



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 Northern Schools Early Years Cluster Inc., by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by Northern Schools Early Years Cluster Inc.

POLICY STATEMENT

1. VALUES

Northern Schools Early Years Cluster Inc. is committed to:

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

2. 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*).

The Family Assistance Law provides guidelines for approved providers, ensuring Child Care Subsidy (CCS) is available for eligible families. CCS provides eligible families with a reduced fee which is paid directly to the approved provider and is visible in the family's statement.

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

3. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *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

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 or at the central enrolment office.

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

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

4. SOURCES AND RELATED POLICIES

Sources

- *The Kindergarten Funding Guide* (Department of Education and Training): www.education.vic.gov.au
- Australian Government, Department of Education Skill, and Employment <https://www.dese.gov.au/child-care-subsidy/child-care-fees>
- Family Assistance Law <https://www.dese.gov.au/family-assistance-law>
- The constitution of Northern Schools Early Years Cluster Inc.
- ELAA <https://elaa.org.au/>

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 and Family Assistance Law*(refer to *Sources*)
- considering any issues regarding fees that may be a barrier to families enrolling at Northern Schools Early Years Cluster Inc. 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 Attachments 2 and 3) upon enrolment of their child
- providing all parents/guardians with a fee payment agreement (refer to Attachments 4 and 5)
- ensuring fees are collected and receipted
- providing families with a statement of entitlement fortnightly, in line with the Family Assistance Office when accessing long day care
- 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 and Family Assistance Law* (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 and Family Assistance Law* (refer to *Sources*)
- considering any issues regarding fees that may be a barrier to families enrolling at Northern Schools Early Years Cluster Inc. 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 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 Attachments 4 and 5)
- collecting all relevant information and maintaining relevant documents regarding those with entitlement to concessions, where applicable
- ensure families enrolling in long day care have their CRN and child's CRN to access CCS if eligible
-
- 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 Northern Schools Early Years Cluster Inc. 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 and information to enable the service to claim the Kindergarten Fee Subsidy or Child Care Subsidy for eligible families (refer to Attachment 1 – Fee information for families).
- ensuring fees are paid fortnightly (by the due date) when enrolled in long day care
- Informing the service when the child will be absent.

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: Fee Pay Agreement - Long Day Care program

AUTHORISATION



SIGNED

Name: Sigrd Hyett, CEO, Northern Schools Early Years Cluster Inc.

DET Approved Provider appointed person with management and control NSEYC

DOCUMENT CONTROL TABLE	
ACTION	DATE
Adopted	1 August 2013
Reviewed	13 August 2019
Reviewed	6 October 2020 23 October 2021
Next Review Date	October 2022

ATTACHMENT 1

Fee information for families

Northern Schools Early Years Cluster Inc. 2022

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 at times may engage in 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.

Northern Schools Early Years Cluster Inc. 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 Board 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 and the [Child Care Subsidy set by the Commonwealth of Australia](#).

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 Northern Schools Early Years Cluster Inc. 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.
- **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*).

- **Non-refundable levy:** This levy is retained by the service and is included in the total fees charged by the service.
- **Late collection charge:** The Board 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 Board.

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. Subsidies

5.1 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.

5.2 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.

The amount payable is set by the Australian Government. Further details are available at: www.humanservices.gov.au . More information about the New Child Care Package can be found at: www.education.gov.au

5.3 Child Care Subsidy (CCS) Child Care Subsidy (CCS) is an Australian Government subsidy that can assist eligible families with the costs of childcare at an approved child care provider. [Service Name] is an approved/registered care provider.

Approved child care are providers that meet certain standards and requirements, and are approved by the Australian Government. Approved child care providers must:

- hold the required approvals or licences to provide child care in the state or territory that the service/s operate in

- ensure the provide and any individual who is or will be a *Person with Management or Control of the Provider* is fit and a proper person to administer the CCS (requirements set out in Section 194E of *A New Tax System (Family Assistance) Act 1999*.
- be financially viable and is likely to remain so
- ensure that required fit and proper checks are carried out for each *Person with Management or Control of the Provider*, *Persons with Responsibility for Day-to-Day Operation of the Service* and *In-Home Care and Family Day Care Educators*

The amount payable is determined by the circumstances of the applicant's including the family income, the hourly rate cap and the hours of activity undertaken by the parents. Further information for parents can be found here:

<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>.

Exclusions and exceptions: Not available for providers that primarily provide an early educational program to children in the year that is two years before grade one of school (preschool or kindergarten).

6. Payment of fees

The Board in consultation with the CEO and Finance Manager 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.

Parents/guardians experiencing difficulty in paying fees are requested to contact the Accounts Officer accounts@nseyc.org.au 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.

7. 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, and will include information on a range of support options available for the family.
- Where payment is still not received, families will be contacted to discuss the range of support options available and establish a payment plan. A meeting may also be arranged for families.
- Failure to commit to a payment plan and/or 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.
- 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.

8. 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 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.

9. 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.

10. 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.

11. 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



Northern Schools Early Years Cluster Inc.

Fee schedule 2022

Four-year-old (funded) kindergarten Hours: 15 hours per week

	Fees (\$)	Other charges (\$)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten application fee (Dallas only)	25.00	0	25.00	0	0	0
Term 1	370.00	0	370.00	0	0	0
Term 2	370.00	0	370.00	0	0	0
Term 3	370.00	0	370.00	0	0	0
Term 4	370.00	0	370.00	0	0	0
Total	1,480.00	0	1,480.00	0	0	0

Payment of fees

Kindergarten:

Invoices will be issued **prior to 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.

ATTACHMENT 3
Statement of Fees and Charges



Northern Schools Early Years Cluster Inc.

Fee schedule 2022

Three-year-old kindergarten

Hours: 5 hours per week (1 day)

	Fees (\$)	Other charges (\$)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten application fee (Dallas only)	25.00	0	25.00	0	0	0
Term 1	123.00	0	123.00	0	0	0
Term 2	123.00	0	123.00	0	0	0
Term 3	123.00	0	123.00	0	0	0
Term 4	123.00	0	123.00	0	0	0
Total	492.00	0	492.00	0	0	0

Three-year-old kindergarten

Hours: 10 hours per week (2 days)

	Fees (\$)	Other charges (\$)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten application fee (Dallas only)	25.00	0	25.00	0	0	0
Term 1	350.00	0	350.00	227.00	0	227.00
Term 2	350.00	0	350.00	227.00	0	227.00
Term 3	350.00	0	350.00	227.00	0	227.00
Term 4	350.00	0	350.00	227.00	0	227.00
Total	1400.00	0	1400.00	908.00	0	908.00

Payment of fees

Invoices will be issued **prior to the term** and must be paid by the due date.

Kindergarten fee deposit

Parents/guardians are required to pay the fee deposit on application. Payment will secure the child's place on the wait list for 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.

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 Board 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

Statement of Fees and Charges



Northern Schools Early Years Cluster Inc.

Fee schedule 2022

Long Day Care – Glenroy Hub Children’s Centre

Monday to Friday

\$118.00 per day

\$530.00 per week (Monday to Friday inclusive)

Child Care Subsidy applies for eligible families

Statement of entitlement fortnightly, in line with the Family Assistance Law,

Long Day Care deposit

Parent/guardian are required to pay the daily fee for the required days booked on acceptance of their child care place. Deposits will be allocated to the parent/guardian upon enrolment and will be deducted from the first week of childcare fees. CCS will be applied.

Late collection charge

The Board 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 5

Fee Payment Agreement 2022



Four-year-old (funded) kindergarten program

Please complete this form and return to Northern Schools Early Years Cluster Inc. by prior to your child commencing 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 understand that term fees are non-refundable. Fees are \$370 per term unless I/we are eligible for the Kindergarten Fee Subsidy.
- I/we acknowledge that I/we must provide proof of a current health care card or pension card to be eligible for the Kindergarten Fee Subsidy.
- 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 NSEYC **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 Accounts Officer to discuss alternative payment options (email accounts@nseyc.org.au or phone 9306 1662).
- 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 (if any) of the Kindergarten Fee Subsidy criteria you or your child meets – the criteria is outlined on Attachment 1 Section 6.

Except in the case of an Aboriginal or Torres Strait Islander child, supporting documentation will need to be sighted on commencement at Northern Schools Early Years Cluster Inc. by the Enrolment 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

Signature (parent/guardian)

Date

Note: Invoices, receipts and collection of fees will be in accordance with the Northern Schools Early Years Cluster Inc. *Fees Policy*.

Attachment 6



Fee Payment Agreement - 2022

Three-year-old kindergarten program

Please complete this form and return to Northern Schools Early Years Cluster Inc. prior to your child commencing the kindergarten program.

Fee payment contract

Child's full name: _____

Parent's/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 understand that term fees are non-refundable. Fees are \$123 per term for one day of 3-year-old kindergarten unless I/we are eligible for the Kindergarten Fee Subsidy.
- I/we acknowledge that I/we must provide proof of a current health care card or pension card to be eligible for the Kindergarten Fee Subsidy.
- I/we understand that if I/we am/are attending 2 days of 3-year-old kindergarten, fees are at \$350 per term or \$227 if I/we are eligible for the Kindergarten Fee Subsidy.
- 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 NSEYC 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 Accounts Officer to discuss alternative payment options (email accounts@nseyc.org.au or phone 9306 1662).
- 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 Northern Schools Early Years Cluster Inc. *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



Northern Schools Early Years Cluster

Fee Payment Agreement: Long Day Care

Glenroy Hub Children's Centre 2022

Please complete this form and return to Northern Schools Early Years Cluster Inc. prior to your child commencing the service.

Fee payment contract

Child's full name: _____

Parent's/guardian's full name: _____

- I/we acknowledge that the early childhood program is partly funded by the Federal government for eligible families with the balance of funds coming from fees paid by parents/guardians.
- I/we understand that I/we am/are entitled to obtain the Child Care Subsidy (CCS) if I/we meet one of the criteria. If my/our eligibility lapses, then I/we understand that full payment of fees is required.
- I/we understand that full fees will be charged if I/we have not provided my Customer Reference Number (CRN) and have not been assessed for CCS.
- I/we understand that I will receive a statement of entitlement fortnightly, in line with the Family Assistance Law and agree to pay fees by the due date on the invoice.
- I/we understand that the deposit fee will be deducted from the first week of childcare fees and is refundable if I choose to cancel my enrolment before commencing. This is subject to the position being refilled before the first payment is charged
- I/we acknowledge that if fees are not paid by the due date, the NSEYC **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 future 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 Accounts Officer to discuss alternative payment options such as a payment plan or Additional Child Care Subsidy (ACCS) if eligible (email accounts@nseyc.org.au or phone 9306 1662).
- I/we will inform Centrelink as soon as possible if a change occurs that will affect my childcare fees.
- I/we acknowledge that I am liable for fees even if my child is absent from the service due to illness, holidays or for other reasons including parental choice.
- I/we am/are aware that once my child commences, I have 42 absent days per financial year where CCS can be claimed.
- I/we am/are aware that absent days include sick days and holidays. If I/we exceed over 42 absences per financial year, I will be required to pay full childcare fees,
- 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.

Signature (parent/guardian) _____

Date _____

- Note: Invoices, receipts and collection of fees will be in accordance with the Northern Schools Early Years Cluster Inc. *Fees Policy*