

# FEES – FUNDED KINDERGARTEN

QUALITY AREA 7 | ELAA version 1.1

## PURPOSE

This policy provides a clear set of guidelines for:

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

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## POLICY STATEMENT

### VALUES

Vasey Park 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 Vasey Park Preschool.

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| RESPONSIBILITIES   | Approved provider and persons with management | Nominated supervisor and persons in day-to-day | 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 Vasey Park 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 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 Vasey Park 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> .   |   |   |  | √ |  |
| <b>BOLD tick √ indicates legislation requirement</b>   |   |   |  |   |  |

## 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 or Early Start Kindergarten (*refer to Definitions*) arrangements. The fees charged must comply with the Kindergarten Fee Subsidy requirements (*refer to Definitions*) and/or 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 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 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

**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 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)*

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## 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 Vasey Park 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 \(2\)](#))

## ATTACHMENTS

- Attachment 1: Fee information for families
- Attachment 2: Statement of Fees and Charges – 3-year-old kindergarten program
- Attachment 3: Statement of Fees and Charges – 4-year-old kindergarten program
- Attachment 4: Fee Agreement – 3-year-old kindergarten program
- Attachment 5: Fee Agreement – 4-year-old kindergarten program

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## AUTHORISATION

This policy was adopted by the approved provider of Vasey Park Preschool on 14<sup>th</sup> September 2021

**REVIEW DATE:** September 2022

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## Vasey Park 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.

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

### 2. How fees are set

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

- the financial viability of the service
- the level of government funding provided for the program, including the Kindergarten Fee Subsidy 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 Vasey Park Preschool are included on the Statement of Fees and Charges. These include:

- **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. Parents/guardians are responsible for collecting their child promptly at the conclusion of the session. This charge will be set at a level determined by the Committee of Management. However, the committee recognises there may be isolated occasions when parents/guardians may be delayed through no fault of their own.

#### **Structure of late collection charge:**

A late-collection fee will be applied when the parent/guardian is more than 10 minutes late in collecting their child after receiving 1 verbal reminder, 1 verbal warning and 1 written warning. The fee will be based on \$1 per minute after 10 minutes from the conclusion of the session.

#### ***1<sup>st</sup> Late Collection - Verbal Reminder***

A staff member will verbally inform the parent/guardian they have arrived more than 10 minutes late and remind them of the scheduled end time of the session.



### **2<sup>nd</sup> Late Collection - Verbal Warning**

A staff member will verbally inform the parent/guardian they have arrived more than 10 minutes after the scheduled end of session and warn them that at the next late collection they will receive a written warning, after which fines will be issued for all future late collections. The verbal warning will be recorded in a register by the staff member and the parent/guardian will be asked to sign the register. If they refuse to sign, a second staff member will sign to acknowledge that the parent received the warning and has refused to sign.

### **3<sup>rd</sup> Late Collection - Written Warning**

A staff member will verbally inform the parent/guardian that they have arrived more than 10 minutes late for the third time, and will be issued a written warning. All future late collections will incur a fine.

### **4<sup>th</sup> and all future Occurrences – Fine Issued**

A late fine will be issued and for all future late collections (through to the end of the year).

## **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 upon 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 may be 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

At Vasey Park Preschool we offer;

**Direct Debit:** Direct Debit will be set up at the time of completing your child's online enrolment form. An invoice will be sent to you for each term advising that term fees will be debited from your nominated account or credit card on the due date. Payment will be automatic.

Should a direct debit payment default, the parent/guardian will be required to pay \$4.40 dishonour fee.

Parents/guardians experiencing difficulty in paying fees are requested to contact the book keeper to arrange a suitable alternative payment plan. The *Privacy and Confidentiality Policy* of the service will be complied with at all times in relation to a family's financial/personal circumstances.

## 8. Unpaid fees

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

- An initial reminder letter will be sent to parents/guardians with a specified payment date, and will include information on a range of support options available for the family.
- Where payment is still not received, families will be invited to attend a meeting to discuss the range of support options available and establish a payment plan.
- Failure to attend the meeting and continued non-payment may result in a second and final letter notifying parents/guardians that the child's place at the service may be withdrawn unless payment is made or a payment plan is entered into within a specified period of time. This letter will also include information on a range of support options available for the family.
- The Committee of Management will continue to offer support and will reserve the right to employ the services of a debt collector.
- If a decision is made to withdraw the child's place at the service, the parents/guardians will be provided with 14 days' notice in writing.
- No further enrolments of children from the parents/guardians will be accepted until all outstanding fees have been paid.

## 9. Refund of fees

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

**Vasey Park Preschool****Fee schedule 2022****Three-year-old kindergarten****Hours: 5 hours per week**

|        | Fees (\$) | Other Charges (\$) | Total (\$) | Families eligible for the Kindergarten Fee Subsidy |                    |            |
|--------|-----------|--------------------|------------|--|--------------------|------------|
|        |           |                    |            | Fees (\$)  | Other Charges (\$) | Total (\$) |
| Term 1 | 130       | 0                  | 130        | 0  | 0                  | 0          |
| Term 2 | 130       | 0                  | 130        | 0  | 0                  | 0          |
| Term 3 | 130       | 0                  | 130        | 0  | 0                  | 0          |
| Term 4 | 130       | 0                  | 130        | 0  | 0                  | 0          |
| Total  | 520       | 0                  | 520        | 0  | 0                  | 0          |

**Payment of fees**

Direct Debit will be set up at the time of completing your child's online enrolment form. An invoice will be sent to you for each term advising that term fees will be debited from your nominated account or credit card on the due date. Payment will be automatic.

**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*).

**Vasey Park Preschool****Fee schedule 2022****Four-year-old kindergarten****Hours: 15 hours per week**

|              | Fees (\$)   | Other Charges (\$) | Total (\$)  | Families eligible for the Kindergarten Fee Subsidy |                    |            |
|--------------|-------------|--------------------|-------------|--|--------------------|------------|
|              |             |                    |             | Fees (\$)  | Other Charges (\$) | Total (\$) |
| Term 1       | 355         | 0                  | 355         | 0  | 0                  | 0          |
| Term 2       | 355         | 0                  | 355         | 0  | 0                  | 0          |
| Term 3       | 355         | 0                  | 355         | 0  | 0                  | 0          |
| Term 4       | 355         | 0                  | 355         | 0  | 0                  | 0          |
| <b>Total</b> | <b>1420</b> | <b>0</b>           | <b>1420</b> | <b>0</b>   | <b>0</b>           | <b>0</b>   |

**Payment of fees**

Direct Debit will be set up at the time of completing your child's online enrolment form. An invoice will be sent to you for each term advising that term fees will be debited from your nominated account or credit card on the due date. Payment will be automatic.

**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*).

For all 3 year old children attending a 3 year old program and for any 3-year-old child that is eligible for ESK and will be attending a 4 year old kinder program

### Three Kindergarten Program 2022

- I/we acknowledge that the three-year-old kindergarten program is partly funded by the state government, with the balance of the 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 (as per below). 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 administration officer to discuss alternative payment options.
- I/we acknowledge that I/we have read the service's Fee information for families, which outlines the procedures for payment of fees.

Further, I agree to the following (except where my child is eligible for the Kindergarten Fee Subsidy)

- I/we agree to complete the Direct Debit form by nominating a bank account or credit card and will ensure there are sufficient funds when charging of fees.
- I/we acknowledge should my direct debit payment default I/we are to pay a dishonour fee of \$4.40
- I/we agree to inform Vasey Park Preschool of any changes or updates to my/our nominated direct debit details within 7 days by email to the Administration Officer.
- I/we agree to be charged term fees (as noted on this form) by the due date on the invoice via direct debit.
- I/we understand term fees are non-refundable and payment of fees is still required regardless if a child is absent (i.e. holiday, short-term illness).
- I/we agree that if our financial circumstances change and I/we are unable to pay as agreed, we will immediately notify Vasey Park Preschool to discuss alternative payment options.
- I/we agree all term fees are non-refundable, and any refund will be assessed on a case-by-case basis at the discretion of Vasey Park Preschool and an administration fee may be applied.

#### 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.

#### Kindergarten Fee Subsidy

The Kindergarten Fee Subsidy is provided by DET and enables eligible children to attend 15 hours of kindergarten free of charge. 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).
- 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) or bridging visas for Refugee or Asylum Seeker visas

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

### Four Kindergarten Program 2022

- I/we acknowledge that the four-year-old kindergarten program is partly funded by the state government, with the balance of the 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 (as per below). 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 administration officer to discuss alternative payment options.
- I/we acknowledge that I/we have read the service's Fee information for families, which outlines the procedures for payment of fees.

Further, I agree to the following (except where my child is eligible for the Kindergarten Fee Subsidy)

- I/we agree to complete the Direct Debit form by nominating a bank account or credit card and will ensure there are sufficient funds when charging of fees.
- I/we acknowledge should my direct debit payment default I/we are to pay a dishonour fee of \$4.40
- I/we agree to inform Vasey Park Preschool of any changes or updates to my/our nominated direct debit details within 7 days by email to the Administration Officer.
- I/we agree to be charged term fees (as noted on this form) by the due date on the invoice via direct debit.
- I/we understand term fees are non-refundable and payment of fees is still required regardless if a child is absent (i.e. holiday, short-term illness).
- I/we agree that if our financial circumstances change and I/we are unable to pay as agreed, we will immediately notify Vasey Park Preschool to discuss alternative payment options.
- I/we agree all term fees are non-refundable, and any refund will be assessed on a case-by-case basis at the discretion of Vasey Park Preschool and an administration fee may be applied.

#### Kindergarten Fee Subsidy

The Kindergarten Fee Subsidy is provided by DET and enables eligible children to attend 15 hours of kindergarten free of charge. 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).
- 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) or a bridging visas for Refugee or Asylum Seeker visas

**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.

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