



## 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 financial viability of Renown Kindergarten, “the service”, by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by Renown Kindergarten

## POLICY STATEMENT

### VALUES

Renown Kindergarten is committed to:

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

## 1. SCOPE

This policy applies to Renown Kindergarten as the “Approved Provider” and to parents/guardians with an enrolled child/ren or those who wish to enrol a child/ren at Renown Kindergarten. It also applies to the people with Management and Control which are Renown Kindergarten’s Director and President. Additionally, this policy applies to the Nominated Supervisor, Person in Day-to-Day Charge and educators

## 2. BACKGROUND AND LEGISLATION

### Background

The Victorian Government’s 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, fees and donations, are 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 financial 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

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 Providers:** Approved Child Care Providers (ACCPs) offer 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. ACCPs have Australian Government approval to pass on Child Care Subsidy (refer to *Definitions*) as a reduction in child care fees:

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

Please note: - **Renown Kindergarten is NOT a registered Approved Child Care Provider and does not receive or pass on the Child Care Subsidy to parents/carers**

**Child Care Subsidy (CCS):** A Commonwealth Government payment to help families who use an approved child care provider (refer to *Definitions*). Eligible families within approved settings, such as long day care, can receive some Child Care Subsidy. Details are available at:

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

Please note: The CCS does not apply at Renown Kindergarten.

**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.

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

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

**Free Kinder Funding:** A Victorian State government subsidy paid in 2021 for participating services only. Paid in addition to per capita grants to participating service providers to provide a free kinder program of 15 hours for four year old children and five hours for three year old children. Donations can be collected to cover program costs.

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

**Kindergarten Fee Subsidy (KFS):** A Victorian State Government subsidy paid in addition to per capita grants to subsidise the costs of parent fees and enable eligible children to attend a funded kindergarten for 15 hours free of charge (*The Kindergarten Funding Guide* (refer to *Sources*)).

**Kindergarten Fee Subsidy – Fees Policy:** Provides operational guidelines for services administering the Kindergarten Fee Subsidy and can be found in *The Kindergarten Guide* (refer to *Sources*).

**Late Collection Charge:** A charge that may be imposed by Renown Kindergarten, 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.

**Voluntary Free Kinder Donations:** A voluntary payment in 2021 to cover the difference between Renown Kindergarten’s standard tuition fees and the government’s Free Kinder Funding amount. These donations will be used to cover Renown Kindergarten’s operating expenses and to deliver our high quality programs. Attendance at the service is not conditional on this payment.

### 3. 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 Renown Kindergarten

#### Service Policies

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

#### 4. PROCEDURES

##### **The Approved Provider and Person with Management and Control are responsible for:**

- reviewing the current budget to determine fee income requirements
- developing a fee policy that balances the parent's/guardian's capacity to pay, with providing a high-quality program and maintaining service viability
- implementing and reviewing this policy in consultation with parents/guardians, the Nominated Supervisor and staff, and in line with the requirements of DET's *The Kindergarten Funding Guide* (refer to *Sources*)
- considering any issues regarding fees that may be a barrier to families enrolling at Renown Kindergarten and removing those barriers wherever possible while maintaining our financial stability
- reviewing the effectiveness of the procedures for late payment and support offered where there is family hardship
- considering options for payment when affordability is an issue for families
- clearly communicating this policy and payment options to families in a culturally-sensitive way, and in the family's first language where possible
- ensuring that the *Fees Policy* is readily accessible at the service (Regulation 171)
- providing all parents/guardians with fee information (refer to Attachment 1)
- providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 2 and 3)
- ensuring fees are collected and receipted
- collecting all relevant information and maintaining relevant documentation regarding those with entitlement to concessions, where applicable
- complying with the service's *Privacy and Confidentiality Policy* regarding financial and other information received, including in relation to the payment/non-payment of fees
- notifying parents/guardians a minimum of 14 days of any proposed changes to the fees charged or the way in which the fees are collected (Regulation 172(2)), and ideally providing one term's notice

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

- assisting the Approved Provider in developing this policy, and ensuring that this policy is based on the *Kindergarten Funding Guide* (refer to *Definitions*)
- implementing and reviewing this policy, in consultation with parents/guardians, the Approved Provider and staff, and in line with the requirements of DET's *The Kindergarten Funding Guide* (refer to *Sources*)
- considering any issues regarding fees that may be a barrier to families enrolling at Renown Kindergarten and removing those barriers wherever possible
- considering options for payment when affordability is an issue for families

- communicating this policy, the availability of the Kindergarten Fee Subsidy and payment options to families in a culturally-sensitive way and in the family's first language where possible
- providing all parents/guardians with fee information (refer to Attachment 1)
- providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 2 and 3)
- collecting all relevant information and maintaining relevant documents regarding those with entitlement to concessions, where applicable
- complying with the service's *Privacy and Confidentiality Policy* regarding financial and other information received, including in relation to the payment/non-payment of fees
- notifying parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected

**All other staff are responsible for:**

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

**Parents/guardians are responsible for:**

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

## **5. 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)).

## **6. ATTACHMENTS**

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

## **7. AUTHORISATION**

This policy was adopted by the Approved Provider of Renown Kindergarten on 09/03/21

**REVIEW DATE: 09/03/21**

## **1. What is the Process for Fee Allocation?**

The Department of Education and Training (DET) provides per capita funding as a contribution toward the costs of providing a four-year-old kindergarten program. This funding goes directly to Renown Kindergarten and is used to cover a portion of the expenses associated with the program, the balance being covered by the fees. The kindergarten relies on fees and volunteer parents to maintain its financial viability. We are a non-profit organisation and the surplus we have goes directly back into supplies and equipment for the children and is used for building maintenance, renovations when required or is also saved for contingencies. Fees are due before the commencement of each term. Our cash flow constraints require your prompt payment to ensure our teachers and assistants are paid on time. Renown Kindergarten provides a range of support options to parents/guardians experiencing difficulty with payment of fees due to hardship.

As part of the budget development process, the Renown Executive Committee of Management sets fees each year for the programs of the service, taking into consideration:

- the financial viability of the service
- the level of government funding provided for the program, including the Kindergarten Fee Subsidy
- the availability of other income sources, such as grants
- the fees charged by similar services in the area
- the capacity of parents/guardians to pay fees
- reasonable expenditure in meeting agreed program quality and standards

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

## **2. What are the Fees?**

### **Application for Enrolment Fee (Administration Fee)**

An enrolment fee of \$50 is paid with your application for enrolment form for each child. This is an admin fee, it is non-refundable and does not guarantee your child a place at Renown Kindergarten, but places your child on the relevant waiting list.

### **Enrolment Deposit**

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

Note: an additional enrollment deposit is not required for Renown Kindergarten's Extended Care Wallaby program.

### **Term Fees**

The term fees are varied for each program, please see [Term Fees](#) for specific information.

The Victorian State Government provides funding per child in the four year old program. This funding goes directly to the Kindergarten and is used to cover a portion of the expenses associated with the program, the balance being covered by the fees and donations.

Renown Kindergarten relies on fees, donations and volunteer efforts from parents to maintain its financial viability. Renown Kindergarten is a non-profit organisation and the little surplus it may have goes directly into supplies and equipment for the children and is used for building maintenance, renovations when required or saved for contingencies.

Your fees and/or other payments are strictly due by the invoice due date unless an alternative arrangement has been made prior with Renown Kindergarten's Director or President. Our cash flow constraints require your prompt payment to ensure our teachers and assistants are paid on time.

It is the policy of the kindergarten that if your child is away due to illness or holidays, normal fees apply unless alternative arrangements have been made with the Executive Committee of Management.

### **Changes to Sessions**

Fees for the full term are payable prior to beginning the term. A reduction in sessions made after the start of term, or withdrawal will not be refunded. However, an increase in sessions will be payable immediately for the remainder of the term. To withdraw from or reduce sessions, four weeks written notice in advance of the commencement of the term, or four weeks of fees in lieu of notice, must be given to the Director, President Executive Committee of Management. Please note that this is applicable to all of our programs and to our Extended Care Wallaby program

### **Other Payments**

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

### **DET Funding**

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

### **Late Pick-up Fee**

If, on the rare occasion, you are running late, please use the emergency number to give educators a courtesy call. If you are late by more than 15 minutes, your child will be sent to the Extended Care Wallaby program and the kindergarten may charge the sessional rate for the service.

### **Late Payment Fee**

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

A fee of \$20 per week is charged for late payments (including late payments on a payment plan) unless prior arrangements have been made with the Director or President. Please note that this \$20 per week late fee continues to accumulate if the child has left the kindergarten and/or has gone onto school.

## **3. Subsidies and Rebates**

### **3.1 Kindergarten Fee Subsidy (four year old programs only)**

The Kindergarten Fee Subsidy is a further subsidy provided by DET that enables eligible children to attend kindergarten free of charge or at minimal cost. Eligibility conditions change from time-to-time. Please contact the kindergarten if you require further information.

Families who may be eligible for the Kindergarten Fee Subsidy (four-year-old programs only) include:

- those enrolling a child who identifies as an Aboriginal and/or Torres Strait Islander
- those enrolling a child identified on their birth certificate as being a triplet multiple birth (or more)  
a parent or guardian who holds one of the following:



- Commonwealth Pensioner Concession Card
- Commonwealth Health Care Card
- Department of Veterans' Affairs Gold Card or White Card
- Refugee Visa (subclass 200)
- In-country Special Humanitarian Visa (subclass 201)
- Global Special Humanitarian Visa (subclass 202)
- Temporary Humanitarian Concern Visa (subclass 786)
- Protection Visa (subclass 866)
- Emergency Rescue Visa (subclass 203)
- Woman at Risk Visa (subclass 204)
- Bridging Visas A-E
- Immicard

[www.dhs.vic.gov.au/for-individuals/financial-support/concessions/education/kindergarten-fee-subsidy-for-4-year-old-children](http://www.dhs.vic.gov.au/for-individuals/financial-support/concessions/education/kindergarten-fee-subsidy-for-4-year-old-children)

Supporting documentation must be sighted and photocopied by the service on acceptance of a place or on commencement in the program. Families are eligible for the Kindergarten Fee Subsidy for the full term in which their concession is valid.

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

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

### **3.2 Early Start Kindergarten fee subsidy**

Three-year-old Aboriginal and Torres Strait Islander children and children known to Child Protection are eligible to attend a funded early childhood program that is planned and delivered by a qualified early childhood teacher free of charge. The service receives funding for children who meet the eligibility criteria. Contact the service for further information.

## **4. Hardship Assistance**

Renown Kindergarten may subsidise families with a child attending three year old and four year old kindergarten who are suffering financial hardship. The granting of this assistance is at the sole discretion of the Renown Committee of Management.

Families applying for consideration must communicate in writing **before** the due date for fees, outlining the family's financial hardship (confidentiality will be protected). Families considered must have a current health care or pension benefit card.

Families approved for this assistance may potentially receive:

- Discounted fees for their sessions
- Payment plan options

Families who receive this should consider non financial ways in which they can help the kinder if possible such as donating time to volunteer. Volunteering arrangements must be approved by the Director and a Working with Children Check is required for onsite volunteering while the service is open to children.

## **5. Statement of Fees and Charges**

A statement of fees and charges for four year old kindergarten, three year old kindergarten, the bilingual program and Extended Care Wallaby program will be provided to families on enrolment.

## 6. Fundraising

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

## 7. Payment of Fees

- A fee payment agreement will be sent to you with your offer of a position for your child at Renown Kindergarten. This agreement needs to be signed and returned by the enrolling parent/guardian to complete the enrolment
- An invoice will be emailed to you at least three weeks before the end of the previous term. Payment is strictly due by the invoice due date, unless otherwise arranged with the Director or President in writing
- If term one payments are not made by the due date, your position may be reallocated to the next child on the waiting list. If a term two-four payment is not received by the due date, a fee of \$20 will be charged for every week that fees are overdue
- For children enrolled after the commencement of a term, a pro rata invoice will be issued and must be paid in full within 14 days of the child's commencement at Renown
- Renown Kindergarten has a policy of non-discrimination, parents/guardians experiencing difficulty in paying fees are requested to contact the Director or President before the invoice due date to arrange a suitable alternative payment plan. The Privacy and Confidentiality Policy of Renown will be complied with at all times in relation to a family's financial/personal circumstances
- The teachers do not handle payments or cash. Any queries or disputes regarding fees should be discussed with the Director or President
- It is the policy of the kindergarten that if your child is away due to illness or holidays, normal fees apply unless alternative arrangements have been made with the Committee of Management.

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

Account Name: Renown Kindergarten  
BSB: 633 000  
Account Number: 173977968

### Direct Debit (Internet Banking)

Direct Debit is the preferred method of payment for fees. Please ensure that the child's name and invoice number are referenced with the payment.

## 8. Late or Unpaid Fees

All parents/guardians must understand that Renown Kindergarten is not a free service and if fees are not paid the Committee of Management will advise you that your child cannot attend until late/outstanding fees are paid.

If you are experiencing difficulties in making payments due to hardship please do not delay in advising the Director or President who will try to help by negotiating alternative arrangements to accommodate your needs.

It is your responsibility to advise Renown Kindergarten of any tardiness or inability to pay on time. A fee of \$20 per week is charged for late payment unless otherwise arranged with the Director or President

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

1. 7 days overdue - families will receive the **first** automated reminder from Xero.
2. 14 days overdue - families will receive the **second** automated reminder from Xero.
3. 28 days overdue- families will receive the **third** automated reminder from Xero.
4. Where payment is still not received, families will be contacted to discuss payment. If there is financial hardship a range of support options will be made available to establish a payment plan.
5. Six weeks overdue - families will receive a reminder with notification at the end of this week, you will accrue a late fee every week as per policy
6. 7 weeks overdue – An executive committee member calls as a courtesy to note that late fees are being accrued and that the invoice requires payment or enrolment reviews may have to occur.

## 9. Refund of Fees

Families are required to give four weeks notice to the Director or President of their intention to withdraw their child from a program, including the Extended Care Wallaby program. This notice requirement also applies to decreases to the number of sessions a child is enrolled for Extended Care.

Term fees are non-refundable. If a child's enrolment is terminated during the kinder term, no refund will be offered. If Renown is able to fill your child's place from our waitlist, a pro-rata refund may be offered at the discretion of the Renown Committee of Management.

During 2021 if a family has made a voluntary free kinder donation in advance (for example lump sum payment at the beginning of the year), Renown will issue a pro-rata refund for subsequent terms (not including the current term). If your child's place is able to be filled from our waitlist, a pro-rata refund of the voluntary free kinder donation relating to the current term may be offered at the discretion of the Renown Committee of Management.

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

There will be no refund of fees or donations 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, such as government directed lockdowns
- In addition, there will be no refund where a family chooses not to send their child to the program for the maximum number of hours for which they are enrolled.

## 11. Increase of Sessions

Your request for an increase in sessions must be requested in writing and approved by the Director or President. Any vacancy must be filled by an age appropriate enrollment. Once the position has been offered in writing and accepted in writing, fees related to the increase in sessions is payable immediately for the remainder of the term calculated on a pro-rata per week rate.

## 12. Children Turning Three During the Year of Enrolment

Full payment from the first day of Term 1 is required if a place is to be reserved for a child in the three-year-old kindergarten program. Children can only commence the program when they have turned three unless an alternative arrangement is made in consultation with the Director or President.

### **13. Support Services**

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

### **14. Notification of Fee Changes During the Year**

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

## FEE PAYMENT AGREEMENT

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### Four year old Kindergarten and Extended Care Programs

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

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

Please refer to the website for more information: [www.renown.org.au/fees](http://www.renown.org.au/fees)

### FEE PAYING CONTRACT

Please complete this form and return to Renown Kindergarten before your child's start date.

Child's full name:

Child's enrolled program/s: \_\_\_\_\_

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 and donations paid by parents/guardians
- **I/we acknowledge that I /we am/are aware of my/our responsibility to advise Renown Kindergarten if my child attends another kindergarten program**
- I/we understand that I/we am/are entitled to obtain the Kindergarten Fee Subsidy if I/we meet one of the criteria below (over page). If my/our eligibility lapses, then I/we understand that full payment of fees is required from the beginning of the following term
- I/we agree to pay fees, for the enrolled kinder program and extended care if applicable, by the due date on the invoice
- I/we understand that the fees for both programs and donations are non-refundable
- I/we acknowledge that if fees are not paid by the due date, the Committee of Management will implement the late payment of fees procedures, as outlined in the Fees Policy, which could result in the withdrawal of my/our child's place at the service
- I/we acknowledge that the Committee of Management reserves the right to commence debt collection processes to recover unpaid fees and I/we accept that the associated costs of this process will be included in the amount recovered
- I/we agree that if my/our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify the Director or President to discuss alternative payment options
- I/we acknowledge that I/we have received and read the Renown Kindergarten's Fee Information for families, which outlines the procedure for payment

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Signature (Parent/Guardian)

Date

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

### **Eligible Kindergarten Fee Subsidy**

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

- child identifies as an Aboriginal and/or Torres Strait Islander
- child is identified on their birth certificate as being a triplet multiple birth ( or more)

or if your child holds or has a parent or guardian who holds, one of the following:

- Commonwealth Pensioner Concession Card
- Commonwealth Health Care Card
- Department of Veterans' Affairs Gold Card or White Card
- Refugee Visa (subclass 200)
- In-country Special Humanitarian Visa (subclass 201)
- Global Special Humanitarian Visa (subclass 202)
- Temporary Humanitarian Concern Visa (subclass 786)
- Protection Visa (subclass 866)
- Emergency Rescue Visa (subclass 203)
- Woman at Risk Visa (subclass 204)
- Bridging Visas A-E
- Immicard

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

Note: The eligibility of concessions may vary from time-to-time. Up-to-date information can be found at:

[www.dhs.vic.gov.au/for-individuals/financial-support/concessions/education/kindergarten-fee-subsidy-for-4-year-old-children](http://www.dhs.vic.gov.au/for-individuals/financial-support/concessions/education/kindergarten-fee-subsidy-for-4-year-old-children)

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Signature (Parent/Guardian)

Date

**FEE PAYMENT AGREEMENT**

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**Three year old Kindergarten and Extended Care Programs**

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

Please refer to the website for more information: [www.renown.org.au/fees](http://www.renown.org.au/fees)

**FEE PAYING CONTRACT**

Please complete this form and return to Renown Kindergarten before your child's start date.

Child's full name:

Child's enrolled program/s: \_\_\_\_\_

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

- I/we agree to pay fees, for the enrolled kinder program and extended care if applicable, by the due date on the invoice
- I/we understand that the fees for both programs, and donations, are non-refundable
- I/we acknowledge that if fees are not paid by the due date, the Committee of Management will implement the late payment of fees procedures, as outlined in the Fees Policy, which could result in the withdrawal of my/our child's place at the service
- I/we acknowledge that the Committee of Management reserves the right to commence debt collection processes to recover unpaid fees and I/we accept that the associated costs of this process will be included in the amount recovered
- I/we agree that if my/our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify the Director or President to discuss alternative payment options
- I/we acknowledge that I/we have received and read the Renown Kindergarten's Fee Information for families, which outlines the procedure for payment

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Signature (Parent/Guardian) \_\_\_\_\_ Date \_\_\_\_\_

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

**Early Start Kindergarten**

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