FEES POLICY

Mandatory – Quality Area 7

PURPOSE

This policy will provide clear guidelines for:

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

POLICY STATEMENT

1. VALUES

Renown Kindergarten is committed to:

- fulfilling its non-for-profit status
- providing responsible financial management of the service, including establishing fees that will result in a financially viable service, while keeping user fees at a reasonable low 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.

1. SCOPE

This policy applies to the Approved Provider, Person with Management and Control, Nominated Supervisor, Person in Day-to-Day Charge, educators and parents/guardians with an enrolled child, or who wish to enrol a child at Renown Kindergarten.

1. BACKGROUND AND LEGISLATION

Background

The Department of Education and Training (DET) provides funding for each child who is enrolled and attending a funded kindergarten program in the year 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 in the year before school.

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

DET requires that funded services have a comprehensive written fees policy, and the content of this policy must be communicated to families. The policy must include a written statement about the fees to be charged, 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),* 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.

2. LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

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

3. BACKGROUND AND LEGISLATION

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 *General Definitions* section of this manual.

Approved care: Approved child care services, such as long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services, which have Australian Government approval to pass on Child Care Benefit (refer to Definitions) as a reduction in child care fees: www.humanservices.gov.au (Note: There will be changes to child care assistance from 2 July 2018. More information about the New Child Care Package can be found at: www.education.gov.au) **NB - Renown Kindergarten has been classified as a Registered Care provider. See below definition.**

Child Care Benefit (CCB): A Commonwealth Government payment to help families who use either approved services or registered childcare (refer to *Definitions*). All eligible families can receive some Child Care Benefit. Details are available at: www.humanservices.gov.au. (Note: There will be changes to child care assistance from 2 July 2018. More information about the New Child Care Package can be found at: www.education.gov.au). **NB - As Renown Kindergarten has been classified as a Registered Care provider, Renown families are not eligible for the CCB.**

Early Start Kindergarten: 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 up to 15 hours per week. Details are available at: www.education.vic.gov.au

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

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.

Application Fees: A charge for processing the application to the service

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

Tuition Fees: A charge made each term in exchange for the educational services provided.

Health Care Card: A Commonwealth Government entitlement providing concessions for low-income earners and other eligible people. Details are available at: www.humanservices.gov.au/customer/services/centrelink/health-care-card

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.

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*)).

***Kindergarten Fee Subsidy – Fees Policy*:** Provides operational guidelines for services administering the Kindergarten Fee Subsidy and can be found in *The Kindergarten 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 – Fee information for families).

Registered care: Registered child care is provided by individuals who are registered as carers with the Department of Human Services. A registered carer may include grandparents, relatives, friends, neighbours or nannies. In some cases, it can also include care provided by individuals in private preschools, kindergartens and some outside school hour services, including before and after school care, vacation care and holiday programs: www.humanservices.gov.au (Note: For information on the current Child Care Package, introduced in July 2018, go to: www.education.gov.au)

Voluntary parent/guardian contribution: A voluntary payment for items not directly related to the provision of the children's program. Attendance at the service is not conditional on this payment.

4. SOURCES AND RELATED POLICIES

Sources

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

Service policies

- *Complaints and Grievances Policy*
- *Delivery and Collection of Children Policy*
- *Enrolment and Orientation Policy*
- *Excursions and Service Events Policy*
- *Inclusion and Equity Policy*
- *Privacy and Confidentiality Policy*

5. PROCEDURES

The Approved Provider and Person with Management and Control are 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 Funding Guide* (refer to *Sources*)
- considering any issues regarding fees that may be a barrier to families enrolling at Renown Kindergarten and removing those barriers wherever possible
- reviewing the effectiveness of the procedures for late payment and support offered
- considering options for payment when affordability is an issue for families
- 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 *Fees Policy* is readily accessible at the service (Regulation 171)
- providing all parents/guardians with fee information (refer to Attachment 1)
- providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 2 and 3)
- ensuring fees are collected and receipted
- collecting all relevant information and maintaining relevant documentation regarding those with entitlement to concessions, where applicable
- complying with the service's *Privacy and Confidentiality Policy* regarding financial and other information received, including in relation to the payment/non-payment of fees
- notifying parents/guardians a minimum of 14 days of any proposed changes to the fees charged or the way in which the fees are collected (Regulation 172(2)), and ideally providing one term's notice.

The Nominated Supervisor and Person in Day-to-Day Charge is responsible for:

- assisting the Approved Provider in developing this policy, and ensuring that this policy is based on the *Kindergarten Funding Guide* (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 Funding Guide* (refer to *Sources*)
- considering any issues regarding fees that may be a barrier to families enrolling at Renown Kindergarten and removing those barriers wherever possible
- considering options for payment when affordability is an issue for families
- communicating this policy, the availability of the Kindergarten Fee Subsidy and payment options to families in a culturally-sensitive way and in the family's first language where possible
- providing all parents/guardians with fee information (refer to Attachment 1)
- providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 2 and 3)
- collecting all relevant information and maintaining relevant documents 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.

All other staff are responsible for:

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

Parents/guardians are responsible for:

- reading the Renown Kindergarten Fee information for families (refer to Attachment 1), the Fee Payment Agreement (refer to Attachments 2 and 3)
- signing and complying with the Fee Payment Agreement (refer to Attachments 4 and 5)
- notifying the Approved Provider if experiencing difficulties with the payment of fees
- providing the required documentation to enable the service to claim the Kindergarten Fee Subsidy for eligible families (refer to Attachment 1 – Fee information for families).

EVALUATION

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

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

ATTACHMENTS

- Attachment 1: Fee information for families
- Attachment 2: Fee Payment Agreement – Four-year-old (funded) kindergarten program
- Attachment 3: Fee Payment Agreement – Three-year-old kindergarten program

AUTHORISATION

This policy was adopted by the Approved Provider of Renown Kindergarten on 28/3/2019

REVIEW DATE: 28/3/2021

ATTACHMENT 1: **FEE INFORMATION FOR FAMILIES**

1. What is the process for Fee allocation?

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. This funding goes directly to the Kindergarten and is used to cover a portion of the expenses associated with the program, the balance being covered by the fees. The kindergarten relies on fees and volunteer parents to maintain its financial viability. We are a non-profit organisation and the surplus we have goes directly back into supplies and equipment for the children and is used for maintenance for our beautiful but old buildings, renovations when required or is also saved for contingencies. Your fees are due before the commencement of each term. Our cash flow constraints require your prompt payment to ensure our teachers and assistants are paid on time. Renown Kindergarten provides a range of support options to parents/guardians experiencing difficulty with payment of fees.

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

Fees set for the year may be reviewed in extraordinary circumstances, for example, if attendance rates fall below the budget 'break even' point.

2. What are the Fees?

Application for Enrolment Fee (Administration Fee)

An application for enrolment fee of $25 is paid with your application for enrolment form. This is an admin fee, it is non-refundable and does not guarantee you a place at Renown, but places you on the relevant waiting list.

Enrolment Deposit

A non-refundable enrolment deposit of $150 is required when accepting a place at Renown Kindergarten. If the enrolment deposit is not paid by the invoice due date, the place will be forfeited and given to the next child on the waiting list. If a child starts kinder throughout the year the deposit is to be paid before attending the first session.

Term Fees

The term fees are varied for each program, please see Term Fees for specific information.
The State Government provides funding per child in the four year old program. This funding goes directly to the Kindergarten and is used to cover a portion of the expenses associated with the program, the balance being covered by the fees.
The kindergarten relies on fees and volunteer parents to maintain its financial viability. We are a non-profit organisation and the little surplus we have goes directly back into supplies and equipment for the children and is used for maintenance for our beautiful but old buildings, renovations when required or is also saved for contingencies. Your fees and or other payments are strictly due by the invoice due date unless an alternative arrangement has been made prior with the Business Manager. Our cash flow constraints require your prompt payment to ensure our teachers and assistants are paid on time.
It is the policy of the kindergarten that if your child is away due to illness or holidays, normal fees apply unless alternative arrangements have been made with the Committee.

Changes to sessions

Fees for the full term are payable prior to beginning the term. A reduction in sessions made after the start of term will not be refunded however an increase in sessions will be payable immediately for the

remainder of the term. To withdraw from or reduce sessions, four weeks written notice in advance of the commencement of the term, or four weeks of fees in lieu of notice, must be given to the Business Manager or Committee of Management.

Other Payments
From time to time you will need to pay for excursions, fundraising orders, etc. Please organise the correct money at home. Staff are unable to provide change.

DET Funding
When a child in 4 year old kindergarten is in receipt of DET funding at another kindergarten, Renown reserves the right to charge full fees including the equivalent of the government subsidy that is not received by Renown Kindergarten. Similarly when a child is repeating 4 year old kindergarten, without DET approval for a second year of 4 year old funded kindergarten, Renown reserves the right to charge full fees including the equivalent of government subsidy that is not received by Renown Kindergarten. As per DET regulations, Renown Kindergarten is obliged to offer a funded vacancy to eligible students who are not accessing a funded place elsewhere. This means that a student accessing a non-funded place may be required to forfeit their place if there is a wait list. see Fee Information for Families, for further details.

Late Pick-up Fee
If on the rare occasion you happen to be running late, please use the emergency number to give educators a courtesy call. If you are late by more than 15 minutes, your child will be sent to the after care program and the kindergarten may charge the sessional rate for the service

Late Payment Fee
Renown Kindergarten has a policy of non-discrimination, however fees are structured to recognise the difficulty for parents under certain circumstances. All parents must understand that Kinder is not a free service and if fees are not paid the Committee will advise you that your child cannot attend until the fees are paid. If you are experiencing difficulties in making payments please do not delay in advising the Business Manager who will discuss alternative arrangements, such as a payment plan, to suit your needs. It is your responsibility to advise the kinder of any tardiness or inability to pay on time.

A fee of $20 per week is charged for late payments (including late payments on a payment plan) unless prior arrangements have been made with the Business Manager.

3. Subsidies and Rebates
3.1 Kindergarten Fee Subsidy (4 year old programs only)
The Kindergarten Fee Subsidy is a further subsidy provided by DET and enables eligible children to attend kindergarten free of charge or at minimal cost. Eligibility conditions change from time-to-time. Please contact the kindergarten if you require further information.
Families who may be eligible for the Kindergarten Fee Subsidy (four-year-old programs only) include those who are:

- if your child identifies as an 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:
  - Commonwealth Pensioner Concession Card
  - Commonwealth Health Care Card
  - Department of Veterans' Affairs Gold Card or White Card
  - 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)
  - Bridging Visas A-E

- Immicard

www.dhs.vic.gov.au/for-individuals/financial-support/concessions/education/kindergarten-fee-subsidy-for-4-year-old-children

Supporting documentation must be sighted and photocopied by the service on acceptance of a place or on commencement in the program. Families are eligible for the Kindergarten Fee Subsidy for the full term in which their concession is valid.
If a family becomes eligible for the Kindergarten Fee Subsidy during a term, a full refund of the applicable term will be provided. Fees may still apply for programs offering more than the required minimum hours per week.

When a child in 4 year old kindergarten is in receipt of DET funding at another kindergarten, Renown reserves the right to charge full fees including the equivalent of the government subsidy that is not received by Renown Kindergarten. Similarly, when a child is repeating 4 year old Kindergarten, without DET approval for a second year of 4 year old funded Kindergarten, Renown reserves the right to charge full fees including the equivalent of government subsidy that is not received by Renown.

3.2 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. Hardship Assistance
Renown Kindergarten may subsidise families attending 3YO and 4YO kindergarten who are suffering financial hardship. Families applying for consideration must apply in writing before the due date for fees, outlining the family's financial hardship (confidentiality will be protected). Families considered must have a current health care or pension benefit card.
Families approved for this assistance may receive:
- Discounted fees for their sessions
- Payment plan options

Families who receive this should consider non financial ways in which they can help the kinder if possible such as donating time to help at Kinder. The granting of this assistance is at the sole discretion of the Renown Committee of Management.

5. Statement of Fees and Charges
A statement of fees and charges for 4 year old kindergarten, 3 year old kindergarten and the Bilingual programme will be provided to families on enrolment.

6. Fundraising
Not all of Renown's service costs are covered by DET funding and the fees charged. Fundraising is undertaken to meet the balance and/or pay for additional items for the service. The support of every family is expected. Fundraising activities are also an opportunity for families and communities to come together.

7. Payment of fees
- A fee payment agreement will be sent to you with your offer of a position at Renown. This agreement needs to be signed and returned in order to complete your enrolment.
- An invoice will be emailed to you at least 3 weeks before the end of the previous term. Payment is strictly due by the invoice due date, unless otherwise arranged with the Business Manager.
- If term one payments are not made by the due date, your position will be reallocated to the next child on the waiting list. If a term 2-4 payment is not received by the due date, a fee of $20 will be charged for every week that fees are overdue.

- 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 Renown.
- Renown Kindergarten has a policy of non-discrimination, parents/guardians experiencing difficulty in paying fees are requested to contact the Business Manager before the invoice due date to arrange a suitable alternative payment plan. The Privacy and Confidentiality Policy of Renown will be complied with at all times in relation to a family's financial/personal circumstances.
- The teachers do not handle payments or cash. Any queries or disputes regarding fees should be discussed with the Business Manager (fees@renown.org.au)
- It is the policy of the kindergarten that if your child is away due to illness or holidays, normal fees apply unless alternative arrangements have been made with the Committee.

Renown Kindergarten accepts payments via Direct Debit (EFT). Our bank account details are:

Account Name: Renown Kindergarten
BSB: 033072
Account Number: 160450

Direct Debit (Internet Banking)
This is the preferred method of payment. Please ensure that the child's name and invoice number are referenced with the payment.

8. Late or Unpaid fees

All parents must understand that Kinder is not a free service and if fees are not paid the committee will advise you that your child cannot attend until the fees are paid.
If you are experiencing difficulties in making payments please do not delay in advising the Business Manager who will help make alternative arrangements to suit your needs.
It is your responsibility to advise the kinder of any tardiness or inability to pay on time. A fee of $20 per week is charged for late payment unless otherwise arranged with the Business Manager.

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

- An initial reminder letter/email will be sent to parents/guardians with a specified payment date, and will include information on a range of support options available for the family.
- Where payment is still not received, families will be contacted again to discuss the range of support options available and establish a payment plan.
- Continued non-payment will result in a final letter notifying parents/guardians that the child's place at the service may be withdrawn unless payment is made or a payment plan is entered into within a specified period of time. This advice will also include information on a range of support options available for the family.
- The Committee of Management reserves the right to employ the services of a debt collector. All associated costs of debt recovery will be charged to the parent/guardian.
- If a decision is made to withdraw the child's place at the service, due to non-payment of the fees or other payments, the parents/guardians will be provided with 14 days' notice in writing.

9. Refund of fees

A refund of Term and Extended Care fees is only considered in term one. Term and Extended Care 2-4 fees are non refundable. Families need to give adequate warning (4 weeks) to the Business Manager of their intention to withdraw their child from a programme, including the Extended Care Wallaby program, to potentially receive a refund of fees.This also applies to decreases the number of sessions a child is enrolled for Extended Care. IE. If your child is initially enrolled in 2 days of Extended Care and you wish to amend the enrolment to 1 session per week, you will be required to notify the Business Manager in advance of this intention and to have your request for a refund considered by the committee. This is to enable the position to be re-allocated to a child on the waiting list as soon as possible and to minimize any loss of income to the kindergarten. If the position cannot be filled then no refund is offered. Similarly, if the position is filled after the beginning of the term, then a pro-rata refund will be offered.

NB. Correspondence is only valid when received during the kinder term. Anything received during the holidays will not be processed until the kinder term recommences.

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.

11. Increase of Sessions

An increase in sessions will be payable immediately for the remainder of the term provided spaces are available.

12. Children turning three during the year of enrolment

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 unless an alternative arrangement is made in consultation with the Business Manager and Program Director.

13. Support Services

Families experiencing financial hardship often require access to family support services. Information on these services is available from the kindergarten (businessmanager@renown.org.au) and a list can be supplied to those families who require it.

14. Notification of fee changes during the year

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

ATTACHMENT 2

FEE PAYMENT AGREEMENT

Four year old kindergarten and Extended Care programs

Renown Kindergarten has a policy in relation to fees and requires your agreement in regards to this payment of fees. The Government provides a grant per child in the four year old programme; this grant goes directly to the kindergarten and is used to cover a portion of the expenses associated with the programme; the balance being covered by the fees. The kindergarten relies on fees and volunteer parents to maintain its financial viability. We are a non-profit organization and the little surplus we have goes directly back into supplies and equipment for the children, and is used for maintenance of our beautiful, but old buildings. Your fees are due at the end of each term, for the following term. Our cash flow constraints require your prompt payment to ensure our educators and co-educators are paid on time.

Government funding allows children to access ONE funded place at kinder or childcare in the year before school. When a child in 4 year old kindergarten is in receipt of DET funding at another kindergarten, Renown reserves the right to charge full fees including the equivalent of the government subsidy that is not received by Renown Kindergarten.

Please refer to the website for more information: www.renown.org.au/fees

FEE PAYING CONTRACT

Please complete this form and return to Renown Kindergarten by the day of your interview.

Child's full name:_____

Parent/Guardian's full name:_____

- I/we acknowledge that the four year old kindergarten programme is partly funded by the state government, with the balance of funds coming from fees paid by parents/guardians.
- **I/we acknowledge that I /we am/are aware of my/our responsibility to advise Renown Kindergarten if my child attends another kindergarten programme.**
- I/we understand that I/we am/are entitled to obtain the Kindergarten Fee Subsidy if I/we meet one of the criteria below (over page). 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, program and Extended Care if applicable, by the due date on the invoice.
- I/we understand that the fees for both programs 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 acknowledge that the Committee of Management reserves the right to commence debt collection processes to recover unpaid fees and I/we accept that the associated costs of this process will be included in the amount recovered.
- 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 Business Manager to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the Renown Kindergarten's Fee Information for families, which outlines the procedure for payment.

_____

Signature (Parent / Guardian) Date

Note: invoices, receipts and collection of fees will be in accordance with the Renown Kindergarten Fees Policy which can be found on our website: www.renown.org.au

Eligible Kindergarten Fee Subsidy

Please indicate if you are eligible for one of the following concession:

- if your child identifies as an 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:

- Commonwealth Pensioner Concession Card
- Commonwealth Health Care Card
- Department of Veterans' Affairs Gold Card or White Card
- 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)
- Bridging Visas A-E
- Immicard

Supporting documentation will need to be sighted on commencement at Renown Kindergarten by your educator, and a photocopy will be needed for admin and fees purposes.

Note: The eligibility of concessions may vary from time-to-time. Up-to-date information can be found at: www.dhs.vic.gov.au/for-individuals/financial-support/concessions/education/kindergarten-fee-subsidy-for-4-year-old-children

Signature (Parent / Guardian) Date

ATTACHMENT 3

FEE PAYMENT AGREEMENT

Three year old kindergarten and Extended Care programs

Renown Kindergarten has a policy in relation to fees and requires your agreement in regards to this payment of fees. The kindergarten relies on fees and volunteer parents to maintain its financial viability. We are a non-profit organization and the little surplus we have goes directly back into supplies and equipment for the children, and is used for maintenance of our beautiful, but old buildings. Your fees are due at the end of each term, for the following term. Our cash flow constraints require your prompt payment to ensure our educators and co-educators are paid on time.

Please refer to the website for more information: www.renown.org.au/fees

FEE PAYING CONTRACT

Please complete this form and return to Renown Kindergarten by the day of your interview.

Child's full name:_____

Parent/Guardian's full name:_____

- I/we agree to pay fees, program and Extended Care if applicable, by the due date on the invoice.
- I/we understand that the fees for both programs 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 acknowledge that the Committee of Management reserves the right to commence debt collection processes to recover unpaid fees and I/we accept that the associated costs of this process will be included in the amount recovered.
- 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 Business Manager to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the Renown Kindergarten's Fee Information for families, which outlines the procedure for payment.

_____

Signature (Parent / Guardian) Date

Note: invoices, receipts and collection of fees will be in accordance with the Renown Kindergarten Fees Policy which can be found on our website: www.renown.org.au

Early Start Kindergarten.

Three year old Aboriginal and Torres Strait Islander children and children known to Child Protection are eligible to attend a funded early childhood programme that is planned and delivered by a qualified early childhood educator free of charge. The service receives funding for children who meet eligibility criteria. Please contact the service on businessmanager@renown.org.au for further information.