

THIS FEES POLICY COVERS 2022, WHEN FEES ARE PAYABLE AND 2023 WHEN THE GOVERNMENT IS FUNDING FREE KINDERGARTEN FOR 3 AND 4 YEAR OLD CHILDREN

PURPOSE

This policy provides a clear set of guidelines for:

- the setting, payment and collection of fees
- ensuring the viability of Highvale Preschool, by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by Highvale Preschool

POLICY STATEMENT

Values

Highvale Preschool is committed to:

- providing responsible financial management of the service, including establishing fees that will result in a financially viable service, while keeping user fees at the lowest possible level (2022)
- providing a fair and manageable system for dealing with non-payment and/or inability to pay fees/outstanding debts (2022)
- 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 Highvale Preschool.

| RESPONSIBILITIES | Approved provider and persons with management or | Nominated supervisor and persons in day-to-day charge | Early childhood teacher, educators and all other staff | Parents/guardians | Contractors, volunteers and students |
|--|--|---|--|-------------------|--------------------------------------|
| R indicates legislation requirement, and should not be deleted | | | | | |
| 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 Highvale Preschool 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 | 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 and 3</i>) upon enrolment of their child | R | √ | | | |
| Providing all parents/guardians with a fee payment agreement (<i>refer to samples in Attachments 4 and 5</i>) | R | √ | | | |
| Ensuring fees are collected and receipts issued on request | 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 Highvale Preschool Fee information for families (<i>refer to Attachment 1</i>), the Fee Payment Agreement (<i>refer to Attachments 4 and 5</i>) and the Statement of Fees and Charges (<i>refer to Attachments 2 and 3</i>) | | | | √ | |
| Signing and complying with the Fee Payment Agreement (<i>refer to Attachments 4 and 5</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>). | | | | √ | |

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. From 2023, the government will provide funding for 3 and 4 year old kindergarten, thus enabling free kindergarten for 2 years prior to school entry.

LEGISLATION AND STANDARDS

- 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

DEFINITIONS

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 Torre 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 of more)
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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.

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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, incursions or excursions that occur in response to emerging children's program needs.

Fees: A charge for a place within a program at the service.(2022)

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(2022)

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*)

Voluntary contributions: A voluntary contribution may be requested for maintenance, incursions, excursions or special events. This is not payable by concession card holds.

SOURCES AND RELATED POLICIES

SOURCES

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

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
- investigating 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 -2022 Statement of Fees and Charges (includes *Voluntary Contribution for subsidy card holder towards program activities)
- Attachment 3: 2023 Statement of Fees and Charges – 3-year-old kindergarten program
- Attachment 4: 2023 Statement of Fees and Charges – 4-year-old kindergarten program
- Attachment 5:2023 Fee Agreement – For funded kindergarten program 2023

AUTHORISATION

This policy was adopted by the approved provider of Highvale Preschool on 21 July 2022 and will take effect from 4 August 2022

REVIEW DATE: June 2023

ATTACHMENT 1

HIGHVALE PRESCHOOL 2022 & 2023

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 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.

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

| Terms | 2022 | 2023 |
|--|------------------------------|------------------------------|
| Term 1* | 28/01/22 – 08/04/22 | 27/01/23 – 06/04/23 |
| Term 2 | 26/04/22 – 24/06/22 | 24/04/23 – 23/06/23 |
| Term 3 | 11/07/22 – 16/07/22 | 10/07/23 – 15/09/23 |
| Term 4** | 03/10/22 – 20/12/22 | 02/10/23 – 20/12/23 |
| Planned Closures | 13/7/22 | 12/07/23 |
| Educator Professional Development Day | No children on site this day | No children on site this day |
| <p>* Start of year interviews dates to be advised, shortened session to settle children ** End of year clean-up days for educators only to be advised</p> | | |

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. Other charges

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

Kindergarten fee deposit: This payment secures a child's place at the service and is payable on acceptance of enrolment. 2022 only)The deposit is non-refundable and is retained as payment of maintenance Levy. **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.

- **Non-refundable levy:** This is your maintenance levy (paid as a deposit upon enrolment for 2022 families).2023 families will be required to pay this in Term 1 2023. 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 levy but may opt to do so as a voluntary contribution. This is half the normal rate paid by families.
- **Late collection charge:** The Committee of Management reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child from the service. This charge will be set at a level determined by the Committee of Management/Board.
- **Voluntary Contribution:** Children/families experiencing vulnerability and/or disadvantage (refer to Definitions) and families eligible for the Kindergarten Fee Subsidy (see below) may opt to pay a voluntary contribution towards extra activities each term. No child will be excluded from activities if this contribution is not paid.

4. Statement of fees and charges

A statement of fees and charges for three-year-old kindergarten and/or four-year-old will be provided to families on enrolment (refer to Attachment 2 and 3).

5. Fundraising - no fundraising in 2022.

Not all service costs are covered by DET per capita funding and the fees charged.

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. 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.

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 on request.

Parents/guardians experiencing difficulty in paying fees are requested to contact the Treasurer 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. 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 invited to attend a meeting to discuss the range of support options available and establish a payment plan.
- Failure to attend the meeting and continued non-payment may result in a second and final letter notifying parents/guardians that the child's place at the service may be withdrawn unless payment is made or a payment plan is entered into within a specified period of time. This letter will also include information on a range of support options available for the family.
- The Committee of Management 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.

9. Refund of fees

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

In any other case, fees are non-refundable (exceptional circumstances may apply – these are at the discretion of the Committee of Management/Board. 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 -2022 STATEMENT OF FEES AND CHARGES (INCLUDES *VOLUNTARY CONTRIBUTION FOR SUBSIDY CARD HOLDER TOWARDS PROGRAM ACTIVITIES)

4 Year Old Group 600 hours per year

| Families not eligible for Kindergarten Fees Subsidy from Government Fees | | Families eligible for Kindergarten Fees Subsidy from Government Fees | |
|--|---------------|---|--------------|
| Deposit | \$100 | Deposit | \$50.00 |
| Program Fee Term 1 | \$575 | *Voluntary Contribution | \$50.00 |
| Program Fee Term 2 | \$575 | *Voluntary Contribution | \$50.00 |
| Program Fee Term 3 | \$575 | *Voluntary Contribution | \$50.00 |
| Program Fee Term 4 | \$575 | *Voluntary Contribution | \$50.00 |
| Program Fee & Deposit Total Hourly fee over the year = \$4.00 | \$2400 | Voluntary contribution & deposit Total Hourly fee over the year = \$0.42 | \$250 |
| | | *Without Voluntary Contribution Deposit only Total Hourly fee over the year = \$0.08 | \$50 |

3 Year Old Group 260 hours year -200 funded hours per year - 60 unfunded hours per year

| Families not eligible for Kindergarten Fees Subsidy from Government Fees | | Families eligible for Kindergarten Fees Subsidy from Government Fees | |
|--|---------------|---|------------------|
| Deposit | \$100 | Deposit | \$50.00 |
| Program Fee Term 1 | \$550 | Unfunded Hours *Voluntary Contribution | \$125 \$50.00 |
| Program Fee Term 2 | \$550 | Unfunded Hours *Voluntary Contribution | \$125 \$50.00 |
| Program Fee Term 3 | \$550 | Unfunded Hours *Voluntary Contribution | \$125 \$50.00 |
| Program Fee Term 4 | \$550 | Unfunded Hours *Voluntary Contribution | \$125 \$50.00 |
| Total | \$2300 | Unfunded hours, deposit & Voluntary Contribution Total Hourly fee over the year = \$2.88 | \$750 |
| Hourly fee over the year = \$8.80 | | Unfunded hours and deposit only Hourly fee over the year = \$2.11 | \$550 |

ATTACHMENT 3. 3 YEAR OLD STATEMENT OF FEES AND CHARGES 2023

The State Government has announced free kindergarten in 2023.

At time of preparing this policy, we do not know any detail of the funding. Any changes will be communicated to families in a timely manner. Centres do not have to offer 15 hours in 2023 for 3-year old-kindergarten but rather the hours they can fit into their program.

Three-year-old funded kindergarten

Fee schedule 2023

Hours: 7.25 hours per week

| | Fees (\$) | Families eligible for the Kindergarten Fee Subsidy |
|-------------------------------|-----------|--|
| | | Voluntary Contribution |
| Kindergarten Maintenance Levy | 100 | 0 |
| Term 1 | 0 | 0 |
| Term 2 | 0 | 0 |
| Term 3 | 0 | 0 |
| Term 4 | 0 | 0 |
| Total | 100 | 50 |

Payment of fees

Invoices for Maintenance Levy will be issued in Term 1

Maintenance Levy

The government funds the program costs of the preschool. Parents/guardians are required to pay a maintenance Levy to assist with the maintenance of the preschool. **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 maintenance levy but may do so voluntarily.** Families experiencing hardship should discuss any difficulties with the service.

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. Voluntary contributions are welcome.

Early Start Kindergarten

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

Children turning three during the year (Please read enrolment Policy)

Children can only commence the program when they have turned three.

Late collection charge The Committee of Management/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).

ATTACHMENT4 . 4 YEAR OLD STATEMENT OF FEES AND CHARGES 2023

Four year old funded kindergarten

Fee schedule 2023

The State Government has announced free kindergarten in 2023.

At time of preparing this policy, we do not know any detail of the funding. Any changes will be communicated to families in a timely manner. Highvale Preschool will offer 15 hours in 2023 for 4-year old-kindergarten.

Hours: 15 hours per week

| | Fees (\$) | Families eligible for the Kindergarten Fee Subsidy |
|-------------------------------|-----------|--|
| | | Voluntary Contribution |
| Kindergarten Maintenance Levy | 100 | 50 |
| Term 1 | 0 | 0 |
| Term 2 | 0 | 0 |
| Term 3 | 0 | 0 |
| Term 4 | 0 | 0 |
| Total | 100 | 50 |

Payment of fees

Kindergarten Maintenance Levy will be issued in Term 1 2023.

Kindergarten fee deposit

The government funds the program costs of the preschool. Parents/guardians are required to pay a maintenance Levy to assist with the maintenance of the preschool. **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 maintenance levy but may do so voluntarily.** Families experiencing hardship should discuss any difficulties with the service.

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. Voluntary contributions are welcome.

Late collection charge

The Committee of Management reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child (refer to Fee information for families).

ATTACHMENT 4. ACKNOWLEDGEMENT OF SERVICE FUNDING

This form will be included on the enrolment form 2023

2023

ACKNOWLEDGEMENT OF SERVICE FUNDING

The State government has announced that preschool will be free for families from 2023. The 4-5 year old children will receive 15 hours per week and the 3-4 year old children will be funded for 7.25 hours per week. Childcare subsidies are not payable for preschool attendance.

The funding provided has not been finalised at time of preparing this form and should significant changes occur, families will be notified as soon as possible.

Funding is for the preschool program and as such, Highvale Preschool has made the decision to include a maintenance levy in order to maintain a safe preschool for all children. This levy is set at \$100 per family and \$50 for families who have government concession cards. With this levy in place, families will not be required to attend working bees throughout the year.

- I/we acknowledge that the kindergarten program is funded by the state government
- I/we understand that I/we am/are entitled to obtain the Kindergarten Fee Subsidy if I/we meet one of the criteria below. If my/our eligibility lapses, then I/we understand that we are required to inform the service immediately
- I/we agree to pay contribution towards the maintenance of the preschool in the form of a \$100 levy per family per year. This is non-refundable

Kindergarten Fee Subsidy

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

- Aboriginal or Torres Strait Islander
- Health Care Card
- Pensioner Concession Card
- DVA Gold Card
- Bridging Visas A–F
- Temporary Protection/Humanitarian Visas 447, 451, 785 or 786
- Resolution of Status Visa (RoS) Visa Class CD Subclass 851 Refugee and Special Humanitarian Visas 200–217 Triplets or Quadruplets

Supporting documentation will need to be sighted on commencement at Highvale Preschool by the Teaching Staff. 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 <http://www.highvalekinder.org.au/policy/Fees%20Policy.pdf>