

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 Highmount Preschool, by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by Highmount Preschool.

POLICY STATEMENT

1. VALUES

Highmount 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.

2. SCOPE

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

3. BACKGROUND AND LEGISLATION

Background

The Department of Education and Training (DET) provides funding for each child who is enrolled and attending a funded kindergarten program 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*).

Regulation 168(2) (n) of *Education and Care Services National Regulations 2011* requires that funded services have a comprehensive written fees policy, and the content of this policy must be communicated to families. The policy must include a written statement about the fees to be charged and the payment process. All families must be informed of applicable term and annual fees at the time of enrolment. Services must also advise eligible families of the Kindergarten Fee Subsidy arrangements. The fees charged must comply with the Kindergarten Fee Subsidy requirements (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

4. 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 *General Definitions* section of this manual.

Approved child 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 Subsidy (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) – **NOT APPLICABLE**

Child Care Subsidy (CCS): A Commonwealth Government means tested subsidy to assist eligible families with the cost of childcare. Payments are paid directly to approved childcare providers. Further information can be found at: <https://www.education.gov.au/child-care-subsidy-0> – **NOT APPLICABLE**

Early Start Kindergarten (ESK): 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

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.

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

Kindergarten Fee 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 program 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 frequently late to collect their child/children from the program (refer to Attachment 1 – Fee information for families).

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

5. SOURCES AND RELATED POLICIES

Sources

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

- The constitution of Highmount Preschool

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*

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 Highmount 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 *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 statement of fees and charges (refer to samples in Attachments 2 and 3) upon enrolment of their child
- providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 4 and 5)
- 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 Highmount Preschool 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 statement of fees and charges (refer to samples in Attachments 2 and 3) upon enrolment of their child, and ensuring that the *Fees Policy* is readily accessible at the service
- providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 4 and 5)
- 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 Highmount Preschool Fee information for families (refer to Attachment 1), the Fee Payment Agreement (refer to Attachments 4 and 5) and the Statement of Fees and Charges (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)) unless a lesser period is necessary because of a risk.

ATTACHMENTS

- Attachment 1: Fee information for families
- Attachment 2: Statement of Fees and Charges – Fee schedule – Four-year-old (funded) kindergarten program
- Attachment 3: Statement of Fees and Charges – Fee schedule – Three-year-old program

- Attachment 4: Fee Payment Agreement – Four-year-old (funded) kindergarten program
- Attachment 5: Fee Payment Agreement – Three-year-old program

AUTHORISATION

This policy was adopted by the Approved Provider of Highmount Preschool Association on **16th October 2019**.

REVIEW FREQUENCY: ANNUALLY OR AS REQUIRED

REVIEW DATE: 14TH OCTOBER 2020

ATTACHMENT 1

Fee information for families

Highmount Preschool 2021

1. General information

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

DET provides a Kindergarten Fee Subsidy (see below) that enables children from eligible families to attend a kindergarten program free of charge in the year before school.

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.

Highmount 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
- the availability of other income sources, such as grants
- the fees charged by similar services in the area
- the capacity of parents/guardians to pay fees
- reasonable expenditure in meeting agreed program quality and standards
- requirements of *The Kindergarten Funding Guide* (Department of Education and Training) available from the DET website: www.education.vic.gov.au

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

3. Other charges

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

• **Non-Refundable Kindergarten Fee Deposit:**

A non-refundable Kindergarten Deposit is taken to secure the child's place at the service and will be payable on the acceptance of the enrolment. The deposit is retained as part payment of Term fees. Families should note that the place will not be "held" for the family until the deposit has been received. The Kindergarten Deposit is *not refundable* should the family not utilise the held place for their child after the offer has been accepted and the deposit paid. Families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the deposit. Families experiencing hardship should discuss any difficulties with the service.

- **Excursion/service Event Charge:** At times throughout the year an additional excursion(s) or event(s) may be arranged where it is considered relevant to the service's program and the children's interests. At this time any additional costs to families are taken into consideration before a decision is made (refer to *Excursions and Service Events Policy*).
- **Refundable Maintenance Levy:** The participation of parents/guardians is encouraged by the service and can help to keep costs more affordable. These projects, which parents are asked to assist with, are intended to improve the facilities available to the children and promote a positive community within the Preschool environment. Payment will be refunded to parents/guardians on

participation in 2 specified activities which include a working bee and/or fundraising BBQ. Eligible concession card holders will not be required to pay this levy. Please note 'kinder duty' during kinder session times cannot be claimed as refundable time against this levy. The levy is not intended to be a barrier to participation and families experiencing financial difficulties should discuss this with the service.

- **Late Collection Charge:** The Committee of Management retains the right to implement a late collection charge when parents/guardians are frequently late in collecting a child from the service. This charge will be set at a level determined by the Committee of Management.

4. Statement of fees and charges

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

5. Fundraising

Not all service costs are covered by DET per capita funding and the fees charged. Fundraising is undertaken to meet the balance and/or pay for additional items for the service. While participation in fundraising is voluntary, the support of every family is encouraged. Fundraising activities are also an opportunity for families and the community to come together.

6. Subsidies

6.1 Kindergarten Fee Subsidy (KFS) - four-year-old programs only

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*).

Families may be eligible for the Kindergarten Fee Subsidy in the year before school if their child:

- is Aboriginal and/or Torres Strait Islander; or
- holds, or has a parent/guardian who holds a Humanitarian or refugee Visa; or
- is a multiple birth child (triplets or more); or
- holds, or has a parent who holds a Commonwealth Health Care Card, Pensioner Concession Card or Veteran's Affairs Card.

Exclusions and exceptions: Not available for approved childcare services in receipt of Commonwealth Child Care 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. Contact the service for further information.

Families can find more information on the Department of Education and Training (DET) website at www.education.vic.gov.au/kindergarten

6.2 Change in Family Circumstances

Families need to advise Highmount Preschool of their circumstances alter, including if;

- Any of the above cards are cancelled
- The family's Health Care Card expiry date is extended
- They are applying for a Health Care Card, a Pensioner Concession Card, a Veterans' Affairs Gold or White card part way through the kindergarten year; or

- They receive a card part way through the kindergarten year. The family will receive a refund of fees for the period which the card relates.

Families must advise of changes for any subsidies to be applied.

6.3 Early Start Kindergarten (ESK) 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.

For more information, please visit the DET's website

<http://www.education.vic.gov.au/childhood/parents/kindergarten/Pages/earllystart.aspx>

7. Payment of Fees

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

Invoices are sent to families not eligible for free or low-cost kindergarten prior to the commencement of the Kindergarten year and will contain a billing schedule. Fees will be invoiced to parents/guardians directly via email and must be paid by the date indicated on the invoice. Each invoice will be accompanied by payment instructions. The first term's fees must be received in full prior to the child commencing at the service. For children enrolled after the commencement of a term, a pro rata invoice will be issued and must be paid in full within 14 days of the child's commencement at the service. Receipts will be provided for all fee payments.

Parents/guardians experiencing difficulty in paying fees are requested to contact the Enrolment Officer and/or the President of the Committee of Management 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.
- 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. Late Collection of Children Charge

The fees are based on the session times provided for families. If a family is late collecting their child, there are extra costs for the service. If a family is delayed through unavoidable circumstances, they

must contact the kindergarten educators and advise when the child will be collected. If a family is often late collecting their child, Highmount Preschool may impose a late collection fee.

If the kindergarten has not been contacted to be informed of late collection a staff member will attempt to contact both parents and emergency contacts before calling police.

The late collection charge for this Highmount Preschool is \$1 per minute.

10. Refund of fees

If a family becomes eligible for the Kindergarten Fee Subsidy during a term, a full refund of the applicable term fees (and fee deposit, where appropriate) will be provided. Fees may still apply for programs offering more than the required minimum hours per week.

In any other case, fees are non-refundable (exceptional circumstances may apply – these are at the discretion of the Committee of Management. There will be no refund of fees in the following circumstances:

- a child's short-term illness
- public holidays
- family holiday during operational times
- closure of the service for one or more days when a qualified educator is absent, and a qualified reliever is not available
- closure of the service for staff training days
- closure of the service due to extreme and unavoidable circumstances.

In addition, there will be no refund where a family chooses not to send their child to the program for the maximum number of hours for which they are enrolled.

11. Cancellation of Enrolment

Families are asked to communicate to the Enrolment Officer that they are withdrawing or cancelling the position. For all terms except Term 4, kindergarten term fees will be pro-rata based on the proportion of the total number of term weeks of attendance at the kindergarten. The full fee is payable for Term 4, even if the cancellation is received during Term 4.

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 program. Children can only commence the program when they have turned three.

13. Support services

Families experiencing financial hardship often require access to family support services. Information on these services is available from the kindergarten's Committee of Management or alternatively families may contact the local council.

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
Statement of Fees and Charges



Highmount Preschool

Fee schedule 2021

Four-year-old (funded) kindergarten

Hours: 15 hours per week

Service	Fee	Amount Payable	Date
Non-refundable deposit to secure 4YO placement for 2021	\$100	\$100	Date set by Enrolment Officer
Term 1 Fees	\$510		Friday 22nd January 2021
<i>plus</i> - Refundable Maintenance Levy	\$125		
<i>Subtotal</i> - Term 1 Fees Balance	\$635	\$535	
<i>Less – Non-Refundable Deposit</i>	\$100		
Total Term 1 Fees Payable	\$535		
Term 2 Fees	\$510	\$510	Friday 16th April 2021
Term 3 Fees	\$510	\$510	Friday 9th July 2021
Term 4 Fees	\$510	\$510	Friday 1st October 2021

Payment of fees

Invoices will be issued **four weeks prior** and must be paid by the due date.

Kindergarten Fee Deposit

Parents/guardians are required to pay the fee deposit on offer of a place. This payment is retained and deducted from term fees. Payment will secure the child's place in the four-year-old (funded) kindergarten program.

Kindergarten Fee Subsidy

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

Late collection charge

The Committee of Management reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child (refer to Fee information for families).

ATTACHMENT 3 Statement of Fees and Charges



Highmount Preschool

Fee schedule 2021

Three-year-old program

Hours: 6 hours per week

Service	Fee	Amount Payable	Date
Non-refundable deposit to secure 3YO placement for 2021	\$80	\$80	Date set by Enrolment Officer
Term 1 Fees	\$530		
<i>plus</i> - Refundable Maintenance Levy	\$125		
<i>Subtotal</i> - Term 1 Fees Balance	\$655	\$575	Friday 22nd January 2021
<i>Less – Non-Refundable Deposit</i>	\$80		
Total Term 1 Fees Payable	\$575		
Term 2 Fees	\$530	\$530	Friday 16th April 2021
Term 3 Fees	\$530	\$530	Friday 9th July 2021
Term 4 Fees	\$530	\$530	Friday 1st October 2021

Payment of fees

Invoices will be issued **four weeks prior** and must be paid by the due date.

Kindergarten Fee Deposit

Parents/guardians are required to pay the fee deposit on offer of a place. This payment is retained and deducted from term fees. Payment will secure the child's place in the three-year-old kindergarten program.

Early Start Kindergarten Fee Subsidy

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

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).

IMPORTANT INFORMATION FOR CHILDREN TURNING 3-YEARS OLD BEFORE 30TH APRIL 2021

- Children ***must*** be three years old before they can commence sessions. This is due to different child/teacher ratio regulations for children under three years old.
- Enrolment may be accepted for children who will be three (3) years old by the 30th of April in the attending year. However, they cannot attend until they have their third birthday.
- To secure the child's position in the program, parents are required pay the first term's fees in full, with the child commencing from their third Birthday.
- Please contact the Preschool for more information.



Fee Payment Agreement

2021

Four-year-old (funded) kindergarten program

Fee Payment Contract

Child's full name: _____

Parent's/guardian's full name: (please print) _____

- I 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 understand that I am entitled to obtain the Kindergarten Fee Subsidy if I meet one of the criteria. If my eligibility lapses, then I understand that full payment of fees is required from the beginning of the following term.
- I agree to pay fees by the due date on the invoice.
- I understand that term fees are non-refundable.
- I acknowledge that if fees are not paid by the due date, the Committee of Management will implement the late payment of fees procedures, as outlined in the *Fee Policy* which could result in the withdrawal of my child's place at the service and no further enrolments until the outstanding fees are paid.
- I agree that if my financial circumstances change and I am unable to pay as agreed, I will immediately notify the Enrolment Officer to discuss alternative payment options.
- I acknowledge that I have received and read Highmount Preschool's Fee Policy information for families, which outlines the procedure for payment of fees.

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*.

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

<input type="checkbox"/> Health Care Card	<input type="checkbox"/> Pensioner Concession Card	<input type="checkbox"/> DVA Gold Card	<input type="checkbox"/> Bridging Visas A-F
<input type="checkbox"/> Temporary Protection/Humanitarian Visas 447, 451, 785 or 786			
<input type="checkbox"/> Resolution of Status Visa (RoS) Visa Class CD, Subclass 851			
<input type="checkbox"/> Refugee Special Humanitarian Visas 200–217			
<input type="checkbox"/> Triplets or Quadruplets		<input type="checkbox"/> Aboriginal or Torres Strait Islander	

Health Care Card/Pension Card Number: _____ Expiry Date: _____

Except in the case of an Aboriginal or Torres Strait Islander child, supporting documentation will need to be sighted on commencement at Highmount Preschool by the Administration Officer or Enrolment Officer.

When any changes to your concession card occurs, such as a new expiry date or card number, please ensure that you update your card details with the Administration Officer at Highmount Preschool.

Please Note: the eligibility of concessions may vary from time-to-time. Up-to-date information can be found in *The Kindergarten Funding Guide* (Department of Education and Training):

www.education.vic.gov.au

Signature (Parent/Guardian)

Date

NB: Invoices, receipts and collection of fees will be in accordance with the Highmount Preschool *Fees Policy*.



Fee Payment Agreement

2021

Three-year-old program

Fee payment contract

Child's full name: _____

Parent/Guardian's full name: _____

- I acknowledge that the three-year-old program 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 – see below).
- I agree to pay fees by the due date on the invoice.
- I acknowledge that if fees are not paid by the due date, the Committee of Management will implement the late payment of fees procedures, as outlined in the *Fee Policy* which could result in the withdrawal of my child's place at the service and no further enrolments being accepted until the outstanding fees are paid.
- I understand that term fees are non-refundable.
- I agree that if my financial circumstances change and I am unable to pay as agreed, I will immediately notify the Enrolment Officer to discuss alternative payment options.
- I acknowledge that I have received and read Highmount Preschool's Fee Policy, which outlines the procedures for payment of fees. – www.highmountpreschool.org.au

Signature (Parent/Guardian)

Date

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