

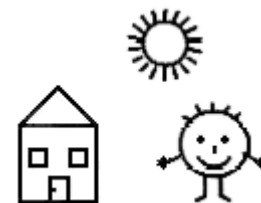
# ESTRELLA

Pre-School Incorporated  
32 Chamberlain Street, Ashburton 3147

(ABN 45592822309)<sub>YE</sub>

Phone: (03) 9885 5398

Website: [www.estrella.vic.edu.au](http://www.estrella.vic.edu.au)



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## FEES POLICY

### AUTHORISATION

Originally Adopted: July 1997

Most Recent Amendment: September 2021

### REVIEW DATE

Review whole policy every three years. Review attachments annually.

Next review: Whole Policy: June 2022; Attachments: October 2021

### PURPOSE

This policy provides guidelines for:

- the setting, payment and collection of fees;
- ensuring the viability of Estrella Pre-School, by setting appropriate fees and charges; and
- the equitable and non-discriminatory application of fees across the programs provided by Estrella Pre-School.

### POLICY STATEMENT

#### 1. VALUES

Estrella Pre-School is committed to:

- providing responsible financial management of the service, including establishing fees that will result in a financially viable service, while keeping user fees at the lowest possible level;
- providing a fair and manageable system for dealing with non-payment and/or inability to pay fees/outstanding debts;
- working with families to mitigate financial barriers to help them 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; and
- providing equitable access for families eligible for the Kindergarten Fee Subsidy.

## 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 Estrella Pre-School.

## 3. BACKGROUND AND LEGISLATION

### Background

The Department of Education and Training (DET) provides funding for each child who is enrolled and attending a funded kindergarten program in the year before school. Income from other sources, primarily fees, is required to meet the additional costs incurred in the delivery of the children's program. In addition, the Kindergarten Fee Subsidy (refer to *Definitions*) enables eligible families to attend a funded kindergarten program free of charge in the year before school.

DET also funds eligible three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection, to access kindergarten programs as outlined in *The Kindergarten Guide* (refer to *Sources*).

DET requires that funded services have a comprehensive written fees policy in place, and the content of this policy must be communicated to families. The policy must include a written statement about the fees to be charged, as required under Regulation 168(2)(n), and the payment process. All families must be informed of applicable term and annual fees at the time of enrolment. Services must also advise eligible families of the Kindergarten Fee Subsidy arrangements. The fees charged must comply with the *Kindergarten Fee Subsidy – Fees Policy* (refer to *Definitions*), and be responsive to the local community and the viability of the service. *The Kindergarten Funding Guide* (refer to *Sources*) outlines the criteria to be covered in the policy.

### Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Charter of Human Rights and Responsibilities 2006* (Vic)
- *Child Wellbeing and Safety Act 2005* (Vic)
- *Disability Discrimination Act 1992* (Cth)
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*: Regulation 168(2)(n)
- *Equal Opportunity Act 1995* (Vic)
- *National Quality Standard*, 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>

## 4. DEFINITIONS

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

**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 a specific number of hours. Details are available at:

<http://www.education.vic.gov.au/about/programs/learningdev/Pages/default.aspx>

**Enrolment application fee:** A payment to cover administrative costs associated with the processing of a child's enrolment application for a place in a program at the service.

**Excursion/service event charge:** An additional charge required to meet the cost of special events or excursions that occur in response to emerging children's program needs. Events that are planned ahead and are included as an expenditure item in the service's budget do not incur this additional charge (refer to *Excursions and Service Events Policy*).

**Fees:** The charges for a place within a program at the service.

**Health Care Card:** A Commonwealth Government entitlement providing concessions for low-income earners and other eligible people. Details are available at:

[www.humanservices.gov.au/customer/services/centrelink/health-care-card](http://www.humanservices.gov.au/customer/services/centrelink/health-care-card)

**Kindergarten fee deposit:** A charge to secure a place that has been offered in a program at the service. This is deducted from term 4 fees.

**Kindergarten Fee Subsidy (KFS):** A state government subsidy paid directly to the funded service to enable eligible families to attend a funded kindergarten program at no cost (or minimal cost) to promote participation. Details, eligibility requirements and a calculator, are available in *The Kindergarten 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 – 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.

## 5. SOURCES AND RELATED POLICIES

### Sources

- *The Kindergarten Funding Guide:* (Department of Education and Training – DET) available under *early childhood / service providers* on the DET website (or search for “kindergarten funding”):  
[www.education.vic.gov.au](http://www.education.vic.gov.au)
- The constitution of Estrella Pre-School Inc.

### Service policies

- *Complaints and Grievances Policy*

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

## PROCEDURES

**The Approved Provider (President and Executive Committee) and Committee of Management is responsible for:**

- determining fee income requirements;
- developing a fee policy that balances the parent's/guardian's capacity to pay, with providing a high-quality program and maintaining service viability;
- implementing and reviewing this policy in consultation with parents/guardians, the Nominated Supervisor and staff, and in line with the requirements of DET's *The Kindergarten Funding Guide* (refer to *Sources*);
- ensuring that this policy is based on the principles of the *Kindergarten Fee Subsidy – Fees Policy* (refer to *Definitions*);
- considering any issues regarding fees that may be a barrier to families enrolling at Estrella Pre-School and removing those barriers wherever possible;
- reviewing the number of families experiencing financial hardship and the effectiveness of the procedures for late payment and support offered
- clearly communicating this policy and payment options to families in a culturally-sensitive way, and in the family's first language where possible;
- ensuring that the Fees Policy is readily accessible at the service (Regulation 171); providing all parents/guardians with a copy of the document containing fee information for families (refer to Attachment 1);
- providing all parents/guardians with a statement of fees and charges (refer to samples in Attachments 2 and 3) upon enrolment of their child;

providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 4 and 5);

ensuring fees are collected and receipted;

- collecting all relevant information and maintaining relevant documentation regarding those with entitlement to concessions, where applicable;
- complying with the service's *Privacy and Confidentiality Policy* regarding financial and other information received, including in relation to the payment/non-payment of fees;
- notifying parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected (Regulation 172(2)); and

ensuring a notice outlining fees charged by the service is displayed prominently in the main entrance to Estrella Pre-School.

**The Nominated Supervisor (Director) 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;
- implementing and reviewing this policy, in consultation with parents/guardians, the Approved Provider and staff, and in line with the requirements of DET's *The Kindergarten Funding Guide* (refer to *Sources*);
- considering any issues regarding fees that may be a barrier to families enrolling at Estrella Pre-School and removing those barriers wherever possible;
- considering options for payment when affordability is an issue for families;
- communicating this policy and payment options to families in a culturally-sensitive way
- collecting all relevant information and maintaining relevant documents regarding those with entitlement to concessions, where applicable;
- providing all parents/guardians with fee information (refer to Attachment 1);
- providing all parents/guardians with a statement of fees and charges (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;
- providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 4 and 5);
- 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; and
- ensuring a notice outlining fees charged by the service is displayed prominently in the main entrance to Estrella Pre-School.

**All other staff are responsible for:**

- reading the Estrella Kindergarten Fee information for families (refer to Attachment 1), the Fee Payment Agreement (refer to Attachments 4 and 5) and the Statement of Fees and Charges (refer to Attachments 2 and 3);
- notifying the Approved Provider if a family is experiencing difficulties with the payment of fees; and
- referring parents'/guardians' questions in relation to this policy to the Approved Provider
- assisting the Approved Provider, as required, in sighting supporting documentation for access to the Kindergarten Fee Subsidy
- 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).

**Parents/guardians are responsible for:**

- reading the Estrella Pre-School Fee information for families (refer to Attachment 1);

- notifying the Approved Provider if experiencing difficulties with the payment of fees; and
- 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).

## **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; and
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures (Regulation 172(2)).

## **CIRCULATION PLAN**

This policy will be available in the centre policy book found in the foyer and will be available on the pre-school's website : [www.estrella.vic.edu.au](http://www.estrella.vic.edu.au). A copy will be made available to all inquiring parents or visitors to the centre.

## **ATTACHMENTS**

- Attachment 1: Fee information for families
- Attachment 2: Statement of Fees and Charges – Four-year-old (15 hours funded) kindergarten program
- Attachment 3: Statement of Fees and Charges – Three-year-old (5 hours funded) kindergarten program
- Attachment 4: Fee payment agreement – Four-year-old (15 hours funded) kindergarten program
- Attachment 5: Fee payment agreement – Three-year-old (5 hours funded) kindergarten program
- Attachment 6: Introductory Email
- Attachment 7: Example ACIR Document

Policy considered and accepted by Management  
Committee:

Date:

Policy considered and accepted by Staff:

Date:

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## ATTACHMENT 1: Fee information for families

### ESTRELLA PRE-SCHOOL

#### 1. General information

The Department of Education and Training (DET) (refer to Definitions) provides funding for each child who is enrolled and attending a funded kindergarten program in the two years before school. In 2022, children enrolled at Estrella Pre-School will receive funding from the DET for 5 hours of the 6.5 hour three-year-old kindergarten program. Four-year-old-kindergarten is funded for 15 hours.

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.

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 funding to assist eligible three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection, to access kindergarten programs.

Estrella Pre-School 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;
- 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; and
- requirements of *The Kindergarten Funding Guide* (Department of Education and Training - DET) available from the DET website: search for "kindergarten funding" on [www.education.vic.gov.au](http://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 Estrella Pre-School are included on the Statement of Fees and Charges. These include:

- **Kindergarten fee deposit:** This payment secures a child's place at the service and is payable on acceptance of enrolment. The deposit is retained until Term 4 fees have been paid and will only be refunded if the child is still at Estrella and the fees have been paid. Families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the deposit. Families experiencing hardship should discuss any difficulties with Estrella Pre-School's President.



- **Excursion/service event charge:** Additional excursion(s) or event(s) may be arranged because 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*).
- **Maintenance (Refundable) levy:** The participation of parents/guardians is encouraged by the service and can help manage costs. The Maintenance Levy is an annual levy which is collected with the first term fees. It will be refunded, either as a deduction to the Term 4 fees or via electronic transfer, following active participation in one of the following activities:
  1. Working Bee;
  2. Serving a full year on the Committee or a Subcommittee.Families may opt out of participation and therefore donate their maintenance levy to ongoing maintenance activities.
- **Fundraising (Non-refundable) levy:** This levy is retained by Estrella Pre-School and is included in the total fees charged.
- **Late collection charge:** A late pickup fee will be incurred by parents when children are not collected within 15 minutes of the end of the session. From this time the fee will be charged at a rate of \$1 per minute, with a minimum charge of \$15. A book will be kept to record late pickup fees and the President of the Committee of Management notified. Late pickup fees are due and payable with the next term fee invoice. Overdue late pickup fees will be treated in the same manner as overdue fees. The late pickup fee will be waived in emergency situations at the discretion of the Treasurer and President of the Committee of Management.
- **Hat levy:** A \$7 hat levy will be included in the first term's invoice for new children to cover the cost of a sunhat for new children. The sunhat will be kept at Estrella and will be worn by the children in accordance with the *Sun Protection Policy*.

#### 4. Statement of fees and charges

Details of fees and charges for four-year-old or three-year-old kindergarten will be provided to families on enrolment.

#### 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.

A Fundraising Levy (see above) is included in Term Fees.

#### 6. Subsidies

##### 6.1 Kindergarten Fee Subsidy

The Kindergarten Fee Subsidy is provided by DET and enables eligible children to attend 5 hours (three-year-old) or 15 hours (four-year-old) of kindergarten per week free of charge. Eligibility

conditions may change and must be checked in the most recent edition of the *Kindergarten Funding Guide* (refer to *Sources*).

Families may be eligible for the Kindergarten Fee Subsidy in the two years before school if their child:

- is Aboriginal and/or Torres Strait Islander; or
- holds, or has a parent/guardian who holds a Humanitarian or refugee Visa; or
- is a multiple birth child (triplets or more); or
- holds, or has a parent who holds a Commonwealth Health Care Card, Pensioner Concession Card or Veteran's Affairs Card.

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 and can contact Estrella Pre-School for further information.

For children enrolled in three-year-old kindergarten, the Kindergarten Fee Subsidy applies only to the first 5 hours of kindergarten each week. A fee will be charged for the unfunded 1.5 hours of the 6.5 hour program. Please contact us for further information.

## **6.2 Early Start Kindergarten fee subsidy**

Early Start Kindergarten gives eligible children 5 hours (three-year-old) or 15 hours (four-year-old) 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.

For children enrolled in three-year-old kindergarten, the Early Start Kindergarten Fee Subsidy applies only to the first 5 hours of kindergarten each week. A fee will be charged for the unfunded 1.5 hours of the 6.5 hour program. Please contact us for further information.

## 7. Payment of fees

The Committee of Management will regularly review payment options and procedures to ensure that they are sensitive to families' cultural and financial situations. Fees may be paid by electronic transfer.

Fees will be invoiced to parents/guardians directly and must be paid by the date indicated on the invoice. Each invoice will be accompanied by payment instructions. The first term's fees must be received in full prior to the child commencing at the service. For children enrolled after the commencement of a term, a pro rata invoice will be issued and must be paid in full within 14 days of the child's commencement at the service. Receipts will be provided for fee payments on request.

Parents/guardians experiencing difficulty in paying fees are requested to contact the President ([president@estrella.vic.edu.au](mailto:president@estrella.vic.edu.au)) to arrange a suitable alternative payment plan. The *Privacy and Confidentiality Policy* of the service will be complied with in relation to a family's financial/personal circumstances.

The Committee of Management, under exceptional circumstances, may waive all or partial payment of fees, minus any levies.

## 8. Unpaid fees

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

- An initial reminder email 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 correspondence 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 correspondence 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.
- At the end of the 14 days, the child or children in question will be delisted from the pre-school and 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 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;
- a child is unable to attend as they do not meet immunisation requirements;
- 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; nor
- closure of the service due to extreme and unavoidable circumstances.

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

#### **10. Children turning three during the year of enrolment**

Full payment from the first day of Term 1 is required if a place is to be reserved for a child in the three-year-old kindergarten program. Children turning three between the start of Term 1 and 30th April can only join the program when they have turned three.

#### **11. Support services**

Families experiencing financial hardship may require access to family support services. Information on these services is available from the kindergarten service provider or alternatively, families may contact the local council.

#### **12. Notification of fee changes during the year**

Fees set for the year are only 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.

#### **13. Children joining or leaving Estrella during an academic year**

In the event that a child enrolls at Estrella part-way through the year, the Fee Deposit will be payable on acceptance of enrolment. Term Fees for the term in which the child joins will be calculated on a pro rata basis (e.g. parents/guardians of a child joining at the start of the fourth week of a 10 week term will pay 7/10 of the full term fee, including the Fundraising Levy for that term). The full annual Maintenance Levy will be charged on enrolment and full fees will be charged for subsequent terms as per the Fee Schedule.

In the event that a child leaves Estrella part way through the academic year, Term Fees that have already been paid are not refundable. Parents/guardians may be eligible for a refund of the Maintenance Levy if they have fulfilled the requirements for this (see item 3 above). To withdraw a child at the end of a term, two weeks' notice prior to the end of the term is required so that the place can be offered to another child for the start of the following term; if this is not given the parents/guardians may be required to pay the fees for the following term.

**ATTACHMENT 2: Estrella Pre-School Statement of Fees and Charges 2022 - Four-year-old kindergarten: 15 hours per week**
**YELLOW GROUP (2 long sessions)**

	Fee (\$)	Levies (\$)	Other (\$)	Total (\$)
Fee Deposit (due Oct)			150	150
Term 1 (due Nov)	675	25 * 150 ** 7***	0	857
Term 2 (due end Term 1)	675	25 *	0	700
Term 3 (due end Term 2)	675	25 *	0	700
Term 4 (due end Term 3)	675	25 *	-150 Fee Deposit Refund	550
<b>Total</b>				<b>2,957**</b>

\* A \$25 Fundraising Levy is included in each term's fees.

\*\* An annual \$150 Maintenance Levy is included in Term 1 and is either deducted from Term 4 Fees or refunded by electronic transfer during Term 4 after completion of participation in approved activity eg working bee.

\*\*\* A \$7 hat levy is included on the first term's invoice for new children. This will not be included for families who paid the hat levy when the child attended in the previous year and continues to use the same hat.

Please note: Yellow Group fees are higher than Blue Group fees due to additional costs in covering lunchtime staffing requirements during the long session.

**Four-year-old kindergarten: 15 hours per week****BLUE GROUP (1 long session, 2 short sessions)**

	Fee (\$)	Levies (\$)	Other (\$)	Total (\$)
Fee Deposit (due Oct)			150	150
Term 1 (due Nov)	600	25 * 150 ** 7***	0	782
Term 2 (due end Term 1)	600	25 *	0	625
Term 3 (due end Term 2)	600	25 *	0	625
Term 4 (due end Term 3)	600	25 *	-150 Fee Deposit Refund	475
<b>Total</b>				<b>2,657**</b>

\* A \$25 Fundraising Levy is included in each term's fees.

\*\* An annual \$150 Maintenance Levy is included in Term 1 and is either deducted from Term 4 Fees or refunded by electronic transfer during Term 4 after completion of participation in approved activity eg working bee.

\*\*\* A \$7 hat levy will be included on the Term 1 invoice for new children. This will not be included for children who paid the hat levy when they were in Red Group and who continue to use the same hat.

Please see next pages for further details on Fees and Charges.

### **Payment of fees**

Invoices will be issued:

- For Term 1 fees, in October of the year prior to attendance; and
- For Terms 2, 3 and 4, during the prior term,

and must be paid by the due date.

### **Kindergarten fee deposit**

Parents/guardians are required to pay the fee deposit on offer of a place. Payment will secure the child's **place in the program**. This payment is retained and deducted from Term 4 fees and will only be refunded if the child is still at Estrella **and the Term 4 fees are paid. Kindergarten Fee Subsidy**

Families who are eligible for the Kindergarten Fee Subsidy (refer to Attachment 1 - Fee information for families) will not be required to make fee payments.

### **Late collection charge**

The Committee of Management reserves the right to implement a late collection charge when parents/guardians are late in collecting a child (refer to Attachment 1 - Fee information for families).

**ATTACHMENT 3: Estrella Pre-School Statement of Fees and Charges 2021 - Three-year-old (partly funded) kindergarten: 6.5 hours per week****RED GROUP (2 short sessions)**

	Fee (\$)	Levies (\$)	Other (\$)	Total (\$)
Fee Deposit (due Oct)			150	150
Term 1 (due Nov)	360	25 * 150 ** 7***		542
Term 2 (due end Term 1)	360	25 *	0	385
Term 3 (due end Term 2)	360	25 *	0	385
Term 4 (due end Term 3)	360	25 *	-150 Fee Deposit Refund	235
<b>Total</b>				<b>1,697**</b>

\* A \$25 Fundraising Levy is included in each term's fees.

\*\* An annual \$150 Maintenance Levy is included in Term 1 and is either deducted from Term 4 Fees or refunded by electronic transfer during Term 4 after completion of participation in approved activity eg working bee.

\*\*\* A \$7 hat levy is payable with Term 1 fees by all new children.



### **Payment of fees**

Invoices will be issued

- For Term 1 fees, in November of the year prior to attendance, and
- For Terms 2, 3 and 4, during the prior term,

and must be paid by the due date.

### **Kindergarten fee deposit**

Parents/guardians are required to pay the fee deposit on offer of a place. **Payment will secure the child's place in the program.** This payment is retained and deducted from **Term 4 fees and will only be refunded if the child is still at Estrella and the Term 4 fees are paid.** **Early Start Kindergarten fee subsidy**

Families who are eligible for the Early Start Kindergarten fee subsidy or the Kindergarten Fee Subsidy (refer to Attachment 1 - Fee information for families) are only required to pay fees for the unfunded (1.5hour) portion of the 6.5 hour program. Please contact us for further information.

Full payment from the first day of Term 1 is required to reserve a place for a child in the three-year-old kindergarten program. Children turning three between the start of Term 1 and 30th April can only join the program when they have turned three.

### **Late collection charge**

The Committee of Management reserves the right to implement a late collection charge when parents/guardians are late in collecting a child (refer to Attachment 1 - Fee information for families).

**ATTACHMENT 4: Fee Payment Agreement - Four-year-old Kindergarten Program**

**Fee Payment Contract**

Please complete this form and return to Estrella Pre-School by: \_\_\_\_\_

Child's full name: \_\_\_\_\_

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

- I/We acknowledge that the four-year-old kindergarten program is partly funded by the state government, with the balance of funds coming from fees paid by parents/guardians.
- I/We understand that I/We will be entitled to obtain the kindergarten fee subsidy if I/we meet one of the criteria. If my/our eligibility lapses, then I/we understand that full payment of fees is required from the beginning of the following term.
- I/We agree to pay fees by the due date on the invoice.
- I/We understand that term 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 fee information for families, which could result in the withdrawal of my/our child's place at the service and no further enrolments until the outstanding fees are paid.
- I/We agree that if my/our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify the approved provider to discuss alternative payment options.
- I/We acknowledge that I/we have received and read the service's fee information for families, which outlines the procedure for payment of fees.

**ATTACHMENT 5: Fee Payment Agreement - Three-year-old (partly funded) kindergarten program**

**Fee payment contract**

Please complete this form and return to Estrella Kindergarten by \_\_\_\_\_

Child's full name: \_\_\_\_\_

Parent's/guardian's full name(s): \_\_\_\_\_

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- I/we acknowledge that the three-year-old kindergarten is partly funded by the state government and that the program cannot operate without receiving fees.
- I/we agree to pay fees by the due date on the invoice.
- I/we acknowledge that if fees are not paid by the due date, the Committee of Management will implement the late payment of fees procedures, as outlined in the Fees Information for Families which could result in the withdrawal of my/our child's place at the service and no further enrolments being accepted until the outstanding fees are paid.
- I/we understand that term fees are non-refundable.
- I/we agree that if my/our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify the Approved Provider to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's Fee information for families, which outlines the procedures for payment of fees.

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Signature/s (parent/guardian)

Date

Note: invoices, receipts and collection of fees will be in accordance with the Estrella Kindergarten Fees Policy.

**Early Start Kindergarten**

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

Is the child Aboriginal or Torres Strait Islander?    Yes        No   

Is the child is known to child protection?    Yes        No

## ATTACHMENT 6: Example welcome email sent from enrolment@estrella.vic.edu.au

Dear Parent/Guardian,

We are pleased to welcome your child to [Blue/Red/Yellow] Group for [YEAR].

To confirm your child's enrolment, please

- **Provide us with a copy of your child's immunisation certificate; and**
- **Pay the fee deposit.**

### IMMUNISATION CERTIFICATE

To comply with the No Jab No Play requirements, please send us an up-to-date copy of your child's Immunisation History Statement (IHS statement or ACIR certificate) as soon as possible. The legislation No Jab No Play makes this compulsory that children are immunised to attend the Pre-school. The certificate can be obtained from Medicare (either online via MyGov or Medicare or by phone or in person). The attachment "Example IHS Document" provides a sample copy. We are happy to receive copies of your child's IHS either by email to the Estrella Enrolment Officer (enrolment@estrella.vic.edu.au) or a hard copy can be sent to Estrella for the attention of the Enrolment Officer.

### FEE DEPOSIT PAYMENT

You soon will receive an email from **Estrella Pre-School Inc** with an invoice and payment details for the fee deposit. A **\$150 non-refundable confirmation fee is payable by the date on the invoice.** This fee will be deducted from your Term 4 fees.

In paying the fee deposit, you are confirming that:

- Your child is immunised and you have provided a copy of their immunisation history statement to the Enrolment Officer;
- You have received and read the Fee Information for Families document (attached);
- You understand that term fees are non-refundable;
- You will pay fees by the due date on the invoice;
- You 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; and
- You agree that if your financial circumstances change and you are unable to pay as agreed, you will immediately notify the President of the Committee of Management to discuss alternative payment options (president@estrella.vic.edu.au).

If you are eligible for the Kindergarten Fee Subsidy or the Early Start Kindergarten Fee Subsidy, you do not need to pay the fee deposit. Please email the Estrella Enrolment Officer (enrolment@estrella.vic.edu.au) to inform us that you are eligible for the subsidy and attach a copy of the relevant documentation (i.e. copy of valid HCC or PCC card).

**ADDITIONAL OR MEDICAL NEEDS**

If your child has any additional or medical needs, including medical conditions such as asthma, anaphylaxis or allergies please email the Enrolment Officer (enrolment@estrella.vic.edu.au). You may be required to complete additional forms which we will send to you.

**UPCOMING DATES**

We look forward to welcoming you and your child to Estrella Pre-School in person. Please take note of these upcoming dates.

By the due date on the invoice	<b>Deadline for payment of Fee Deposit and providing Immunisation History Statement (IHS) to the Enrolment Officer</b>
Late October	Email requesting payment of Term 1 Fees will be sent from Estrella Pre-School Inc
By the due date on the invoice	<b>Term 1 Fees due</b>
Nov	<p><b>Annual General Meeting (AGM)</b></p> <p><b>Please come along to have wine/beer/nibbles, collect your information pack with forms to fill out for your orientation session, and to hear about how Estrella works, including:</b></p> <ul style="list-style-type: none"> <li>• welcome to Estrella from our staff with an overview of our educational program</li> <li>• welcome from the President of the Committee and overview of how Estrella's volunteer network works (i.e. the Committee) and why it can be really worthwhile participating</li> <li>• how Estrella is going financially</li> <li>• mini-report on the feedback so far from Estrella's families this year</li> <li>• what we are working on improving at Estrella</li> </ul> <p>After these overviews, we will vote in the new Committee. This might sound really boring and you might feel like you have no time to help out Estrella, but there is a big range of volunteer roles and some are seriously fun, so please do come!</p> <p>Estrella would be nothing without its volunteers – every year a new batch of people breathe in fresh life and fresh ideas into the preschool, making it better and better each year.</p>

	<p>We will email out a proper invitation and nomination details for the Committee positions closer to the date, but for now, if you are interested, please see the PDF attached to this email for more information!</p>
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Please do not hesitate to contact me should you have any queries.

Yours sincerely,

*Shannon Percy*

Shannon Percy  
Enrolment Officer  
Estrella Pre-School Committee of Management

ATTACHMENT 7: Sample ACIR document

**Immunisation History Statement**

As at: 20 February 2015  
 For: John Citizen  
 Date of Birth: 09 October 2009  
 Immunisation Status: up to date

Schedule	Immunisation	Date Given	Brand Name Given	Provider Type
2 months	Diphtheria Tetanus Pertussis Polio Hib Hepatitis B Pneumococcal	14 Dec 2009	Infanrix-IPV Comvax Prevenar	Public Hospital
4 months	Diphtheria Tetanus Pertussis Polio Hib Hepatitis B Pneumococcal	20 Feb 2010	Infanrix-IPV Comvax Prevenar	Health Centre
6 months	Diphtheria Tetanus Pertussis Polio Pneumococcal	26 Apr 2010	Infanrix-IPV Prevenar	GP
12 months	Measles Mumps Rubella Hib Hepatitis B Meningococcal C	12 Oct 2010	Priorix Comvax Menjugate	GP
18 months	Varicella	15 Apr 2011	Varivrix	GP
4 years	Diphtheria Tetanus Pertussis Polio Measles Mumps Rubella	20 Oct 2013	Infanrix-IPV Priorix	Health Centre

**Next immunisation(s) due** **Date Due**

This child has received all vaccines required by 5 years of age.

Every effort is made to ensure that the information contained on the Australian Childhood Immunisation Register is correct. The data is based on information provided to the Immunisation Register by immunisation providers and the accuracy of data is dependent on the quality and timeliness of information provided. Immunisation records are only available from 1 January 1995.

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