



FEES POLICY FOR EXTENDED CARE AND FREE KINDER PROGRAM

Mandatory – Quality Area 7

PURPOSE

This policy will provide clear guidelines for:

- how the service complies with the Free Kinder initiative
- the setting, payment and collection of fees for the Extended Care program and specific programs as required

POLICY STATEMENT

1. VALUES

- supporting the Victorian Government's Free Kinder initiative
- increasing access to quality kindergarten programs for all Victorian children
- 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
- setting, invoicing, payment and collection of extended care fees
- ensuring the viability of Yarra Warra Preschool and its programs by setting appropriate fees and charges

2. SCOPE

This policy applies to the Approved Provider, Person with Management and Control, Nominated Supervisor, Person in Day-to-Day Charge, educators and parents/guardians with an enrolled child, or who wish to enrol a child at Yarra Warra Preschool.

2. LEGISLATION AND BACKGROUND

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: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

The Best Start, Best Life reform will help all Victorian children dream even bigger through increased access to quality early childhood education and care. A critical part of the reform is Free Kinder, which will support access to two years of high-quality kindergarten programs for all Victorian children. All families with a child enrolled in a funded kindergarten program are eligible for Free Kindergarten, this includes both 3 and 4-year-old kindergarten programs.

Free Kinder supports families to access a funded kindergarten program by:

- providing a free 15-hour program to four-year-old children enrolled at a sessional service
- providing a free 5-to-15-hour program to three-year-old children enrolled at a sessional service (subject to the length of funded program offered)
- offsetting the funded kindergarten program component of parent fees for three and four-year-old children enrolled at a long day care service

Free kinder supports every Victorian child to get the best start in life no matter where they live. Research shows that play-based learning is a powerful way to support children’s learning and development. Two years of early learning is a crucial part of their educational journey, these benefits last into the school years and beyond.

To support working families, while maintaining a sessional kinder program, the service offers an Extended Care program. The Extended Care program does not attract any government support or subsidies and is financially self-sufficient. This program does not meet the conditions required under the Free Kinder program or an approved child care provider to attract Child Care Subsidy. To ensure the viability of this program Yarra Warra Preschool requires payment for this service. As a not for profit organisation the fees are set to recoup reasonable costs of operating the program across all days the program is offered, to make this program and service accessible for all families.

Regulation 168(2) (n) of the Education and Care Services National Regulations 2011 requires that funded services have a comprehensive written fees policy, and the content of this policy must be communicated to families. Any voluntary parent donations and/or fundraising must comply with the Free Kinder subsidy guidelines and be responsive to the local community.

3. DEFINITIONS

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

Free Kinder:

A Victorian Government Best Start, Best Life initiative providing Free Kinder programs for four-year-old and three-year-old children in funded services, that have opted into the initiative.

Free Kinder supports families to access a funded kindergarten program by:

- providing a free 15-hour program to 4-year-old children enrolled at a sessional service
- providing a free 5 to 15-hour program to 3-year-old children enrolled at a sessional service (subject to the length of funded program offered)
- offsetting the funded kindergarten program component of parent fees for 3 and 4-year-old children enrolled at a long day care service.

Funded Kindergarten:

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. Funded kindergartens charge fees to help meet the cost of running kindergarten programs. Fees are set by individual kindergartens and depend on things like how many hours children attend and whether there are extra costs such as excursions.

Pre-Prep: Four-Year-Old Kindergarten will gradually transition to Pre-Prep over the next decade from 2025. Funded kindergarten hours will double from 15 to up to 30 hours a week. Pre-Prep will be delivered through sessional kindergartens and long-day-care centres. By 2032, children across Victoria will have access to 1,800 hours of funded kindergarten before school, comprising 600 hours of Three-Year-Old Kindergarten and 1,200 hours of Pre-Prep.

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.vic.gov.au/early-start-kindergarten Early Start Kindergarten

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*).

Extended Care: Care provided at the kindergarten in a scheduled group session offered outside of kindergarten program hours and not included in government funded kindergarten or childcare programs.

Fees: A charge for program hours over and above the 15 funded hours per week (600 per year) and extended care..

Free Kindergarten: A Victorian Government Best Start, Best Life initiative providing Free Kinder programs for four-year-old and three-year-old children in funded services that have opted into the initiative.

Free Kinder supports families to access a funded kindergarten program by:

- providing a free 15-hour program to 4-year-old children enrolled at a sessional service
- providing a free 5 to 15-hour program to 3-year old children enrolled at a sessional service (subject to the length of funded program offered)

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

Voluntary parent/guardian contribution: A voluntary payment for items not directly related to the provision of the children's program. Attendance at the service is not conditional on this payment.

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

6. PROCEDURES

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

- reviewing the current budget
- Ensuring that families are informed of the operating hours including term dates, planned closures and additional hours to account for closures.
- Ensuring families are informed of the total annual fee amount, including any applicable fees for e.g. excursions and any additional hours

- Ensuring families are only charged for optional kindergarten programs hours that are over and above the 15 funded hours per week (600 hours per year) and extended care (*refer to Definitions*)
- Providing all parents/guardians with a statement of additional hours fees and charges (refer to Attachments 2) upon enrolment of their child, if applicable
- Informing parents of any action that will be taken if fees are not paid
- implementing and reviewing this policy in consultation with parents/guardians, the Nominated Supervisor and staff, and in line with the requirements of DE's *The Kindergarten Funding Guide* (refer to *Sources*)
- considering any issues regarding fees that may be a barrier to families enrolling at and removing those barriers wherever possible
- clearly communicating this policy 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)
- Ensuring any non-funded positions are enrolled in accordance with the Kindergarten Funding Guidelines (refer to *Sources*)
- 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 DE's *The Kindergarten Funding Guide* (refer to *Sources*)
- considering options for payment for fees such as excursions or extended care 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 a statement of fees and charges for extended care (refer to samples in Attachments 2 and 3) upon enrolment of their child, and ensuring that the *Fees Policy* is readily accessible at the service
- 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 extended care fees at the service
- referring parents'/guardians' questions in relation to this policy to the Approved Provider.

Parents/guardians are responsible for:

- reading the Yarra Warra Preschool free kinder information for families (refer to Attachment 1), the extended care Fee Payment Agreement (refer to Attachments 2 and 3)
- signing and complying with the Fee Payment Agreement (refer to Attachments 4 and 5)
- promptly paying fees prior to the service delivery
- 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).

7. SOURCES AND RELATED POLICIES

SOURCES

- Best Start Best Life: <https://www.vic.gov.au/give-your-child-the-best-start-in-life>
- The Kindergarten Funding Guide (Department of Education):
www.vic.gov.au/kindergarten-funding-guide
- Resources for Funded Kindergartens: www.vic.gov.au/kindergarten-funding-guide
- The constitution of Yarra Warra

Service policies

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

8. EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to affordability, flexibility of payment options and procedures for the collection of fees
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- monitor the number of families/children excluded from the service because of their inability to pay fees
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures (Regulation 172(2)) unless a lesser period is necessary because of a risk.

ATTACHMENTS

- Attachment 1: 2021 Free Kindergarten information for families
- Attachment 2: Statement of additional hours/ extended care
- Attachment 4: Additional hours/ extended care fee payment agreement

AUTHORISATION

This policy was adopted by the Approved Provider of Yarra Warra Pre-School

APPROVED DATE: 15th November, 2023.

NEXT REVIEW DATE: APRIL 2026

REVISION RECORD

Date	Version	Revision description
11/6/13		Fees set for 2014
7/11/13		Full policy reviewed
25/06/15		Changes to payment options, fee update and outstanding fee process
8/06/2016		Changes to the payment date for term one fees Changes to fees
23/05/2017		Yearly fee increase Addition of Maintenance Levey General update
18/9/19		Annual fee increase Policy review (Fee officer & Policy officer) General update as per ELAA
8/8/23		Changes to funded Kinder to Free kinder statements. Ensuring extended care conditions are stated.

ATTACHMENT 1

ATTACHMENT 1. FREE KINDER INFORMATION FOR FAMILIES

YARRA WARRA PRESCHOOL 2023

1. GENERAL INFORMATION

KINDERGARTEN PROGRAMS FOR FOUR-YEAR-OLD AND ELIGIBLE THREE-YEAR-OLD CHILDREN IN VICTORIAN GOVERNMENT FUNDED SERVICES WILL BE FREE AS PART OF THE BEST START, BEST LIFE REFORM.

THIS INVESTMENT WILL SAVE FAMILIES UP TO \$2,500 FOR EACH CHILD ENROLLED IN A PARTICIPATING FUNDED KINDERGARTEN PROGRAM.

DE ALSO PROVIDES FUNDING TO ASSIST ELIGIBLE THREE-YEAR-OLD ABORIGINAL AND TORRES STRAIT ISLANDER CHILDREN, AND CHILDREN KNOWN TO CHILD PROTECTION, TO ACCESS KINDERGARTEN PROGRAMS.

FOR SESSION TIMES PLEASE VISIT THE WEBSITE.

2. WHAT FREE KINDER MEANS AT OUR SERVICE

YARRA WARRA PRESCHOOL HAS OPTED INTO THE FREE KINDER INITIATIVE. APPLICABLE PARENT FEES FOR EXTENDED CARE ARE OUTLINED BELOW:

- o FUNDED SESSIONAL KINDERGARTEN FOR 3-YEAR-OLD CHILDREN (UP TO 15 HOURS PER WEEK) – NO PARENT FEE
- o FUNDED SESSIONAL KINDERGARTEN FOR 4-YEAR-OLD CHILDREN (15 HOURS PER WEEK) - NO PARENT FEE

EXCLUSION FROM THE FREE KINDER SERVICE

- o KINDERGARTEN EXTENDED CARE FOR 3 AND 4 -YEAR-OLD CHILDREN – PARENT FEE WILL BE APPLICABLE

YARRA WARRA WILL REIMBURSE FAMILIES IN FULL FOR ANY KINDERGARTEN FEE DEPOSIT (*REFER TO DEFINITIONS*) PAYMENTS THAT HAVE ALREADY BEEN MADE UPON ACCEPTANCE OF ENROLMENT, EXCLUDING ANY VOLUNTARY PARENT DONATIONS/PAYMENTS THAT YOU AGREE TO IN WRITING.

3. OTHER CHARGES

OTHER CHARGES LEVIED BY YARRA WARRA ARE INCLUDED ON THE STATEMENT OF FEES AND CHARGES, THAT WILL BE PROVIDED TO FAMILIES UPON ENROLMENT.

THESE INCLUDE:

- EXCURSION/SERVICE EVENT CHARGE (OUTSIDE OF THE 15 HOURS PER WEEK PROGRAM): 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*).
- LATE COLLECTION CHARGE: THE APPROVED PROVIDER/COMMITTEE OF MANAGEMENT/BOARD [DELETE WHICHEVER IS NOT APPLICABLE] 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 APPROVED PROVIDER/COMMITTEE OF MANAGEMENT/BOARD

4. ADDITIONAL HOURS/ EXTENDED CARE CHARGES.

[SERVICE NAME] OFFERS EXTENDED CARE OUTSIDE OF THE 15 HOURS PER WEEK (600 HOURS PER YEAR) SESSIONAL KINDERGARTEN PROGRAM. THIS FEE IS APPLICABLE TO ALL FAMILIES THAT REQUIRE IT AFTER THE KINDERGARTEN SESSION.

5. FUNDRAISING AND VOLUNTARY PARENT PAYMENT/DONATIONS

WHILE PARTICIPATION IN FUNDRAISING/DONATION IS VOLUNTARY, THE SUPPORT OF EVERY FAMILY IS ENCOURAGED. FUNDRAISING ACTIVITIES ARE ALSO AN OPPORTUNITY FOR FAMILIES AND COMMUNITIES TO COME TOGETHER.

7. PAYMENT OF FEES FOR EXTENDED HOURS

FEES ARE PAYABLE FOR HOURS OVER AND ABOVE 15 HOURS PER WEEK (600 HOURS PER YEAR) FOR EXTENDED CARE.

THE APPROVED PROVIDER/COMMITTEE OF MANAGEMENT/BOARD 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.

PARENTS/GUARDIANS EXPERIENCING DIFFICULTY IN PAYING FEES ARE REQUESTED TO CONTACT THE COMMITTEE 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 FOR EXTENDED HOURS

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 IN THE EXTENDED CARE 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 APPROVED PROVIDER/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 EXTENDED CARE, THE PARENTS/GUARDIANS WILL BE PROVIDED WITH 7 DAYS' NOTICE IN WRITING.
- NO FURTHER ENROLMENTS OF CHILDREN IN EXTENDED CARE FROM THE PARENTS/GUARDIANS WILL BE ACCEPTED UNTIL ALL OUTSTANDING FEES HAVE BEEN PAID.

9. REFUND OF EXTENDED CARE FEES

THE ENROLLMENT DEPOSIT FOR EXTENDED CARE (*REFER TO DEFINITIONS*) WILL BE DEDUCTED FROM THE FEES.

IN ANY OTHER CASE, ADDITIONAL HOURS ARE NON-REFUNDABLE (EXCEPTIONAL CIRCUMSTANCES MAY APPLY – THESE ARE AT THE DISCRETION OF THE COMMITTEE OF MANAGEMENT/BOARD [DELETE WHICHEVER IS NOT APPLICABLE]).

THERE WILL BE NO REFUND OF THESE 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 FOR EXTENDED HOURS

EXTENDED CARE 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

ATTACHMENT 2

STATEMENT OF EXTENDED CARE FEES



YARRA WARRA PRESCHOOL

FEE SCHEDULE 2023/2024

EXTENDED CARE FOR THREE/FOUR-YEAR-OLDS

PLEASE REFER TO THE WEBSITE FOR CURRENT TIMETABLE

PAYMENT OF FEES

INVOICES WILL BE ISSUED PRIOR TWO WEEKS BEFORE THE START OF TERM AND MUST BE PAID BY THE DUE DATE TO SECURE YOUR CHILD'S PLACE IN THE PROGRAM. ALL UNPAID SPOTS WILL BE OFFERED TO CHILDREN ON THE WAITLIST.

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 FREE KINDER INFORMATION FOR FAMILIES*).

UNPAID FEES FOR EXTENDED HOURS

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 IN THE EXTENDED CARE 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 APPROVED PROVIDER/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 EXTENDED CARE, THE PARENTS/GUARDIANS WILL BE PROVIDED WITH 7 DAYS' NOTICE IN WRITING.
- NO FURTHER ENROLMENTS OF CHILDREN IN EXTENDED CARE FROM THE PARENTS/GUARDIANS WILL BE ACCEPTED UNTIL ALL OUTSTANDING FEES HAVE BEEN PAID.

ATTACHMENT 3

2023/2024

PLEASE COMPLETE THIS FORM AND RETURN TO YARRA WARRA PRESCHOOL BY [DATE]

FEE PAYMENT CONTRACT

CHILD'S FULL NAME:

PARENT'S/GUARDIAN'S FULL NAME:

- I/WE ACKNOWLEDGE THAT THE THREE-YEAR-OLD **15** HOURS PER WEEK (**600** HOURS PER YEAR) FUNDED KINDERGARTEN PROGRAM IS FULLY FUNDED BY THE STATE GOVERNMENT, WITH THE BALANCE OF EXTENDED CARE COMING FROM FEES PAID BY PARENTS/GUARDIANS
- I/WE ACKNOWLEDGE THAT THE FOUR-YEAR-OLD **15** HOURS PER WEEK (**600** HOURS PER YEAR) FUNDED KINDERGARTEN PROGRAM IS FULLY FUNDED BY THE STATE GOVERNMENT, WITH THE BALANCE OF EXTENDED CARE COMING FROM FEES PAID BY PARENTS/GUARDIANS.
- I/WE AGREE TO PAY ANY ADDITIONAL FEES FOR EXTENDED CARE ABOVE THE **600** HOURS BY THE DUE DATE ON THE INVOICE.
- I/WE UNDERSTAND THAT FEES FOR EXTENDED CARE EACH TERM ARE NON-REFUNDABLE.
- I/WE ACKNOWLEDGE THAT IF FEES FOR EXTENDED CARE HOURS ARE NOT PAID BY THE DUE DATE, THE COMMITTEE OF MANAGEMENT WILL IMPLEMENT THE LATE PAYMENT OF FEES PROCEDURES, AS OUTLINED IN THE **FREE KINDER INFORMATION FOR FAMILIES**, WHICH COULD RESULT IN THE WITHDRAWAL OF MY/OUR CHILD'S PLACE AT THE EXTENDED CARE PROGRAM AND NO FURTHER ENROLMENTS UNTIL THE OUTSTANDING FEES ARE PAID.
- I/WE AGREE THAT IF MY/OUR FINANCIAL CIRCUMSTANCES CHANGE AND I/WE AM/ARE UNABLE TO PAY AS AGREED, I/WE WILL IMMEDIATELY NOTIFY THE COMMITTEE TO DISCUSS ALTERNATIVE PAYMENT OPTIONS.
- I/WE ACKNOWLEDGE THAT I/WE HAVE RECEIVED AND READ THE SERVICE'S **FREE KINDER INFORMATION FOR FAMILIES**, WHICH OUTLINES THE PROCEDURE FOR PAYMENT OF FEES.

SIGNATURE (PARENT/GUARDIAN):

DATE:

NOTE: INVOICES, RECEIPTS AND COLLECTION OF FEES WILL BE IN ACCORDANCE WITH THE YARRA WARRA PRESCHOOL **FREE KINDER FEE POLICY**.