

## 1 PURPOSE

This policy will provide clear guidelines for:

- the setting, payment and collection of fees
- ensuring the viability of Elonera Pre School Association Inc., by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by Elonera Pre School Association Inc..

## 2 POLICY STATEMENT

### 2.1 VALUES

Elonera Pre School Association Inc. is committed to:

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

### 2.2 SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, Educators and Parents/Guardians with an enrolled child, or who wish to enrol a child at Elonera Pre School Association Inc..

### 2.3 BACKGROUND AND LEGISLATION

#### 2.3.1 Background

The Department of Education and Training (DET) provides per capita funding as a contribution towards the costs of the four-year-old kindergarten program. 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 on page 3) enables eligible families to attend the four-year-old kindergarten program at minimal or no cost.

DET also funds eligible three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection, to access kindergarten programs as outlined in The Kindergarten Guide (refer to SOURCES AND RELATED POLICIES on page 4).

DET requires that funded services have a comprehensive written fees policy in place, and the content of this policy must be communicated to families. The policy must include a written statement about the fees to be charged, as required under Regulation 168(2)(n), and the payment process. All families must be informed of applicable term and annual fees at the time of enrolment.

Services must also advise eligible families of the Kindergarten Fee Subsidy arrangements. The fees charged must comply with the Kindergarten Fee Subsidy – Fees Policy (refer to DEFINITIONS on page 3), and be responsive to the local community and the viability of the service. The Kindergarten Guide (refer to SOURCES AND RELATED POLICIES on page 4) outlines the criteria to be covered in the policy.

#### 2.3.2 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, Quality Area 7: Leadership and Service Management
- Standard 7.3: Administrative systems enable the effective management of a quality service

### 3 DEFINITIONS

The terms defined in this section relate specifically to this policy.

For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the DET website. <http://www.education.vic.gov.au>

<b>APPROVED CARE</b>	<p>Care given by a service provider that has been approved by the Family Assistance Office to receive Child Care Benefit payments on behalf of eligible families. Most long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services are approved providers. Details are available at:</p> <p><a href="http://www.humanservices.gov.au/customer/services/centrelink/child-care-benefit">http://www.humanservices.gov.au/customer/services/centrelink/child-care-benefit</a></p>
<b>CHILD CARE BENEFIT (CCB)</b>	<p>A Commonwealth Government payment to help families who use either approved or registered childcare services. All eligible families can receive some Child Care Benefit. Details are available at:</p> <p><a href="http://www.humanservices.gov.au/customer/services/centrelink/child-care-benefit">http://www.humanservices.gov.au/customer/services/centrelink/child-care-benefit</a></p>
<b>EARLY START KINDERGARTEN</b>	<p>A funding program that enables three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection to attend a kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours. Details are available at:</p> <p><a href="http://www.education.vic.gov.au/about/programs/learningdev/Pages/default.aspx">http://www.education.vic.gov.au/about/programs/learningdev/Pages/default.aspx</a></p>
<b>ENROLMENT APPLICATION FEE</b>	<p>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.</p>
<b>EXCURSION/SERVICE EVENT CHARGE</b>	<p>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).</p>
<b>FEES</b>	<p>A charge for a place within a program at the service.</p>
<b>HEALTH CARE CARD</b>	<p>A Commonwealth Government entitlement providing concessions for low-income earners and other eligible people. Details are available at:</p> <p><a href="http://www.humanservices.gov.au/customer/services/centrelink/health-care-card">http://www.humanservices.gov.au/customer/services/centrelink/health-care-card</a></p>
<b>KINDERGARTEN FEE DEPOSIT</b>	<p>A non-refundable charge to secure a place that has been offered in a program at the service. This deposit is credited to the Term 4 fee invoice on completion of grounds duty, if still enrolled in Term 4.</p>
<b>KINDERGARTEN FEE SUBSIDY (KFS)</b>	<p>A state government subsidy paid directly to the funded service to enable eligible families to attend a funded kindergarten program at no cost (or minimal cost) to promote participation.</p> <p>Details, eligibility requirements and a calculator, are available in The Kindergarten Guide (refer to SOURCES AND RELATED POLICIES on page 4).</p>

<b>KINDERGARTEN FEE SUBSIDY – FEES POLICY</b>	Provides operational guidelines for services administering the Kindergarten Fee Subsidy and can be found in The Kindergarten Guide (refer to SOURCES AND RELATED POLICIES below).
<b>LATE FEE</b>	A charge that is incurred, if payment of your invoice is not received by the due date. Refer to (Fees and Charges on page 8).
<b>LATE COLLECTION CHARGE</b>	A charge that may be imposed by the Approved Provider when parents/guardians are late to collect their child/children from the program (Fees and Charges on page 8).
<b>REGISTERED CARE</b>	<p>Care provided by nannies, grandparents, relatives or friends, individuals working within kindergartens, occasional care services and outside school hours care services that are registered with the Family Assistance Office.</p> <p>Eligible families can receive some reimbursement of costs when using a registered care provider. Details are available at:</p> <p><a href="http://www.humanservices.gov.au/customer/services/centrelink/child-care-benefit">http://www.humanservices.gov.au/customer/services/centrelink/child-care-benefit</a></p>
<b>VOLUNTARY PARENT/GUARDIAN CONTRIBUTION</b>	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.

### 3.1 SOURCES AND RELATED POLICIES

#### 3.1.1 Sources

- The Kindergarten Guide (Department of Education and Training is available under early childhood / service providers on the DET website: [www.education.vic.gov.au](http://www.education.vic.gov.au))
- The constitution of Elonera Pre School Association Inc.

#### 3.1.2 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

## 4 PROCEDURES

The Approved Provider is responsible for:

- reviewing the current budget to determine fee income requirements
- developing a fee policy that balances the parent's/guardian's capacity to pay, with providing a high- quality program and maintaining service viability
- implementing and reviewing this policy in consultation with parents/guardians, the Nominated Supervisor and staff, and in line with the requirements of DET's The Kindergarten Guide (refer to Sources)
- ensuring that this policy is based on the principles of the Kindergarten Fee Subsidy – Fees Policy (refer to DEFINITIONS)
- considering any issues regarding fees that may be a barrier to families enrolling at Elonera Pre School Association Inc. and removing those barriers wherever possible
- reviewing the number of families experiencing financial hardship and 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
- providing all parents/guardians with a copy of the document containing fee information for families (Fees and Charges on page 8)
- providing all parents/guardians with a statement of fees and charges (Current fee schedule on page 6) prior to enrolment of their child, and ensure that the Fees Policy is readily accessible at the service (Regulation 171)
- providing all parents/guardians with a fee payment agreement (refer to AUTHORISATION on page 14)
- collecting and receipting all fees
- collecting all relevant information and maintaining relevant documentation regarding those with entitlement to concessions, where applicable
- complying with the service's Privacy and Confidentiality Policy regarding financial and other information received, including in relation to the payment/non-payment of fees
- notifying parents/guardians within **14** days of any proposed changes to the fees charged or the way in which the fees are collected (Regulation 172(2))
- ensuring a notice outlining fees charged by the service is displayed prominently in the main entrance to Elonera Pre School Association Inc..

The Nominated Supervisor is responsible for:

- assisting the Approved Provider in developing this policy, and ensuring that this policy is based on the principles of the Kindergarten Fee Subsidy – Fees Policy (refer to DEFINITIONS)
- implementing and reviewing this policy, in consultation with parents/guardians, the Approved Provider and staff, and in line with the requirements of DET's The Kindergarten Guide (refer to Sources)
- considering any issues regarding fees that may be a barrier to families enrolling at Elonera Pre School Association Inc. and removing those barriers wherever possible
- communicating this policy and payment options to families in a culturally-sensitive way and in the family's first language where possible
- complying with the service's Privacy and Confidentiality Policy regarding financial and other information received, including in relation to the payment/non-payment of fees

Certified Supervisors and other educators are responsible for:

- informing the Approved Provider of any complaints or concerns that have been raised regarding fees at the service
- referring parents'/guardians' questions in relation to this policy to the Approved Provider

- assisting the Approved Provider, as required, in sighting supporting documentation for access to the Kindergarten Fee Subsidy.

Parents/guardians are responsible for:

- reading the Elonera Pre School Association Inc. Fee information (Fees and Charges on page 8) and the Fee Payment Agreement (refer to AUTHORISATION on page 14) and the Statement of Fees and Charges (Current fee schedule below)
- signing and complying with the Fee Payment Agreement (refer to AUTHORISATION on page 14)
- completing the Direct Debit Authorisation online, as instructed in the enrolment pack
- notifying the Approved Provider if experiencing difficulties with the payment of fees
- providing the required documentation to enable the service to claim the Kindergarten Fee Subsidy for eligible families (refer to Attachment 1 – included with your enrolment pack).

#### 4.1 Association Membership

Once a child(s) enrolment is accepted, including the payment of any deposit(s), the parent(s) immediately become member(s) of the Elonera Pre-School Association.

#### 4.2 Fees.

##### 4.2.1 Current fee schedule

The current fee schedule is described in the following table

SESSION	KINDERGARTEN FEE DEPOSIT	TERM FEE	ANNUALISED TOTAL
3yo Kinder Program	\$115.00	\$460.00	\$1840.00
4yo Kinder Program	\$135.00	\$525.00	\$2100.00

The annualised total is the additional of all Term Fees, plus any notified Levies and/or any applicable deposits.

**Please Note:** The Kindergarten Fee Deposit will be credited to the Term 4 fees invoice, only after completion of Grounds or Committee Duties and net of any outstanding fees or charges. Children must also be registered to attend during Term 4. Should the applicable Grounds or Committee Duties not be completed, then this Kindergarten Fee Deposit will be forfeited and full payment of Term 4 fees will be required.

If all the required grounds duty hasn't been completed by the time the Term 4 invoice has been issued (see Fees and Charges on page 8), the Term 4 Invoice is payable in full. If the required grounds duty is completed after full payment of Term 4 invoice has been received, the deposit will be refunded back to your bank account in December before the end of Term 4. The Treasurer will contact you during December for your bank account number.

#### 4.2.2 Fee invoice schedule

Fees are invoiced each Term in advance using the following schedule

TERM	INVOICE DATE	DUE DATE
1	Approximately October, the year before enrolment, or any time prior to Term 1.	14 Days from Invoice Date
2	6 Weeks before the end of Term 1	14 Days from Invoice Date
3	6 Weeks before the end of Term 2	14 Days from Invoice Date
4	6 Weeks before the end of Term 3	14 Days from Invoice Date

#### 4.2.3 Fees are charged by term

If families withdraw from the Kinder during the term, no refunds will be made for the unused portion of the Term fees.

If families are intending to withdraw from Elonera the following term, if notice is received prior to the due date of the next term invoice, a pro-rata invoice for the following term will be provided.

#### 4.2.4 Fees paid monthly

Fees can be pre-paid via Direct Debit monthly instead of by Term, over 12 monthly payments. A payment schedule can be provided by the Treasurer, and payments will commence in October.

The Direct Debit provider charges fees/surcharges for payments via the Direct Debit. Elonera will pass on any fees to families who request to pay by month.

The payments will be treated as pre-payment of the fee invoice, and will equate to the total annual fee, including any term rate changes during the course of the year, as well as any monthly surcharges.

#### 4.2.5 Why fees are necessary

The Department of Education and Training (DET) provides per capita funding as a contribution toward the costs of providing a four-year-old kindergarten 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 four-year-old kindergarten program free of charge, or at a minimal cost.

DET also provides funding to assist eligible three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection, to access kindergarten programs.

Elonera Pre School Association Inc. provides a range of support options to parents/guardians experiencing difficulty with payment of fees, please contact either the Approved Supervisor or Nominated Supervisor for more information on options available.

#### 4.2.6 How Fees are set

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

- the financial viability of the service
- the level of government funding provided for the program, including the Kindergarten Fee Subsidy
- the availability of other income sources, such as grants
- the fees charged by similar services in the area
- the capacity of parents/guardians to pay fees
- reasonable expenditure in meeting agreed program quality and standards

- requirements of the Kindergarten Fee Subsidy – Fees Policy (details in The Kindergarten Guide: (Department of Education and Training) available under early childhood / service providers on the DET website: [www.education.vic.gov.au](http://www.education.vic.gov.au))

Fees set for the year are only reviewed in extraordinary circumstances, for example, if attendance rates fall below the budget 'break even' point, or changes are made to government funding.

#### 4.2.7 Fees and Charges

Fees and Charges levied by Elonera Pre School Association Inc. include:

<b>EXCURSION/SERVICE EVENT CHARGE</b>	<p>This additional charge is required to cover the cost of excursions or special events that occur throughout the year in response to emerging children's program needs and interests.</p> <p>Affordability and relevance to the children's interests and the service program will be taken into consideration before a decision is made that will require families to pay this additional charge (refer to Excursions and Service Events Policy).</p> <p>Events that are planned ahead are included as an expenditure item in the service's budget and do not incur this additional charge.</p>								
<b>EZIDEBIT DIRECT DEBIT TRANSACTION FEES</b>	<p>Ezidebit is our Direct Debit provider, providing options to pay Elonera deposits, fees and other charges via Direct Debit. Ezidebit provides options to pay via Bank Account or Credit Card.</p> <p>All term invoices, where the payment is paid in full by term from a Bank Account, Elonera will absorb the cost of the Ezidebit fees.</p> <p>All other payments, including paying deposits, monthly payments, levies and other charges, regardless from Bank or Credit Cards, those fees will be passed into the member.</p> <p>Ezidebit currently charges:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">METHOD</th> <th style="text-align: left;">CHARGE</th> </tr> </thead> <tbody> <tr> <td>Bank Account</td> <td>88c per transaction (incl GST)</td> </tr> <tr> <td>Mastercard/Visa</td> <td>1.87% per transaction (incl GST)</td> </tr> <tr> <td>American Express/Diners Club</td> <td>4.40% per transaction (incl GST)</td> </tr> </tbody> </table> <p>Where a payment is rejected by your Financial Institution, an Ezidebit default fee of \$11.80 is charged directly by Ezidebit, which may be in addition to any charges imposed by your financial institution. Elonera has no control over these charges, nor will refund these charges under any circumstances.</p> <p>Ezidebit transactions fees are subject to change and families will be notified in advance.</p>	METHOD	CHARGE	Bank Account	88c per transaction (incl GST)	Mastercard/Visa	1.87% per transaction (incl GST)	American Express/Diners Club	4.40% per transaction (incl GST)
METHOD	CHARGE								
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<p><b>GROUNDS LEVY</b></p>	<p>A charge that is required to secure a child's place in a program at the service and is payable on acceptance of the enrolment offer.</p> <p>Each year, during your membership with Association, families are required to help with the running of the Kinder. This can be achieved by volunteering to join the Committee of Management, or alternatively, helping out on Grounds Duty throughout the year.</p> <p>For 3yo, there is one Grounds Duty commitment required, and for 4yo there are two Grounds Duty commitments required, if not electing to join the Committee. Upon completion of Grounds or Committee duty, this Grounds Levy will be returned to the member, if their membership will cease at the end of the year.</p> <p>If Grounds or Committee Duty is not performed during the year in total, then this Grounds Levy will be forfeited, and pooled towards funding a gardener or gardening supplies.</p> <p>This Grounds Levy is required by all members, including those eligible for the Kindergarten Fee Subsidy.</p> <p>Families experiencing any hardship paying this levy should discuss any difficulties with the service.</p>
<p><b>LATE COLLECTION CHARGE</b></p>	<p>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.</p> <p>This charge are covered in "Late pickups." on page 11.</p>
<p><b>TERM FEES</b></p>	<p>The fee charged each term for the upcoming Terms enrolment. This will be invoiced in advance, 6 weeks before the end of the current term</p>

#### 4.2.8 Children enrolled in the 3yo program.

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

#### 4.2.9 Changing fees

The committee of management, may alter the term fee at any time, with effect from the following term, if at least 28 days notice is provided.

#### 4.2.10 Kindergarten Fee Deposit.

A deposit is required to enrol your child at the Kinder for any session. This deposit is **non refundable**, however will be credited to your Term 4 invoice:

- On completion of any Grounds or Committee Duties, and
- All accounts are current, and
- Your child is enrolled, and completes the last term of the year.

This deposit is paid via Direct Debit and once cleared confirms acceptance of your enrolment at Elonera.

Should the Direct Debit be rejected for any reason, the Treasurer will attempt to make contact within 7 days, using the contact information on the Direct Debit form. If contact cannot be made, your enrolment will be rejected and your placement be made available to anybody on the waiting list.

Arrangements will need to be made within 7 days of being contacted, for updated Direct Debit details, which another Direct Debit will be processed to accept your Deposit. Any fees/charges charged by the Direct Debit provider and/or your bank will not be reimbursable from Elonera.

#### 4.2.11 Payment by direct debit.

All Term payments must be paid by Direct Debit, and as such, a completed Direct Debit authorisation must be returned to the Kinder by the due date.

Should the Direct Debit be rejected for any reason, the Treasurer will attempt to make contact within 7 days, using the latest contact information recorded with the Secretary. If contact cannot be made, a note will be left in your family pocket requesting contact be made within 7 days. Failure to make contact may result in your child from being withdrawn from the Kinder.

Arrangements will need to be made within 7 days of being contacted, for updated Direct Debit details, which another Direct Debit will be processed to accept your Deposit. Any fees/charges charged by the Direct Debit provider and/or your bank will not be reimbursed by Elonera.

If no contact is made, or no updated Direct Debit details are provided, a final letter will be sent to the family's latest address recorded with the Secretary to attend a meeting with the President and Treasurer (or their delegated), within the forthcoming 7 days regarding fee payments. The responsibility will be on the parent to attend the meeting, and failure to do so will result in the child(ren) being withdrawn from the Kinder, and their place being offered to the next family on the waiting list.

#### 4.2.12 Families with financial hardship.

The committee of management has the ability to extend payment to any family who may be financially impacted as a result of any upcoming payment.

Any family who is suffering hardship, or may be financially impacted as a result of an upcoming direct debit, must contact the treasurer with 3 business days notice to request the upcoming payment be suspended and to formally request an alternative payment plan.

#### 4.2.13 Cancelling Direct Debit

Any requests to cancel Direct Debit payments will be considered as requests to Withdraw from Elonera. See 4.3 below.

#### 4.2.14 A late fee of **\$40.00** is currently charged, if any invoice remains unpaid after the due date.

For families who pay by Direct Debit, this fee is charged if contact cannot be made within 7 days of your Direct Debit payment be rejected, and/or no updated Direct Debit information is received within 7 days of being contacted.

#### 4.2.15 Any deposits, fees, levies and payments will not be refunded by any other means under any circumstances, unless otherwise specified.

### 4.3 Fee Payments

#### 4.3.1 Cash and Cheques

Under no circumstances will cash or cheques be accepted as a method of payment for any fees, levies or other charges.

#### 4.3.2 Fee refunds

Under **no circumstances** will fees be refunded. This includes (and is not limited to):

- 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
- where a family chooses not to send their child to the program for the maximum number of hours for which they are enrolled.

The only exception to this rule is if a member provides evidence of eligibility to the Kindergarten Fee Subsidy that covers the period for which they have been invoiced, and that evidence is provided within 14 days of the due date of the invoice.

- 4.3.3 All fee payments must be made via Direct Debit using Elonera’s Direct Debit provider.
- 4.3.4 All members must return a completed Direct Debit authority, including members eligible for the Kindergarten Fee Subsidy.
- 4.3.5 For children enrolled after the commencement of a term, a pro rata invoice will be issued and will be processed by our Direct Debit provider 14 days after the date the invoice was issued.
- 4.3.6 Elonera’s current Direct Debit provider is Ezidebit.  
Ezidebit enables payments to be made by Direct Debit from your nominated Bank Account or Credit Card (Mastercard/Visa/American Express).  
Any charges for payments made by Credit Card will be passed on directly by Ezidebit.  
Elonera will absorb the costs for Term payments, when payments are made from a Bank Account.  
Elonera passes on any fees associated with monthly payments made from a Bank Account, to cover the costs associated with using the direct debit service.
- #### 4.4 Withdrawing from Elonera
- 4.4.1 Requests to withdraw
- Requests to withdraw from Elonera must be received, using the form in “Notice to Withdraw from Elonera” on page 16, in writing 28 days (4 weeks) prior to the end of the current Term. This request will be considered received when handed to the Director or 4yo Enrolment Officer, or if sent via email, on the next school day.
- 4.4.2 Any unused fees paid for the current Term, including any pre-paid levies, deposits and other fees will not be refunded under any circumstances, unless otherwise specified.
- #### 4.5 Other Charges
- 4.5.1 Late pickups.  
Children must be collected at the conclusion of session. If parents are late collecting their children, a late fee of \$50 will apply for the first 15 minutes, with an additional \$15 for every 15 minutes or part thereof.  
This late fee will be added to your account, and must be paid promptly.
- #### 4.6 Fundraising
- Fundraising is undertaken to pay for additional items for the service. The committee intends to use all funds obtained through fundraising activities to apply directly or indirectly to the children attending the centre.  
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.
- #### 4.7 Subsidies
- 4.7.1 Kindergarten Fee Subsidy (four-year-old programs only)  
The Kindergarten Fee Subsidy is provided by DET and enables eligible children to attend kindergarten free of charge or at minimal cost. Eligibility conditions change from time-to-time – contact the service for further information.  
Families who may be eligible for the Kindergarten Fee Subsidy (four-year-old programs only) include those who are:
- Health Care Card holders
  - Pensioner Concession Card holders
  - Department of Veterans’ Affairs Gold Card or White Card holders
  - Bridging Visas A–E
  - Refugee Visa (subclass) 200
  - In-country Special Humanitarian visa (subclass 201)
  - Global Special Humanitarian visa (subclass 202)
  - Temporary Humanitarian Concern visa (subclass 786)

- Protection visa (subclass 866)
- Emergency Rescue visa (subclass 203)
- Woman at risk visa (subclass 204)
- ImmiCard
- Aboriginal or Torres Strait Islander children
- Triplets or quadruplets attending a funded kindergarten program in the same year.

Supporting documentation must be sighted by the service on acceptance of a place. Families are eligible for the Kindergarten Fee Subsidy for the full term in which their concession is valid. Contact the service for further information.

Where family's eligibility for the Kindergarten Fee Subsidy expires during the course of the year, a prorate invoice will be issued, 2 weeks prior to the expiry date of their eligibility. This invoice will be withdrawn if evidence is received showing new eligibility for the Kindergarten Fee Subsidy.

#### 4.7.2 Early Start Kindergarten fee subsidy

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

#### 4.7.3 Child Care Benefit (CCB)

Child Care Benefit (CCB) is an Australian Government payment that can assist eligible families with the costs of childcare at an approved or registered care provider. Elonera Pre School Association Inc. is an approved/registered care provider with the Family Assistance Office (FAO).

Approved care is childcare that meets certain standards and requirements, and is approved by the Australian Government. Approved care providers must hold a licence to operate, have qualified and trained staff, be open certain hours and meet health, safety and other quality standards. Most long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services are approved providers.

Registered care is childcare provided for work-related purposes, including training and studying, maternity leave, sick leave or voluntary work, and the work-related purpose must have occurred at some time during the week in which the registered care was used. Registered care is provided by individuals registered with the Department of Human Services and may include care given by kindergarten staff.

The amount payable is set by the Australian Government. Further details are available at: [www.humanservices.gov.au/customer/themes/families](http://www.humanservices.gov.au/customer/themes/families) or telephone 136 150.

## 5 EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to affordability, flexibility of payment options and procedures for the collection of fees
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- monitor the number of families/children excluded from the service because of their inability to pay fees
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures (Regulation 172(2)).

## 6 AUTHORISATION

This policy was adopted by the Approved Provider of Elonera Pre School Association Inc. on 29/07/2016.

# 7 ACKNOWLEDGEMENT

## FEE PAYMENT AGREEMENT

<b>Child's full name</b>			
<b>Parent's/guardian's full name</b>			
<b>Program</b>	<b>3yo Kinder</b>	<input type="checkbox"/>	<b>4yo Kinder</b>
		<input type="checkbox"/>	

- 3yo Kinder Program Only:
  - I/we acknowledge that the three-year-old kindergarten is not funded by the state government and that the program cannot operate without receiving fees (the only exception is where a child is eligible for the Early Start Kindergarten Fee Subsidy). If I am eligible for the Start Kindergarten Fee Subsidy, I have provided evidence in my enrolment package.
- 4yo Kinder Program Only:
  - 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 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 agree to pay fees by the due date on the invoice.
- I/we understand that the deposit(s), levies and 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 understand that if a 3<sup>rd</sup> party is engaged to collect overdue fees, I/we will be responsible for all the 3<sup>rd</sup> parties costs.
- I/we agree that if my/our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify the Treasurer to discuss alternative payment options.
- I/we agree to provide a hard copy of any eligibility for the Kindergarten Fee Subsidy.
- I/we agree to keep the Secretary informed of our latest contact details

### Kindergarten Fee Subsidy (4yo Program)

Please indicate below which concession you are eligible for – the criteria is outlined Early Start Kindergarten fee subsidy on page 12

<b>Concession</b>	
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Supporting documentation will need to be sighted on commencement at Elonera Pre School Association Inc. by a Teacher or 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 Training) available under early childhood / service providers on the DET website: [www.education.vic.gov.au](http://www.education.vic.gov.au)

<b>Signature (parent/guardian)</b>	
<b>Date</b>	

## 8 Notice to Withdraw from Elonera

<b>Child's full name</b>			
<b>Parent's/guardian's full name</b>			
<b>Program</b>	3yo Kinder	<input type="checkbox"/>	4yo Kinder
<b>Last day at Elonera</b>			

This form is used to provide notice to withdrawal from Elonera Pre School.

Please note:

- Withdrawal during Term will not result in unused portions of fees being returned.
- Notice to withdraw for the following term must be received 4 weeks prior to the end of the prior term. All fees for the following Term are due and payable 4 weeks prior to the end of the current term.
- Withdrawing your children from Elonera also results in cancellation of your membership from the Elonera Pre-School Association.

<b>Signature (parent/guardian)</b>	
<b>Date</b>	