  
Commonwealth Legislation – Federal Register of Legislation:  
[www.legislation.gov.au](http://www.legislation.gov.au)



## DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file of the PolicyWorks catalogue.

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

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

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

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

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

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

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

- not eligible for the Kindergarten Fee Subsidy
- who participated in Access to Early Learning in the previous year or are from a refugee or asylum seeker background, or Aboriginal and/or Torres Strait Islander,

or known to child protection. A child is not required to access ESK in the previous year to access the ESK extension grant.

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

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

**Kindergarten Registration fee:** A payment to cover administrative costs associated with the processing of a child's enrolment application for a place in a program at the service, if applicable. High priority families (*refer to Definitions*) **should not be charged** any fees or levies, unless it is for outside the funded hours

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

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

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

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

**Late collection charge:** A charge that may be imposed by the approved provider when parents/guardians are late to collect their child/children from the program (*refer to Attachment 1*)

**Extended care:** care that is provided by a kindergarten service to kindergarten children outside of the 15 hours per week program.

## SOURCES AND RELATED POLICIES



### SOURCES

- The Kindergarten Funding Guide (Department of Education and Training):  
[www.education.vic.gov.au](http://www.education.vic.gov.au)
- The constitution of Sherbourne Preschool

### RELATED POLICIES

- Complaints and Grievances
- Delivery and Collection of Children
- Enrolment and Orientation
- Excursions and Service Events
- Inclusion and Equity

- Privacy and Confidentiality
- 

## 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
  - notifying 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 due to risk (*Regulation 172 (2)*)
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## ATTACHMENTS



- Attachment 1: Fee information for families
  - Attachment 2: Statement of Fees and Charges – Extended Care (Educare)
  - Attachment 3: Statement of Fees and Charges – 3-year-old kindergarten program
  - Attachment 4: Statement of Fees and Charges – 4-year-old kindergarten program
  - Attachment 5: Fee Agreement – Extended Care (Educare)
  - Attachment 6: Fee Agreement – 3-year-old kindergarten program
  - Attachment 7: Fee Agreement – 4-year-old kindergarten program
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## AUTHORISATION



This policy was adopted by the approved provider of Sherbourne Preschool on 9.8.21.

**REVIEW DATE:** Aug 2022

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## ATTACHMENT 1. FEE INFORMATION FOR FAMILIES

Sherbourne Preschool 2022

### 1. General information

The Department of Education and Training (DET) (*refer to Definitions*) 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 two years before school.

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

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

Operation hours	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	3YO OLD 8.30am – 12.30pm	4YO OLD Group 1 & 2 8.30am – 4pm	3YO OLD 8.30am – 11:30pm	4YO OLD Group 1 & 3 8:30am – 4pm	4YO OLD Group 2 & 3 8:30am – 12:30pm
	Educare 3 & 4YO 12.30pm- 4.00pm			4YO OLD Group 2 & 3 12:30pm – 4pm	Educare 3 & 4YO 12.30pm- 4.00pm
<b>Term 1</b>	31 January to 8 April 2022				
<b>Term 2</b>	26 April to 24 June 2022				
<b>Term 3</b>	11 July to 16 September 2022				
<b>Term 4</b>	3 October to 20 December				
<b>Planned Closures</b>	Not known at this stage. To be added when known.				
<b>Additional Hours account for closure</b>	Not known at this stage. To be added when known.				

### 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](http://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 Sherbourne Preschool are included on the Statement of Fees and Charges. These include:

**Kindergarten fee deposit:** This payment secures a child's place at the service and is payable on acceptance of enrolment. The deposit is retained as part payment on term fees. **Children/families experiencing vulnerability and/or disadvantage (refer to Definitions) and families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the deposit.** Families experiencing hardship should discuss any difficulties with the service.

**Excursion/service event charge:** At times throughout the year an additional excursion(s) or event(s) may be arranged where it is considered relevant to the service's program and the children's interests. At this time any additional costs to families are taken into consideration before a decision is made (*refer to Excursions and Service Events Policy*).

**Extended care (Educare) fees:** Sherbourne Preschool offers up to 7 hours per week extended care outside of the 15 hours per week (600 hours per year) funded 4-year-old Kindergarten and 7 hours per week partly funded 3-year -old kindergarten (5 hours funded). This fee is charged termly and applicable to all families that require care after the kindergarten session on Mondays and Fridays. See Payment of Fees below for details.

Casual Educare places: The extended care program (Educare) group size will be capped at 18 children. If the term bookings don't exceed this number, vacant spaces will be available to book as a casual place at a cost of \$40.00 per session. Parents must book the casual place through the Director from a week before the required day and an invoice will be issued.

Invoices for casual places must be paid by the due date before further casual sessions can be booked.

**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. 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. Families wishing to be eligible for the refund of this levy must complete 2 workings bees. Working bees will be planned through the year and will be 3 hours of onsite work towards the maintenance and upkeep of the facilities.

Membership of the Preschool committee will be counted as attendance of 1 working bee however this is limited to 1 per family.

**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. A late collection fee may be applied to all programs, including 3 and 4 year programs, when: The parent/guardian is between 15 and 30 minutes late in collecting their child. The fee will be based on \$15 for every 5 minutes, or part thereof, from the conclusion of the session. If the parent/guardian is 30 and 60 minutes late the fee will increase to \$30 per 5 minutes.

Parent/guardians are given a grace period of between 0-15 minutes with no charge, however regular abuse of this will see its removal after a committee vote. The late fee will be included on the fortnightly invoice. Families who continue to attend late to pick up their child without adequate reason will be required to meet with the centre Director and their care may be reduced.

### 4. Statement of fees and charges

A statement of fees and charges for three-year-old kindergarten and/or four-year-old will be provided to families on enrolment (*refer to Attachment 2 and 3*).

### 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 kindergarten free of charge. Eligibility conditions may change from time-to-time and must be checked in the most recent edition of the Kindergarten Funding Guide ([refer to Sources](#)).

Your child is eligible for the kindergarten fee subsidy:

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

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

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

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

Where a child is identified by a parent, carer or legal guardian as an Aboriginal and/or Torres Strait Islander, no verification is required.

In all other instances, supporting documentation should be sighted by the service on acceptance of a place or on commencement in the program, however where there are delays, such as in obtaining health care cards for children in out-of-home care, the delay should not provide a barrier to the child accessing the Kindergarten Fee Subsidy. Families are eligible for the Kindergarten Fee Subsidy for the full term in which their concession is valid.

#### 6.2 Early Start Kindergarten

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

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

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

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

### 7. Payment of fees

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

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

Parents/guardians experiencing difficulty in paying fees are requested to contact the Fees Officer to arrange a suitable alternative payment plan. The Fees Officer will work in consultation with the Director to oversee this process. 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:

- A reminder invoice will be sent to parents/guardians 14 days after the due date.
- One week after this, the Fees Officer in consultation with the Director will send a reminder letter to parents/guardians with a specified payment date, and will include information on a range of support options available for the family.
- This will be followed by a phone call to discuss the above.

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 Director and 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

## 10. 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.

## 11. 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

### Extended Care (Educare) fees

Sherbourne Preschool

Educare Fee schedule 2021

Three-year-old kindergarten

Four-year-old-kindergarten

Hours: 7 hours of Educare is available per week

	Extended Care Fees (\$) 1 x session per week (3.5 hours)	Extended Care Fees (\$) 2 x sessions per week (7 hours)	Total (\$)
Educare fee deposit	\$120.00	\$120.00	\$120.00
Term 1	\$125.00	\$300.00	\$125.00/\$300.00
Term 2	\$350.00	\$600.00	\$350.00/\$600.00
Term 3	\$350.00	\$600.00	\$350.00/\$600.00
Term 4	\$350.00	\$600.00	\$350.00/\$600.00
Total	\$1295.00	\$2220.00	\$1295.00/\$2220.00
Casual Educare places	\$40.00 per session		

### Payment of fees

Invoices for the term will be issued before the start of each term and must be paid by the due date.

### Educare 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 Educare program.

### 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*).

### Casual places

Invoices will be issued at the time of booking and must be paid by the due date before further casual sessions can be booked.

## **ATTACHMENT 3. STATEMENT OF FEES AND CHARGES**

Three-year-old funded kindergarten

Sherbourne Preschool

Fee schedule 2022

Three-year-old kindergarten

Hours: 7 hours per week

	Fees (\$)	Other charges (\$)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	150.00	0.00	150.00	0.00	0.00	0.00
Term 1	150.00	100.00*	250.00	0.00	0.00	0.00
Term 2	300.00	0.00	300.00	0.00	0.00	0.00
Term 3	300.00	0.00	300.00	0.00	0.00	0.00
Term 4	300.00	0.00	300.00	0.00	0.00	0.00
Total	1,200.00	100.00*	1,300.00	0.00	0.00	0.00

\* Refundable Maintenance levy

### **Payment of fees**

Invoices will be issued 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 three-year-old kindergarten program. **Children/families experiencing vulnerability and/or disadvantage (refer to Definitions) and families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the deposit.** Families experiencing hardship should discuss any difficulties with the service.

### **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.

### **Early Start Kindergarten**

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

### **Children turning three during the year**

Children can only commence the program when they have turned three. Fees to be paid upon commencement.

### **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. STATEMENT OF FEES AND CHARGES

Four year old funded kindergarten

Sherbourne Preschool

Fee schedule 2022

Four-year-old kindergarten

Hours: 15 hours per week

	Group 2 & 3 Fees (\$)	Group 1 Fees (\$)	Other charges (\$)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
					Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	150.00	150.00	0.00	150.00	0.00	0.00	0.00
Term 1	390.00	440.00	100.00*	490.00/540.00	0.00	0.00	0.00
Term 2	540.00	590.00	0.00	540.00/590.00	0.00	0.00	0.00
Term 3	540.00	590.00	0.00	540.00/590.00	0.00	0.00	0.00
Term 4	540.00	590.00	0.00	540.00/590.00	0.00	0.00	0.00
Total	2160.00	2360.00	100.00*	2260.00/2460.00	0.00	0.00	0.00

\* Refundable Maintenance levy

### Payment of fees

Invoices will be issued 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 kindergarten program. **Children/families experiencing vulnerability and/or disadvantage (refer to Definitions) and families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the deposit.** Families experiencing hardship should discuss any difficulties with the service.

### 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 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 5. FEE AGREEMENT**

Extended Care (Educare)

EDUCARE PROGRAM - 2022

Please complete this form and return to Sherbourne Preschool by

### **Fee payment contract**

Child's full name: \_\_\_\_\_

Parent's/guardian's full name: \_\_\_\_\_

I/we agree to pay any additional fees for extended care services above the three-year-old or four-year-old preschool program by the due date on the invoice.

I/we understand that fees for extended care each term are non-refundable.

I/we acknowledge that if fees for extended care are not paid by the due date, the Committee of Management will implement the late payment of fees procedures, as outlined in the 2022 Fees Information for families, which could result in the withdrawal of my/our child's place at the Educare 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 Director to discuss alternative payment options.

I/we acknowledge that I/we have received and read the service's Fee information for families, which outlines the procedures for payment of fees.

Signature (parent/guardian): \_\_\_\_\_ Date: \_\_\_\_\_

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

## **ATTACHMENT 6. FEE AGREEMENT**

Three-year-old kindergarten

### THREE-YEAR-OLD KINDERGARTEN PROGRAM - 2022

Please complete this form and return to Sherbourne Preschool by

#### **Fee payment contract**

Child's full name: \_\_\_\_\_

Parent's/guardian's full name: \_\_\_\_\_

I/we acknowledge that the three-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 understand that I/we am/are entitled to obtain the Early Start Kindergarten if I/we meet one of the criteria (as per below).

I/we agree to pay fees by the due date on the invoice.

I/we acknowledge that if fees are not paid by the due date, the Committee of Management will implement the late payment of fees procedures, as outlined in the Fees Information for Families which could result in the withdrawal of my/our child's place at the service and no further enrolments being accepted until the outstanding fees are paid.

I/we understand that term fees are non-refundable.

I/we agree that if my/our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify the Director 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.

#### **Early Start Kindergarten**

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

be from a refugee or asylum seeker background

identify as Aboriginal or Torres Strait Islander

your family has had contact with Child Protection.

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

Please advise if the child is a refugee or asylum seeker background

*Please tick:* Yes

No

#### **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 Sherbourne Preschool by the

Signature (parent/guardian): \_\_\_\_\_ Date: \_\_\_\_\_

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

## ATTACHMENT 7. FEE PAYMENT AGREEMENT

Four-year-old kindergarten

### FOUR-YEAR-OLD KINDERGARTEN PROGRAM - 2022

Please complete this form and return to Sherbourne Preschool by

#### 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 [responsible position] to discuss alternative payment options.

I/we acknowledge that I/we have received and read the service's Fee information for families, which outlines the procedure for payment of fees.

#### Kindergarten Fee Subsidy

Please advise if the child is Aboriginal or Torres Strait Islander:

No

*Please tick:* Yes

Please indicate below which concession you are eligible for – the criteria are 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 Sherbourne Preschool by the

Signature (parent/guardian): \_\_\_\_\_ Date: \_\_\_\_\_

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