

# Apollo Parkways Preschool INC.



Service Approval No. SE-00003000  
ABN: 96 407 980 991



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## FEES POLICY

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**Mandatory – Quality Area 7**

### PURPOSE

This policy will provide clear guidelines for:

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

### POLICY STATEMENT

#### 1. VALUES

Apollo Parkways Pre-School 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 Apollo Parkways Pre-School.

## 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 are services that have Australian Government approval to receive the Child Care Subsidy (refer to Definitions) on behalf of eligible parents. Approved child care includes centre based day care, including long day care and occasional care, family day care, outside school hours care and in home care.

**Child Care Subsidy (CCS):** A Commonwealth Government means tested subsidy to assist eligible families with the cost of child care. Payments are paid directly to approved child care providers. Further information can be found at: <https://www.education.gov.au/child-care-subsidy-0>

**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. It is not refundable.

**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).

**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 Apollo Parkways Pre-School

## 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 Apollo Parkways Pre-School 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 Apollo Parkways Pre-School 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 Apollo Parkways Pre-School 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).
- providing Apollo Parkways Pre-School with the required notice period of 14 days prior to the end of the previous term if a child will not be returning for the remainder of the year. Notice must be in writing to apps\_enrolments@hotmail.com.

## **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

## **AUTHORISATION**

This policy was adopted by the Approved Provider of Apollo Parkways Pre-School on 06 September 2021

**REVIEW DATE: 06 SEPTEMBER 2022**

<h1>Apollo Parkways Preschool INC.</h1>	 <p>RATED <b>EXCEEDING</b> NATIONAL QUALITY STANDARD</p>
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## ATTACHMENT 1 Fee information for families

### Apollo Parkways Pre-School 2021

#### 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 3 and 4 year old kindergarten program free of charge.

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.

Apollo Parkways Pre-School provides a range of support options to parents/guardians experiencing difficulty with payment of fees (see below).

#### 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.

## Other charges

Other charges levied by Apollo Parkways Pre-School 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. The Kindergarten fee deposit is non-refundable.

**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. As not all families are able to assist at the service a refundable levy system has been introduced to assist with maintenance. Payment of this levy is per family and not per child (i.e.: the refundable levy is not doubled if the family has twins in the same year level, or if the family has a child in both three year old and four year old programs. The higher of the two fees will apply. Families with multiple children at the kindergarten are given the option to do a 'teacher task' such as covering books or preparing things for activities which could be done at home as well as attending one major and one mini working bee.) Payment will be refunded to parents/guardians on participation in specified activities which usually include attending a major working bee and for four-year-old families attending one mini working bee. Committee members are exempt from this levy if they attend at least 70% of committee meetings commencing from 2020. Committee members are also requested to assist with the working bee at the beginning of the year. The refund will be applied as a deduction from the Term 4 fees or as a refund at the completion of Term 4 if the specified activity is during Term 4. This levy is not intended to be a barrier to participation and families experiencing difficulties should discuss this with the service.

**Non-refundable levy:** Currently, Apollo Parkways Pre-School do not have a non-refundable levy. Should a non-refundable levy be introduced sometime in the future, this levy would be retained by the service and is included in the total fees charged by the 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.

## 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.

## 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.



## **Subsidies**

### **Kindergarten Fee Subsidy**

The Kindergarten Fee Subsidy is provided by DET and enables eligible children to attend 5 hours of 3 year old Kindergarten and 15 hours of 4 year old 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 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 Apollo Parkways Pre-School for further information.

### **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 Apollo Parkways Pre-School for further information.

### **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. Fees for subsequent terms will be invoiced to parents/guardians before the end of term and is due four (4) weeks from the date of invoice issued. All fees need to be paid in full before the start of the following term. Receipts will be provided for all fee payments.

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

## **Unpaid fees**

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

2 weeks after the start of term an initial reminder letter/email will be sent to parents/guardians with a revised payment due date, with information to contact the Bookkeeper. Should there be any difficulty in making payment, the parents/guardians are to discuss a payment plan or situation.

Where payment and/or contact is still not made 4 weeks after a reminder has been sent, a new invoice will be reissued with a new payment due date with an additional 10% late charge added to the total fee amount outstanding.

Where payment is still not received by the new payment due date, the Bookkeeper/Committee member will contact the family and establish when payment will be made or discuss the range of support options available, or recommend a payment plan, agreed on by both parties.

The Bookkeeper and any committee member involved will ensure the privacy policy of the service is adhered to in relation to family's financial/personal situations and staff will not be involved in any stage of this process.

Continued non-payment will result in a final letter notifying parents/guardians that unless payment is made or a payment plan is entered into within a specified period of time, the Committee will proceed to engage a debt collector and the child's place at the service may be withdrawn. In the event of the family being in default of their obligation to pay and the overdue account is referred to a debt collector agency, and or law firm for collection, the family shall be liable for the entire recovery costs incurred.

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.

## **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.
- at the parents and/or guardians discretion to remove a child from the service without the outlined required notification period of 14 days prior to the end of the previous term.
- 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.

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

Children are unable to attend the three-year-old kindergarten program until they have turned three years of age. Fees will be calculated pro-rata where a child turns three after the commencement of Term 1.

### **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.

### **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.

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## ATTACHMENT 2 - STATEMENT OF FEES AND CHARGES

### Apollo Parkways Pre-School Fee schedule 2022

#### Four-year-old (funded) kindergarten

Hours: 15 hours per week

	Fees (\$)	Families eligible for the Kindergarten Fee Subsidy
		Fees (\$)
Kindergarten fee deposit - \$100 Refundable Maintenance Levy	\$100	\$0
Term 1 Due at AGM	\$500	\$0
Term 2	\$500	\$0
Term 3	\$500	\$0
Term 4	\$500	\$0
<b>Total</b>	<b>\$2000</b>	<b>\$0</b>
<b>Total with 5% discount*</b>	<b>\$1900</b>	<b>N/A</b>

#### Payment of fees

Invoices will be issued 4 weeks prior to the end of term and must be paid by the due date

\*A discount of 5% will be applied to the annual total if paid in full at the AGM of the year of enrolment.

#### Kindergarten fee deposit

Parents/guardians are required to pay the maintenance levy fee as a deposit on offer of a place. This payment will be fully refunded at the completion of one working bee and one weekend duty (mini bee). Payment will secure the child's place in the four-year-old (funded) kindergarten program. The Kindergarten fee deposit is non-refundable.

#### 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).

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## ATTACHMENT 3 STATEMENT OF FEES AND CHARGES

### Apollo Parkways Pre-School Fee schedule 2022

#### Three-year-old kindergarten

Hours: 7.5 hours per week

	Fees (\$)	Families eligible for the Kindergarten Fee Subsidy
		Fees (\$)
Kindergarten fee deposit - \$50 Refundable Maintenance Levy	\$50	\$0
Term 1 Due at AGM	\$365	\$0
Term 2	\$365	\$0
Term 3	\$365	\$0
Term 4	\$365	\$0
Total	\$1460	\$0
Total with 5% discount*	\$1387	N/A

#### Payment of fees

Invoices will be issued 4 weeks prior to the end of term and must be paid by the due date

\*A discount of 5% will be applied to the annual total if paid in full at the AGM of the year of enrolment.

#### Kindergarten fee deposit

Parents/guardians are required to pay the maintenance levy fee as a deposit on offer of a place. This payment will be fully refunded at the completion of one working bee and one weekend duty (mini bee). Payment will secure the child's place in the three-year-old kindergarten program. The Kindergarten fee deposit is non-refundable.

#### Children turning three during the year of enrolment

Children are unable to attend the three-year-old kindergarten program until they have turned three years of age. Fees will be calculated pro-rata where a child turns three after the commencement of Term 1.

#### 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 4 FEE PAYMENT AGREEMENT 2022

Three-year-old (funded) Kindergarten program

### Fee Payment Contract

Child's full name: \_\_\_\_\_

Parent's/guardian's full name: \_\_\_\_\_

- I/we acknowledge that the three-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 Administration Officer to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's Fee Policy, 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 Apollo Parkways Pre-School by the Administration Officer.

**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)

**Please Note:** Invoices, receipts and collection of fees will be in accordance with the Apollo Parkways Preschool Fees Policy 2022 which can be found on the kindergarten website:

[www.apolloparkwayspreschool.com.au](http://www.apolloparkwayspreschool.com.au)



# ATTACHMENT 5 FEE PAYMENT AGREEMENT 2022

Four-year-old (funded) Kindergarten program

## Fee Payment Contract

Child's full name: \_\_\_\_\_

Parent's/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 Administration Officer to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's Fee Policy, 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 Apollo Parkways Pre-School by the Administration Officer.

**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)**

### Early Start Kindergarten

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

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

\_\_\_\_\_  
Date

**Please Note:** Invoices, receipts and collection of fees will be in accordance with the Apollo Parkways Preschool *Fees Policy 2019* which can be found on the kindergarten website: [www.apolloparkwayspreschool.com.au](http://www.apolloparkwayspreschool.com.au)