

## **BRENTWOOD PRESCHOOL ASSOCIATION INC.**

60 View Mount Road, Glen Waverley Vic 3150

REG NO: A8946 / ABN: 57 359 841 140

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

### **POLICY STATEMENT**

#### **1. VALUES**

Brentwood 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 Brentwood 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*).

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.

### 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 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](http://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](http://www.education.gov.au))

**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](http://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.

**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](http://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 for 15 hours free of charge (*The Kindergarten Funding Guide* (refer to *Sources*)).

**Late collection charge:** A charge that may be imposed by the Approved Provider when parents/guardians are late to collect their child/children from the program (refer to Attachment 1 – Fee information for families).

**Registered carer:** 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](http://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](http://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.

## 5. SOURCES AND RELATED POLICIES

### Sources

- *The Kindergarten Funding Guide (Department of Education and Training):* [www.education.vic.gov.au](http://www.education.vic.gov.au)
- The constitution of Brentwood 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 Brentwood 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 Brentwood 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 Brentwood 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 kindergarten program
- Attachment 4: Fee Payment Agreement – Four-year-old (funded) kindergarten program
- Attachment 5: Fee Payment Agreement – Three-year-old kindergarten program
- Attachment 6: DET funding letter to families
- Attachment 7: Concession Card confirmation
- Attachment 8: Payment plan letter to families

## **AUTHORISATION**

This policy was adopted by the Approved Provider of Brentwood Preschool on **14<sup>th</sup> May 2019**.

**REVIEW DATE:** 14/05/2020

## ATTACHMENT 1

### Fee information for families

#### Brentwood Preschool 2020

##### 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.

Brentwood 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](http://www.education.vic.gov.au)

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

##### 3. Other charges

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

- **Kindergarten fee deposit:** This payment secures a child's place at the service and is payable on acceptance of enrolment. The deposit is retained as part payment on term fees. 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.
- **Refundable Maintenance Contribution:** The participation of parents/guardians is encouraged by the service and can help to keep costs more affordable. However not all families are able to assist at the service. A \$100 Refundable Maintenance Contribution is payable by families with Term 1 fees. The Refundable Maintenance Contribution is refunded to families in Term 4 (not deducted from fees) upon the completion of a specified amount of voluntary assistance detailed by the Brentwood Pre School Association Inc Committee of Management from time to time. This could include, but is not limited to, weekend maintenance roster at the kindergarten, community working bees and community fundraising BBQs. The Refundable Maintenance Contribution will not be refunded to families with outstanding fees. Eligible concession card holders in the four year old group **only** will not be required to pay this levy (no

concessions available in the 3 year old group). The levy is not intended to be a barrier to participation and families experiencing difficulties should discuss this with service.

- **Late collection charge:** The Committee of Management reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child from the service. This charge will be set at a level determined by the Committee of Management. For 2020, the late collection charges will be:
  - (1) Where the parent/guardian is between 15 and 30 minutes late in collecting their child. The fee will be based on **\$10.00** for every ten minutes, or part thereof, from the conclusion of the session.
  - (2) Where the parent/guardian is over 30 minutes late in collecting their child. The fee will be based on **\$10.00** for every ten minutes, or part thereof, for the first 30 minutes from the conclusion of the session and then **\$20.00** for every ten minutes or part thereof, after that.
  - (3) A cumulative late collection fee may be paid when it is found that a parent is consistently late in collection their child and would be based on **\$20.00** per every 10 minutes late, when it is found the cumulative total is beyond 1 hour late per term. This would be preceded firstly with a verbal warning from either the President or Vice-President. If not acted upon, it would then be followed up by a letter from the Brentwood Pre School Association Inc Committee of Management. If the amount continues to be unpaid, the cumulative late collection fee may be enforced.

#### **4. Statement of fees and charges**

A statement of fees and charges for four-year-old or three-year-old kindergarten 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 communities to come together.

#### **6. Incursions**

All incursions at Brentwood Pre School are included in the fees charged.

#### **7. Subsidies**

##### **7.1 Kindergarten Fee Subsidy (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 long day care services in receipt of Commonwealth Child Care Benefit.

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.

## **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.

## **7.3 Approved Care**

Karen Newton (4 year old) and Susan Natoli (3 year old) of Brentwood Preschool are registered with the Family Assistance Office (FAO) as registered care providers.

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](http://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](http://www.education.gov.au))

## **8. Payment of fees**

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

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

Fee invoices in relation to a new kinder year, will be distributed at the AGM of the previous year. Payment will be due by the end of Term 4 of that year.

Parents/guardians experiencing difficulty in paying fees are requested to contact the Fees Officer of Brentwood Preschool 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.

## **9. Unpaid fees**

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

- An initial form of correspondence 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, a final notice of the fees due will be sent via email, highlighting the due date.



- Where payment is still not received, further correspondence will be made reminding families of payment plans if needed.
- If payment is still not made, a phone call is made stating the consequences of not paying fees. 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 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.
- The Committee of Management will continue to offer support in relation to a family's financial/personal circumstances.

#### **10. Unpaid fees affect place for following term, year or for sibling**

Non-payment of fees by the end of each term may result in the child's place at the service being withdrawn unless payment is made or payments are completed in accordance with a payment plan agreed to by the service and the parents/guardian.

Non-payment of fees by the end of the year may result in the child's place at the service being withdrawn for the following year unless payment is made or payments are completed in accordance with a payment plan agreed to by the service and the parents/guardian.

Non-payment of fees by the end of the year may result in the place at the service of any sibling of the child currently enrolled at Brentwood Pre School being withdrawn for the following year unless payment is made or payments are completed in accordance with a payment plan agreed to by the service and the parents/guardian.

#### **11. 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.

## **12. Children turning three during the year of enrolment**

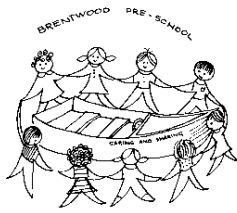
Full payment from the first day of Term 1 is required if a place is to be reserved for a child in the three-year-old kindergarten program. Children can only commence the program when they have turned three.

## **13. Support services**

Families experiencing financial hardship often require access to family support services. Information on these services may be available from the kindergarten service provider or alternatively families may contact the local council.

## **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.



## BRENTWOOD PRESCHOOL ASSOCIATION INC.

60 View Mount Road, Glen Waverley Vic 3150

REG NO: A8946 / ABN: 57 359 841 140

Road, Glen Waverley Vic 3150

### ATTACHMENT 2: Statement of Fees 2020- Four-year-old (funded) kindergarten

Hours: 15 hours per week

	Fees (including incursion s) (\$)	Refundable Maintenance Contribution (\$)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy (evidence must be supplied)		
				Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	\$100	-	\$100	-	-	-
Term 1	\$390	\$100	\$490	-	-	-
Term 2	\$490	-	\$490	-	-	-
Term 3	\$490	-	\$490	-	-	-
Term 4	\$490	-	\$490	-	-	-
Total	\$1,960	\$100	\$2,060	\$0	\$0	\$0

#### Payment of fees

Invoices will be issued in advance of each Term 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

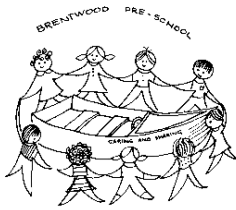
Families who are eligible for the Kindergarten Fee Subsidy (refer to Fee information for families) will not be required to make fee payments.

#### Refundable Maintenance Contribution

A refundable maintenance contribution of \$100 per family replaces voluntary labour with paid labour. Payment will be refunded to parent/guardians in Term 4 (not deducted from fees) on the completion of 2 working bees or other maintenance, gardening or assistance at fundraising activities as offered by the Committee of Management from time to time.

#### 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).



## BRENTWOOD PRESCHOOL ASSOCIATION INC.

60 View Mount Road, Glen Waverley Vic 3150

REG NO: A8946 / ABN: 57 359 841 140

### ATTACHMENT 3: Statement of Fees 2020 – Three year old kindergarten

Hours: 6 hours per week

	Fees (\$) includes Incursions	Refundable Maintenance Contribution (\$)	Total (\$)
Kindergarten fee deposit	\$100	-	\$100
Term 1	\$335	\$100	\$435
Term 2	\$435	-	\$435
Term 3	\$435	-	\$435
Term 4	\$435	-	\$435
<b>Total</b>	<b>\$1740</b>	<b>\$100</b>	<b>\$1840</b>

#### Payment of fees

Invoices will be issued in advance of each Term 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.

#### Refundable Maintenance Contribution

A refundable maintenance contribution of \$100 per family replaces voluntary labour with paid labour. Payment will be refunded to parent/guardians in Term 4 (not deducted from fees) on the completion of 2 working bees or other maintenance, gardening or assistance at fundraising activities as offered by the Committee of Management from time to time.

#### Early Start Kindergarten fee subsidy

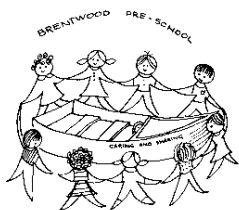
Families who are eligible for the Early Start Kindergarten fee subsidy (refer to Fee information for families) will not be required to make fee payments.

#### Children turning three during the year

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.

#### 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).



**BRENTWOOD PRESCHOOL ASSOCIATION INC.**  
60 View Mount Road, Glen Waverley Vic 3150

REG NO: A8946 / ABN: 57 359 841 140

**ATTACHMENT 4: Fee Payment Agreement 2020 – Four-year-old (funded) kindergarten program**

Please complete this form and return to Brentwood Pre School by **4 December 2019**.

Child's full name:	
Parent/guardian's full name:	

- I/we acknowledge that the four-year-old kindergarten program is partly funded by the state government, with the balance of funds coming from fees paid by parents/guardians.
- I/we understand that I/we am/are entitled to obtain the Kindergarten Fee Subsidy if I/we meet one of the criteria. If my/our eligibility lapses, then I/we understand that full payment of fees is required from the beginning of the following term.
- I/we agree to pay fees by the due date on the invoice.
- I/we understand that term fees are non-refundable.
- I/we acknowledge that if fees are not paid by the due date, the Committee of Management will implement the late payment of fees procedures, as outlined in the *Fee Information for Families*, which could result in the withdrawal of my/our child's place at the service and no further enrolments until the outstanding fees are paid.
- I/we agree that if my/our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify the Fee Officer of Brentwood Preschool to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's Fee information for families, which outlines the procedure for payment of fees.

**Kindergarten Fee Subsidy**

Please advise if the child is Aboriginal or Torres Strait Islander Please tick: ☐ Yes ☐ No

Please indicate below which concession you are eligible for – the criteria is outlined on Attachment 1 Section 6.

Concession: \_\_\_\_\_

Except in the case of an Aboriginal or Torres Strait Islander child, supporting documentation will need to be sighted on commencement at Brentwood Preschool by the Nominated Supervisor.

**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](http://www.education.vic.gov.au)**

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

\_\_\_\_\_  
Date

Note: Invoices, receipts and collection of fees will be in accordance with the Brentwood Preschool Fees Policy.



## BRENTWOOD PRESCHOOL ASSOCIATION INC.

60 View Mount Road, Glen Waverley Vic 3150

REG NO: A8946 / ABN: 57 359 841 140

### ATTACHMENT 5: Fee Payment Agreement 2020

#### Three-year-old kindergarten program

Please complete this form and return to Brentwood Pre School by **4 December 2019**.

Child's full name:	
Parent/guardian's full name:	

- 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 – see below).
- I/we agree to pay fees by the due date on the invoice.
- I/we acknowledge that if fees are not paid by the due date, the Committee of Management will implement the late payment of fees procedures, as outlined in the *Fees Information for Families* which could result in the withdrawal of my/our child's place at the service and no further enrolments being accepted until the outstanding fees are paid.
- I/we understand that term fees are non-refundable.
- I/we agree that if my/our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify the Fees Officer of Brentwood Preschool to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's Fee information for families, which outlines the procedures for payment of fees.

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

\_\_\_\_\_  
Date

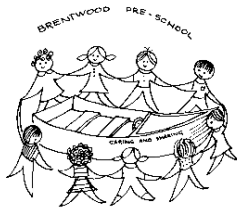
Note: invoices, receipts and collection of fees will be in accordance with the Brentwood Preschool *Fees Policy*.

#### 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 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.

Please advise if the child is Aboriginal or Torres Strait Islander    Please tick: ☐ Yes ☐ No

Please advise if the child is known to child protection    Please tick: ☐ Yes ☐ No



**BRENTWOOD PRESCHOOL ASSOCIATION INC.**  
60 View Mount Road, Glen Waverley Vic 3150

REG NO: A8946 / ABN: 57 359 841 140

## **ATTACHMENT 6: DET FUNDING LETTER TO FAMILIES**

[ DATE ]

[ MOTHER ] & [ FATHER ]

[ ADDRESS ]

[ SUBURB ] [ STATE ] [ POSTCODE ]

Dear parents,

Important information regarding [ CHILD'S NAME ]'s kindergarten year

The Victorian Government provides funding to support children to access a kindergarten program in the year before they start school. The funding is a contribution towards meeting the cost of the kindergarten program and is based on the number of children enrolled in the program at Brentwood Preschool.

In [ YEAR ], [ CHILD'S FIRST NAME ] is attending our kindergarten program and will be counted as an eligible child when we submit our data as part of reporting requirements to the Department of Education and Early Childhood Development.

[ CHILD'S FIRST NAME ] can attend only one funded kindergarten program in a single year. If [ CHILD'S FIRST NAME ] is currently attending another children's service that offers a kindergarten program please draw this to the attention of the other service.

As you would already be aware, the Brentwood Preschool kindergarten program operates at the following times: Tuesday, Wednesday & Thursday from 9.15am to 2.15pm.

Yours sincerely,

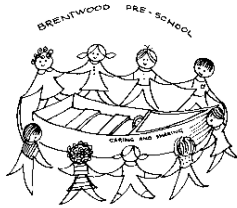
[ PRESIDENT'S NAME ]

President – Committee of Management

Brentwood Pre School Association Inc

*Note: The Victorian Department of Education and Early Childhood Development requires that Brentwood Preschool Association Inc provide this letter to you in accordance with its funding agreement.*





## BRENTWOOD PRESCHOOL ASSOCIATION INC.

60 View Mount Road, Glen Waverley Vic 3150

Reg No: A8946 / ABN: 57 359 841 140

### ATTACHMENT 7: CONCESSION CARD CONFIRMATION

Child's full name:	
Parent/guardian's name:	

#### Type of concession card:

- |  |  |
|--|--|
| <input type="checkbox"/> Health Care Card  | <input type="checkbox"/> Temporary Humanitarian Concern visa (subclass 786)                                |
| <input type="checkbox"/> Pensioner Concession Card                               | <input type="checkbox"/> Protection visa (subclass 866)  |
| <input type="checkbox"/> Department of Veterans' Affairs Gold Card or White Card | <input type="checkbox"/> Emergency Rescue visa (subclass 203)  |
| <input type="checkbox"/> Bridging Visas A–E                                      | <input type="checkbox"/> Woman at risk visa (subclass 204)   |
| <input type="checkbox"/> Refugee Visa (subclass) 200                             | <input type="checkbox"/> ImmiCard  |
| <input type="checkbox"/> In-country Special Humanitarian visa (subclass 201)     | <input type="checkbox"/> Aboriginal or Torres Strait Islander children                                     |
| <input type="checkbox"/> Global Special Humanitarian visa (subclass 202)         | <input type="checkbox"/> Triplets or quadruplets attending a funded kindergarten program in the same year. |

Date of expiry:	
-----------------	--

#### Concession card sighted by:

Educator/Committee member:	
Signature:	
Date:	



## BRENTWOOD PRESCHOOL ASSOCIATION INC.

60 View Mount Road, Glen Waverley Vic 3150

REG NO: A8946 / ABN: 57 359 841 140

### ATTACHMENT 8: PAYMENT PLAN LETTER TO FAMILIES

[ DATE ]

[ PARENTS NAMES ]

[ ADDRESS ]

[ SUBURB ] [ STATE ] [ POSTCODE ]

Dear [ PARENTS NAMES ],

Introduction of payment plan for [ TERM ] [ YEAR ]

As per our recent discussion regarding late fee payment, please accept this letter as confirmation of the introduction of a payment plan for [ TERM ] [ YEAR ]'s fees.

Acting on behalf of the Brentwood Preschool Committee of Management, I can confirm that the payment plan will commence on [ DATE ] and will continue for [ NUMBER OF WEEKS ] as outlined below.

	Amount Due	Due Date
1	\$xx	[ DATE ]
2	\$xx	[ DATE ]
3	\$xx	[ DATE ]
4	\$xx	[ DATE ]
5	\$xx	[ DATE ]
6	\$xx	[ DATE ]

We thank you in advance for your commitment to this payment plan. As a Committee we appreciate the sensitivity of your situation. Please be assured that the *Privacy and Confidentiality Policy* of the service will be complied with at all times in relation to your family's financial/personal circumstances.

Yours sincerely,

[ COMMITTEE MEMBER NAME ]

Fees Officer – Committee of Management

Brentwood Pre School Association Inc.

**Acknowledged by [ PARENT NAMES ]**

Signature of parent:	
Date of acknowledgement:	

*2 copies: one to Committee, one to family*