

FEES – FUNDED KINDERGARTEN

QUALITY AREA 7 | ELAA version 1.1



PURPOSE

This policy provides a clear set of guidelines for:

- the setting, payment and collection of fees
- ensuring the viability of Renown Kindergarten, 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 not for profit status
- 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 and/or Early Start Kindergarten.

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge and parents/guardians attending Renown Kindergarten.

RESPONSIBILITIES	
Approved provider and persons with management or control	Contractors, volunteers and students
Nominated supervisor and persons in day-to-day charge	Parents/guardians
Early childhood teacher, educators and all other staff	

Reviewing the current budget to determine fee income requirements	R	√			
Developing a fee policy that balances the parent's/guardian's capacity to pay, with providing a high-quality program and maintaining service viability	R	√			
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 (<i>refer to Sources</i>)	R	√			
Considering any issues regarding fees that may be a barrier to families enrolling at Renown Kindergarten and removing those barriers wherever possible	R	√			
Reviewing the effectiveness of the procedures for late payment and support offered	R	√			
Considering options for payment when affordability is an issue for families	R	√			
Providing communication to families explaining their access to one funded kindergarten program per child, per year.	R	√			
Clearly communicating this policy and payment options to families in a culturally-sensitive way, and in the family's first language where possible	R	√			
Ensuring that the <i>Fees Policy</i> is readily accessible at the service (<i>Regulation 171</i>)	R	√			
Providing all parents/guardians with fee information (<i>refer to Attachment 1</i>)	R	√			
Providing all parents/guardians with a statement of fees and charges (<i>refer to samples in Attachments 2</i>) upon enrolment of their child	R	√			
Providing all parents/guardians with a fee payment agreement (<i>refer to samples in Attachments 3</i>)	R	√			
Ensuring fees are collected and receipted	R	√			
Collecting all relevant information and maintaining relevant documentation regarding those with entitlement to concessions (<i>refer to Definitions</i>)	R	√		√	
Complying with the service's <i>Privacy and Confidentiality Policy</i> regarding financial and other information received, including in relation to the payment/non-payment of fees	R	√			
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 (<i>Regulation 172(2)</i>), and ideally providing one term's notice.	R	√			

Addressing any complaints or concerns that have been raised regarding fees at the service in a timely manner	R	√			
Reading the Renown Kindergarten Fee information for families (<i>refer to Attachment 1</i>), the Fee Payment Agreement (<i>refer to Attachments 3</i>) and the Statement of Fees and Charges (<i>refer to Attachments 2</i>)				√	
Signing and complying with the Fee Payment Agreement (<i>refer to Attachments 3</i>)				√	
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 and/or Early Start Kindergarten, if eligible (<i>refer to Attachment 1</i>).				√	
BOLD tick √ indicates legislation requirement					



BACKGROUND AND LEGISLATION

BACKGROUND

The Department of Education and Training (DET) (*refer to Definitions*) provides funding for each child who is enrolled and attending a funded kindergarten program two years 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 two years before school.

DET also funds Early Start Kindergarten for three-year-old Aboriginal and Torres Strait Islander children, children from refugee or asylum seeker background 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 kindergarten 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 (*refer to Definitions*) and/or or Early Start Kindergarten (*refer to Definitions*) arrangements. The fees charged must comply with the Kindergarten Fee Subsidy requirements (*refer to Definitions*) and/or or Early Start Kindergarten (*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

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au



DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file of the PolicyWorks catalogue.

Children/families experiencing vulnerability and/or disadvantage (in relation to this policy): children are vulnerable if the capacity of parents and family to effectively care, protect and provide for their long-term development and wellbeing is limited. Some factors which may contribute to a child experiencing vulnerability include: a child with a disability; living in a family with a low income, or one which is experiencing problems with housing, domestic violence, substance abuse, or mental health; known to child protection; in statutory out-of-home care; Aboriginal and/or Torres Strait Islander, having a culturally and linguistically diverse background; having a young or sole parent, or a parent with a disability (adapted from the Kindergarten Funding Guide)

Concession: A Commonwealth Government entitlement providing concessions for low-income earners and other eligible people. This includes one of the following:

- a Commonwealth Health Care Card
- a Commonwealth Pensioner Concession Card
- a Department of Veterans Affairs Gold Card or White Card
- Refugee or Asylum Seeker visa (200-204, 786 or 866)
- Bridging visas for any of the above Refugee or Asylum Seeker visas
- Multiple Births (triplets or more)

Early Start Kindergarten (ESK): Early Start Kindergarten provides eligible children with 15 hours of free or low-cost kindergarten each week led by a qualified Victorian Institute of Teaching (VIT) registered teacher. ESK is available to children who are at least three years old by 30 April in the year they are enrolled to attend the program and are:

- from a refugee or asylum seeker background, or
- Aboriginal and/or Torres Strait Islander, or
- known to child protection.

These children can also access free year-before-school kindergarten through the ESK Extension Grant regardless of whether they have accessed ESK in the previous year.

Early Start Kindergarten extension grants: provides a free or low cost year-before-school kindergarten program for children:

- not eligible for the Kindergarten Fee Subsidy
- who participated in Access to Early Learning in the previous year or are from a refugee or asylum seeker background, or Aboriginal and/or Torres Strait Islander, or known to child protection. A child is not required to access ESK in the previous year to access the ESK extension grant.

High priority families: as defined in the Kindergarten Guide this includes:

- Children at risk of abuse or neglect, including children in Out-of-Home Care

- Aboriginal and/or Torres Strait Islander children
- Asylum seeker and refugee children
- Children eligible for the Kindergarten Fee Subsidy
 - A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran’s Affairs Card, or multiple birth children (triplets, quadruplets)
- Children with additional needs, defined as children who:
 - require additional assistance in order to fully participate in the kindergarten program
 - require a combination of services which are individually planned
 - have an identified specific disability or developmental delay

Kindergarten Registration 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, if applicable. High priority families (*refer to Definitions*) **should not be charged** any fees or levies, unless it is for outside the funded hours

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. This includes Extended Care.

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. This deposit should not act as a barrier for enrolment of vulnerable families

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*)

Wrap around care: care that is provided by a kindergarten service to kindergarten children outside of the 15 hours per week program.



SOURCES AND RELATED POLICIES

SOURCES

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

RELATED POLICIES

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

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
- investigate what measures can be taken to reduce any barriers to access the program, especially for vulnerable and disadvantaged children
- 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
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172 \(2\)](#))

ATTACHMENTS



- Attachment 1: Fee information for families
- Attachment 2: Statement of Fees and Charges
- Attachment 3: Fee Agreement – all programs

AUTHORISATION



This policy was adopted by the approved provider of Renown Kindergarten on 11 June 2023.

REVIEW DATE: 11 June 2025

ATTACHMENT 1. FEE INFORMATION FOR FAMILIES

Renown Kindergarten 2024

1. General information

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

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

DET also provides Early Start Kindergarten funding to assist eligible three-year-old Aboriginal and Torres Strait Islander children, from a refugee or asylum seeker background or children known to Child Protection, to access kindergarten programs.

Renown Kindergarten reserves the right to charge full fees including the equivalent of the government subsidy that is not received to family which might be receiving their funding elsewhere, or who are attending two programs.

Renown Kindergarten provides a range of support options to parents/guardians experiencing difficulty with payment of fees (see below).

2. How fees are set

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

- the financial viability of the service
- the level of government funding provided for the program, including the Kindergarten Fee Subsidy and Early Start Kindergarten
- the availability of other income sources, such as grants
- the fees charged by similar services in the area
- the capacity of parents/guardians to pay fees
- reasonable expenditure in meeting agreed program quality and standards
- requirements of The Kindergarten Funding Guide (Department of Education and Training) available from the DET website: www.education.vic.gov.au

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

3. What are the fees?

- **Application for Enrolment Fee (admin fee):** An enrolment fee of \$50 is paid to cover the costs of processing a child's enrolment application for a place in a program at Renown Kindergarten. This admin fee 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 to secure a child's place at the service and is payable on acceptance of enrolment. If the enrolment deposit is not paid, 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. Children/families experiencing vulnerability and/or disadvantage (*refer to Definitions*) and 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. Note: an additional enrolment deposit is not required for Renown Kindergarten's Extended Care Wallaby program.

Note: from 2023, due to the fact that the French Bilingual program is in high demand, Renown Kindergarten will be asking families enrolling into this program to pay their Term 1 fees within 1 month of accepting a place. The payment is non-refundable.

- **Kindergarten Term Fees:** The term fees are varied for each program depending on the amount of hours of care provided each week, please see [Term Fees](#) for specific information. The Victorian State Government provides funding per child in the two years before starting school. 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.
- **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*).
- **Extended Care fees:** Renown Kindergarten offers wrap around care outside of sessional kindergarten program. This runs daily until 6pm through the Wallaby program. This fee is applicable to all families that require care after the kindergarten session either on a regular basis or on a casual basis (provided there is availability).
- **Late pick-up fee:** The Committee of Management reserves the right to implement a late pick-up charge when parents/guardians are frequently late in collecting a child from the service. If the parents/guardians are more than 15 minutes late the child will be sent to Extended Care and the kindergarten may charge the sessional rate for this service.
- **Late collection from Extended Care:** The Committee of Management reserves the right to implement a late collection charge when parents/guardians are frequently late collecting their child from Extended Care. The charge is \$1 per minute past 6pm.
- **Late payment fee:** 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 the \$20 per week late fee will continue to accumulate if the child has left the kindergarten.

4. Statement of fees and charges

A statement of fees and charges for three-year-old kindergarten, four-year-old and Extended Care will be provided to families on enrolment (*refer to Attachment 2*).

5. Fundraising

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

6. Subsidies

6.1 Kindergarten Fee Subsidy

The Kindergarten Fee Subsidy is provided by DET and enables eligible children to attend 15 hours of kindergarten free of charge or at a minimal cost. 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*).

Your child is eligible for the kindergarten fee subsidy:

- if your child identifies as Aboriginal and/or Torres Strait Islander
- if your child is identified on their birth certificate as being a multiple birth child (triplets or more).

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

- a Commonwealth Health Care Card
- a Commonwealth Pensioner Concession Card
- a Department of Veterans Affairs Gold Card or White Card
- Refugee or Asylum Seeker visa (200-204, 786 or 866)
- Bridging visas for any of the above Refugee or Asylum Seeker visas

If your family or child has a humanitarian or refugee visa listed by the Department of Immigration and Border Protection which is not included in the above list, your child may still be eligible for the kindergarten fee 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.

6.2 Early Start Kindergarten

Early Start Kindergarten gives eligible children 15 hours of free or low-cost kindergarten a week for two years before starting school.

To be eligible, the child must be three by 30 April in the year they start kindergarten and meet one of the following criteria:

- be from a refugee or asylum seeker background
- identify as Aboriginal or Torres Strait Islander
- your family has had contact with Child Protection.

Children can also access free or low cost Four-Year-Old Kindergarten through the Early Start Kindergarten Extension Grant. Contact the service for further information.

7. Payment of fees

The Committee of Management will regularly review payment options and procedures to ensure that they are inclusive and sensitive to families' cultural and financial situations. Parents/guardians can pay their invoice by bank transfer or by debit/credit card. When a transaction fee is imposed on Renown Kindergarten to receive the payment (eg. credit card fees) part of these fees are passed on to the family.

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. Invoices will be sent out at least 3 weeks before the end of the previous term.

The first term's fees must be received in full prior to the child commencing at the service. If term 1 payments are not made by the due date, the relevant child's place may be reallocated to the next child on the waiting list. Please note, due to the speciality of the French Bilingual program, term 1 invoices for this program will be issued on acceptance of the offer and will be due three weeks after invoices are raised.

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.

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

8. 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 the responsibility of parents/guardians 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:

- Automatic reminders are sent via Xero, Renown Kindergarten's accounting system, when the invoice is 7, 14 and 28 days overdue.
- Where payment is still not received, families will be contacted via email or phone to discuss a range of support options available and establish a payment plan.
- 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

- 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

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

Families are required to give Renown Kindergarten 4 weeks notice to the Director or President of their intention to withdraw from a program including Extended Care. This notice requirement also applies to decreases in the number of sessions a child is enrolled in Extended Care.

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

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

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

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

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

Sent via email to all families called Confirmation of Enrolment

IMPORTANT STEPS TO FINALISE YOUR ENROLMENT

Dear #Parent/Guardian#,

We are pleased to confirm a place for #Children.First Name# in #Upcoming allocation group#:

#Children.Upcoming Program Details#

An invitation to the Renown Kindergarten Information Evening and AGM will be sent out in October. This is a key event that will provide you with important program information as well as tips about starting kinder. Please mark **Wednesday 22nd November** in your diary - further details will be sent out later in the year.

Extended Care:

If you showed an interest in Extended Care you will be contacted in the next few months to confirm your requirements.

If you have not applied for Extended Care but would like to enrol your child to this program, please do get in touch at your earliest convenience so that we can look into that for you.

Please retain this email as confirmation of enrolment and as a record of receipt of your \$150 enrolment fee. An invoice for Term 1 Fees and Extended Care, if applicable, will be sent out in September.

For your information, I also provide 2024 Term Fees for Renown Kindergarten below. Please refer to the *Fees Policy* ([Fee information for families](#)) for more information.

Group	2024 Term Fees
3YO - 3 days - Echidna	\$1250.00
3YO - 2 days - Possum	\$1025.00
4YO - 3 days - Kookaburra	\$1250.00
4YO - 3 days - Wombat	\$1250.00
4YO - 2 days - Koala	\$1025.00
3YO-4YO - 2 days - Coccinelles	\$1500.00
Extended Care (Permanent)	2024 Term Fees
Wallaby - Mon/Tues/Wed (1 day)	\$275.00
Wallaby - Thur/Fri (1 day)	\$225.00
Extended Care (Casual)	2024 Session Fees
Wallaby - Mon/Tues/Wed	\$35.00
Wallaby - Thurs/Fri	\$30.00

If you have further questions about your child's enrolment, please let me know by emailing: enrolments@renown.org.au or calling the office on 9827 4747.

Vanessa, Renown's Enrolment Officer, or myself will be happy to assist you with your enquiry.

Regards,
Renown Kindergarten
Sally Norman
Director
E: enrolments@renown.org.au
P: 039827 4747

ATTACHMENT 3. FEE PAYMENT AGREEMENT THREE / FOUR-YEAR-OLD KINDERGARTEN PROGRAMS

Part of the Enrolment Form filled out online

Acknowledgment of Kindergarten Funded Year

The Victorian Government provides funding to support children to access a high quality kindergarten program in the two years before they start school. The funding is a contribution towards meeting the cost of the kindergarten program.

Your child can only be funded for a kindergarten place at one service at any one time. If your child 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 (gap fee).

In 2024, your child is enrolled to attend our kindergarten program and we will be claiming funding for your child on your behalf. Please acknowledge below and return this form to acknowledge that your child is accessing their funded kindergarten place at our service in 2024.

If your child will be attending another children's service that offers a funded kindergarten program, you must tell that service we will be claiming funding for your child or let us know if you will be receiving your funding there so that we can amend your invoice.

The Kindergarten Fee Subsidy (KFS) is available for some children to attend kindergarten for free or at low cost. Your child is eligible if they are Aboriginal and/or Torres Strait Islander, are a triplet or quadruplet, or if you (or your child) hold an eligible concession card. Please notify us if you believe your child may be eligible for the KFS.

Are you intending to access your 2024 funded kindergarten place at Renown Kindergarten?*

- Yes
- No

I confirm that my child will be accessing their funded kindergarten place at Renown Kindergarten in 2024. *

Fee Payment Agreement

Renown Kindergarten has a policy in relation to fees and requires your agreement in regards to this payment of fees. The kindergarten relies on fees and volunteer parents to maintain its financial viability. We are a non-profit organisation and the little surplus we have goes directly back into supplies and equipment for the children, and is used for maintenance of our beautiful, but old buildings. 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 teachers and educators are paid on time. Please refer to the website for more information.

I/we acknowledge that the kindergarten programme is partly funded by the state government, with the balance of funds coming from fees 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 programme.*

I/we agree to pay fees by the due date on the invoice *

I/we understand that the 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 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 Business Manager to discuss alternative payment options. *

I/we acknowledge that I/we have received and read the Renown Kindergarten's [Fee Policy](#) for families, which outlines the procedure for payment. *

Extended Care Enrolments: I/we understand that if I/we are late to pick up for the Extended Care program, without advising the staff via the emergency line, a late fee will be charged as outlined in the [Fees Policy](#). *

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

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 programme 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 for further information.