



26 – FEES POLICY

Mandatory – Quality Area 7

PURPOSE

This policy will provide clear guidelines for:

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

POLICY STATEMENT

1. VALUES

Panorama Heights 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
- providing a fair and manageable system for dealing with non-payment and/or inability to pay fees/outstanding debts
- ensuring there are no financial barriers for families wishing to access an early childhood program for their child/children
- maintaining confidentiality in relation to the financial circumstances of parents/guardians
- advising users of the service about program funding, including government support and fees to be paid by parents/guardians
- providing equitable access for families eligible for the Kindergarten Fee Subsidy.

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 Panorama Heights Preschool

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. Income from other sources, primarily parent 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.

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

Regulation 168(2) (n) of *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. 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 arrangements. The fees charged must comply with the Kindergarten Fee Subsidy requirements (refer to *Definitions*), and be responsive to the local community and the viability of the service. *The Kindergarten Funding Guide* (refer to *Sources*) outlines the criteria to be covered in the policy.

Legislation and standards

Relevant legislation and standards include but are not limited to:

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

- *Equal Opportunity Act 1995 (Vic)*
- *National Quality Standard*, including Quality Area 7: Governance and Leadership

4. 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.

Approved Provider: The president of the Committee of Management

Early Start Kindergarten: A funding program that enables three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection to attend a kindergarten program that is planned and delivered by an early childhood teacher for up to 15 hours per week. Details are available at: www.education.vic.gov.au

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 *Excursion Policy*).

Fees: A charge 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

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.

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 program free of charge for (*The Kindergarten Funding Guide* (refer to *Sources*)):

- 2021: 15 hours (4 year old program)
- 2022: 15 hours (4 year old program) and 5 hours (3 year old program).

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).

Nominated Supervisor and Person in Day to Day Charge: Teacher currently employed as Nominated Supervisor or Educational Leader.

Person with Management Control: The president of the Committee of Management where the approved provider is a person, else the Executive officers of the Committee of Management.

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):*
www.education.vic.gov.au
- The constitution of Panorama Heights Preschool

Service policies

- *Complaints and Grievances Policy*
- *Delivery and Collection of Children Policy*
- *Enrolment and Orientation Policy*
- *Excursion Policy*
- *Privacy and Confidentiality Policy*

6. KEY RESPONSIBILITIES AND AUTHORITIES

The Panorama Heights Preschool Committee of Management, specifically the Treasurer, Administration Assistant and President, is responsible for implementing this Policy successfully.

7. COMPLIANCE WITH THIS POLICY

This policy relates directly to the financial operation and viability of the preschool. Unless approved by vote of the Committee of Management, members of the Committee will adhere strictly to procedures and principles set out in this policy.

Parents and guardians are required to read this Fee Policy and agree to it by signing the Enrolment Agreement. Parents and guardians who do not follow this policy may be excluded from the Preschool as outlined in this policy.

The Committee of Management reserves a discretionary right to waive or reduce fees and/or levies or any portion thereof.

Those wishing to make a complaint regarding the invoicing and collection of fees should refer their concerns to the Committee of Management.

PROCEDURES

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

- reviewing the current budget to determine fee income requirements
- developing a fee policy that balances the parent's/guardian's capacity to pay, with providing a high-quality program and maintaining service viability
- implementing and reviewing this policy in consultation with parents/guardians, the Nominated Supervisor and staff, and in line with the requirements of DET's *The Kindergarten Funding Guide* (refer to *Sources*)
- considering any issues regarding fees that may be a barrier to families enrolling at Panorama Heights Preschool and removing those barriers wherever possible
- reviewing the effectiveness of the procedures for late payment and support offered
- considering options for payment when affordability is an issue for families
- clearly communicating this policy and payment options to families in a culturally-sensitive way, and in the family's first language where possible
- ensuring that the *Fees Policy* is readily accessible at the service (Regulation 171)
- providing all parents/guardians with fee information (refer to Attachment 1)
- providing all parents/guardians with a 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, which is currently incorporated in the Enrolment Agreement
- ensuring fees are collected and receipted
- collecting all relevant information and maintaining relevant documentation regarding those with entitlement to concessions, where applicable
- complying with the service's *Privacy and Confidentiality Policy* regarding financial and other information received, including in relation to the payment/non-payment of fees

- notifying parents/guardians a minimum of 14 days of any proposed changes to the fees charged or the way in which the fees are collected (Regulation 172(2)), and ideally providing one term's notice.

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

- assisting the Approved Provider in developing this policy, and ensuring that this policy is based on the *Kindergarten Funding Guide* (refer to *Definitions*)
- implementing and reviewing this policy, in consultation with parents/guardians, the Approved Provider and staff, and in line with the requirements of DET's *The Kindergarten Funding Guide* (refer to *Sources*)
- considering any issues regarding fees that may be a barrier to families enrolling at Panorama Heights Preschool and removing those barriers wherever possible
- communicating this policy, the availability of the Kindergarten Fee Subsidy and payment options to families in a culturally-sensitive way and in the family's first language where possible
- providing all parents/guardians with fee information (refer to Attachment 1)
- providing all parents/guardians with a 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, which is currently incorporated in the Enrolment Agreement
- collecting all relevant information and maintaining relevant documents regarding those with entitlement to concessions, where applicable
- complying with the service's *Privacy and Confidentiality Policy* regarding financial and other information received, including in relation to the payment/non-payment of fees
- notifying parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected.

All other staff are responsible for:

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

Parents/guardians are responsible for:

- reading the Panorama Heights Preschool Fee information for families and the Statement of Fees and Charges (refer to Attachments)
- signing and complying with the Enrolment Agreement, which includes acceptance of Fees
- paying all fees that they are liable for in full and on time, else
- 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).

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: Fee information for families

Attachments 2 – 4: Statements of Fees and Charges – 2021

AUTHORISATION

This policy was adopted by the Approved Provider of Panorama Heights Preschool on August 2021.

PLANNED Review date: August 2022

ATTACHMENT 1

FEE INFORMATION FOR FAMILIES

1. General information

The Department of Education and Training (DET) provides funding for each child enrolled and attending kindergarten in the years before school as a contribution toward the costs of providing the program. Services meet the balance of costs through charging parent fees and fundraising activities. From 2022, the government will provide part-funding for the 3 year old program (5 hours).

DET provides a Kindergarten Fee Subsidy (see below) that enables children from eligible families to attend a kindergarten program free of charge (see Definitions).

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.

Parents/guardians need to be aware that the preschool is not a free or compulsory service and relies on prompt payment of fees to meet running costs. All parents/guardians are expected to pay fees (unless fee free or reduced as eligible for the Kindergarten Fee Subsidy or Early Start Kindergarten fee subsidy). The Committee of Management reserves the right to withdraw children from the preschool for non-payment of fees at its discretion.

Panorama Heights Preschool 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
 - requirements of *The Kindergarten Funding Guide* (Department of Education and Training) available from the DET website: www.education.vic.gov.au

The Committee usually reviews and sets the following year's fees for the programs in Term One of each year. However, fees may be varied at any time during the year if the financial viability of the individual programs or the preschool is at risk. If any such variation occurs during the course of the year, the Committee will notify the parents/guardians of the children attending at least 28 days before the change comes into effect.

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.

The Committee of Management reserves a discretionary right to waive or reduce fees and/or levies or any portion thereof.

3. Other charges

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

- Administration fee: An administrative fee is payable upon application for enrolment to the 3 year old and 4 year old programs. This fee is charged by Banyule City Council, and is non-refundable.
- Kindergarten fee deposit: This payment secures a child's place at the service and is payable on acceptance of enrolment. The deposit is retained as part payment on term fees. 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.
- Excursion/service event charge: At times throughout the year an additional excursion(s) or event(s) may be arranged where it is considered relevant to the service's program and the children's interests. At this time any additional costs to families are taken into consideration before a decision is made (refer to *Excursion Policy*). The Committee reserves the right to charge a reasonable fee to adults accompanying children on excursions to help recoup the costs of bus hire/venue entrance fees
- Refundable Maintenance levy: The participation of parents/guardians is encouraged by the service and can help to keep costs more affordable. As not all families are able to assist with maintenance at the service, a refundable maintenance levy system has been introduced to replace volunteering or fundraising activities. The maintenance levy will be billed as part of the Term 1 invoice. A family enrolling more than one child in the same year will only pay one maintenance levy per year. Half of the maintenance levy will be refunded following participation in one full working bee or other volunteering/fundraising event, subject to agreement by the Committee of Management. The refund will be made as an adjustment on the next term's tax invoice. The remaining maintenance levy will be refunded on participation of a further

full working bee or other fundraising event. Eligible concession card holders accessing 3yo or 4yo funded kindergarten through the Kindergarten Fee Subsidy will not be required to pay this levy. The levy is not intended to be a barrier to participation and families experiencing difficulties should discuss this with the service.

- Late collection charge: As indicated in the Delivery and Collection of Children Policy, if a parent is late picking up their child with no notice given to the preschool, the centre is able to charge a fee. This fee will be invoiced to the family by the Administration Assistant as soon as possible after the late collection occurs – normally within a week.

4. Statement of fees and charges

A statement of fees and charges for all programs will be provided to families on enrolment.

The current fee schedules are attached to this policy and are available in the preschool foyer. The Committee of Management reserves the right to amend the fee schedule at the agreement of the Committee to ensure the financial viability of the preschool.

5. Fundraising

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

6. Subsidies

6.1 Kindergarten Fee Subsidy (funded four-year-old programs only)

The Kindergarten Fee Subsidy is provided by DET and enables eligible children to attend a funded kindergarten program free of charge for (*The Kindergarten Funding Guide (refer to Sources)*):

- 2021: 15 hours (4 year old program)
- 2022: 15 hours (4 year old program) and 5 hours (3 year old program).

Families may be eligible for the Kindergarten Fee Subsidy 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. Contact the service for further information.

Where the valid concession card provided at the time of enrolment expires during the school year, an updated copy of the card must be provided to the kindergarten to remain eligible for the subsidy.

6.2 Early Start Kindergarten (ESK) fee subsidy

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

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 for all fee payments upon request.

The preferred method of payment of fees is by EFT transfer into the preschool's bank account however payments are also accepted by bank cheque, money order, personal cheque or cash (if paying by cash it is advised to contact the Administration Assistant to advise of this).

Payment of the full year's fees can be made in Term 1 if requested however there are no discounts applied. Any family wishing to do this should contact the Administration Assistant to arrange payment.

Receipts will be issued on request for all Fees, Levies and Deposits paid upon request.

Parents/guardians experiencing difficulty in paying fees are requested to contact the Administration Assistant, Treasurer or Teacher 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.

Unpaid fees

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

- A reminder notice will be issued one week after fees are due, sent via email (preferably to both parents) or to their residential address. The reminder notice will encourage families who are having problems making the payment to contact the Administration Assistant, their group teacher or anyone on the Committee they feel comfortable talking to. The Preschool is very happy to support those who need assistance and encourages communication as a first step.
- If payment has still not been received after another week (now two weeks overdue) with no response or part-payment received, the Treasurer or President will call the family to discuss the support options available and establish a payment plan. If contact cannot be made, a written final demand for full payment of the amount outstanding will be issued by email and post along with an agreed and Committee of Management approved final extension of time (extension of 7 days). This notification will also advise the family that should payment not be received forthwith or in accordance with any arrangement agreed with the Committee, the matter will be referred to a debt recovery service and there may no longer be a place available at the preschool for the child.
- At expiration of this final extension (now three or more weeks overdue), the preschool will again attempt contact by phone and send a letter by email and post confirming the Committee of Management's decision about the child's attendance and referral to debt recovery service.
- The Committee of Management will continue to offer support and will reserve the right to employ the services of a debt collector. Any such debts will incur a surcharge of 30% in accordance with the enrolment letter of acceptance signed by each parent/guardian.
- 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.

8. Refund of fees

If a family enrolled in the government-funded 3 year old (2022 only) or 4 year old kindergarten program 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, or that are not government funded (eg. Preschool Plus and additional hours of the 3 year old kindergarten program).

In other cases, fees are not normally refundable. However, the Committee may consider a partial refund on a pro rata basis in limited circumstances. Applications for a refund must be in writing addressed to the preschool Committee of Management. The letter should clearly set out the reason why the child ceased to attend the preschool. Generally, consideration can only be given on this basis if that child's place is filled.

There will be no refund of fees in the following circumstances:

- non-compliance with No Jab No Play legislation
- 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.

9. Children turning three during the year of enrolment

Children entering the 3 year old program who will still be 2 years of age at the start of the year, are not allowed to attend kindergarten until their 3rd birthday (unless under the direct supervision of their parent or guardian).

In 2021, a position can be reserved for an eligible student to commence after they have turned 3 years old by paying the full term fees, in advance, at the start of the term.

In 2022, their Term 1 and 2 fees will be:

- a pro-rata calculation for attendance after their 3rd birthday, for the three year old program
- the full standard rate for the term for the Preschool Plus program (if applicable).

Full payment of the Term 1 and 2 invoices is required if a place is to be reserved for a child.

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 at least 28 days in advance of any required fee increase and will be offered the option to request a payment plan.

ATTACHMENT 2

STATEMENT OF FEES AND CHARGES

Panorama Heights Preschool Fee Schedule 2021 - Four-year-old (Funded) Kindergarten

In response to the unique circumstances posed by COVID-19, the government has rolled out additional support for kindergarten services in 2021.

Hours: 15 hours per week

	Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten Fee Deposit	\$260 refunded	-	FREE
Term 1 (balance)	FREE	Maintenance levy \$150 (refundable) not charged in 2021	FREE
Term 2	FREE	-	FREE
Term 3	FREE	-	FREE
Term 4	FREE	-	FREE
<i>Total</i>	<i>FREE</i>	<i>FREE</i>	<i>FREE</i>

Payment of fees

Each family will receive a detailed tax invoice for fee and levies via email by the end of each term. Fees will be due and payable by the first day of the next term.

Kindergarten fee deposit

A deposit of 50% of the first term fee per child enrolled is payable upon acceptance of placement offer in order to secure the child's position at the preschool. These deposits along with all supporting documentation must be received before the child can become enrolled at the preschool. The 50% deposit will be deducted from the Term1 tax invoice, which will be issued in late 2019 and payable by the first day of Term 1. the first week of Term 1 and will be payable by the end of the third week of Term 1.

Maintenance Levy

Eligible concession card holders accessing 4yo funded kindergarten through the Kindergarten Fee Subsidy will not be required to pay this levy.

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.

Late collection charge

If a parent is late picking up their child, the centre may charge a fee. This fee will be invoiced to the family by the Administration Assistant as soon as possible after the late collection occurs – normally within a week.

ATTACHMENT 3

STATEMENT OF FEES AND CHARGES

Panorama Heights Preschool Fee schedule 2021 – Three Year Old Kindergarten

Hours: 8 hours per week (short day)

	Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten Fee Deposit	refunded	-	\$0
Term 1 (balance)	\$220	not charged in 2021	\$220
Term 2	\$220	-	\$220
Term 3	\$220	-	\$220
Term 4	\$220	-	\$220
<i>Total</i>	<i>\$880</i>		<i>\$880</i>

Hours: 12 hours per week (long day)

	Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	\$480	-	\$480
Term 1 (balance)	\$80	not charged in 2021	\$80
Term 2	\$560	-	\$560
Term 3	\$560	-	\$560
Term 4	\$560	-	\$560
<i>Total</i>	<i>\$2,240</i>		<i>\$2,240</i>

Payment of fees

Each family will receive a detailed tax invoice for fee and levies via email by the end of each term. Fees will be due and payable by the first day of the next term.

Kindergarten fee deposit

A deposit of 50% of the first term fee per child enrolled is payable upon acceptance of placement offer in order to secure the child's position at the preschool. These deposits must be received before the child can become enrolled at the preschool. The 50% deposit will be deducted from the first tax invoice, which will be issued in the first week of Term 1 and will be payable by the end of the third week of Term 1.

Early Start Kindergarten fee subsidy

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

Children turning three during the year

In 2021, full payment from the first day of Term 1 is required if a place is to be reserved for a child in the three-year-old kindergarten program. Children can only commence the program when they have turned three.

Late collection charge

If a parent is late picking up their child with no notice given to the preschool, the centre is able to charge a fee. This fee will be invoiced to the family by the Administration Assistant as soon as possible after the late collection occurs – normally within a week.

ATTACHMENT 4

STATEMENT OF FEES AND CHARGES

Panorama Heights Preschool Fee schedule 2021 - Preschool Plus

Hours: 7.5 hours per week

	Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	\$310	-	\$310
Term 1 (balance)	\$310	not charged in 2021	\$310
Term 2	\$620	-	\$620
Term 3	\$620	-	\$620
Term 4	\$620	-	\$620
<i>Total</i>	<i>\$2,480</i>		<i>\$2,480</i>

Payment of fees

Each family will receive a detailed tax invoice for fee and levies via email by the end of each term. Fees will be due and payable by the first day of the next term.

Kindergarten fee deposit

A deposit of 50% of the first term fee per child enrolled is payable upon acceptance of placement offer in order to secure the child's position at the preschool. These deposits must be received before the child can become enrolled at the preschool. The 50% deposit will be deducted from the first tax invoice, which will be issued in the first week of Term 1 and will be payable by the end of the third week of Term 1.

Children turning three during the year

Full payment from the first day of Term 1 is required if a place is to be reserved for a child in Preschool Plus program. Children can only commence the program when they have turned three.

Late collection charge

If a parent is late picking up their child with no notice given to the preschool, the centre is able to charge a fee. This fee will be invoiced to the family by the Administration Assistant as soon as possible after the late collection occurs – normally within a week.

ATTACHMENT 5

STATEMENT OF FEES AND CHARGES

Panorama Heights Preschool Fee schedule 2022– Four Year Old (Funded) Kindergarten

Hours: 15 hours per week

	Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	\$272.50	-	\$272.50
Term 1 (balance)	\$272.50	Maintenance levy \$150 (refundable)	\$422.50
Term 2	\$545	-	\$545
Term 3	\$545	-	\$545
Term 4	\$545	-	\$545
<i>Total</i>	<i>\$2,180</i>	<i>\$150 (refundable)</i>	<i>\$2,330 (\$150 refundable)</i>

Payment of fees

Each family will receive a detailed tax invoice for fee and levies via email by the end of each term. Fees will be due and payable by the first day of the next term.

Maintenance Levy

Eligible concession card holders accessing 4yo funded kindergarten through the Kindergarten Fee Subsidy will not be required to pay this levy.

Kindergarten fee deposit

A deposit of 50% of the first term fee per child enrolled is payable upon acceptance of placement offer in order to secure the child's position at the preschool. These deposits must be received before the child can become enrolled at the preschool. The 50% deposit will be deducted from the first tax invoice, which will be issued in late 2020 for payment by the first day of Term 1 2021.

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.

Early Start Kindergarten fee subsidy

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

Late collection charge

If a parent is late picking up their child, the centre may charge a fee. This fee will be invoiced to the family by the Administration Assistant for that group as soon as possible after the late collection occurs – normally within a week.

ATTACHMENT 6

STATEMENT OF FEES AND CHARGES

Panorama Heights Preschool Fee schedule 2022 – Three Year Old Kindergarten

Hours: 8 hours per week (short days)

	Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	\$165	-	\$165
Term 1 (balance)	\$165	Maintenance levy \$150 (refundable)	\$315
Term 2	\$330	-	\$330
Term 3	\$330	-	\$330
Term 4	\$330	-	\$330
<i>Total</i>	<i>\$1,320</i>	<i>\$150 (refundable)</i>	<i>\$1,470 (\$150 refundable)</i>

Hours: 12 hours per week (long days)

	Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	\$335	-	\$335
Term 1 (balance)	\$335	Maintenance levy \$150 (refundable)	\$485
Term 2	\$670	-	\$670
Term 3	\$670	-	\$670
Term 4	\$670	-	\$670
<i>Total</i>	<i>\$2,680</i>	<i>\$150 (refundable)</i>	<i>\$2,830 (\$150 refundable)</i>

Payment of fees

Each family will receive a detailed tax invoice for fee and levies via email by the end of each term. Fees will be due and payable by the first day of the next term.

Kindergarten fee deposit

A deposit of 50% of the first term fee per child enrolled is payable upon acceptance of placement offer in order to secure the child's position at the preschool. These deposits must be received before the child can become enrolled at the preschool. The 50% deposit will be deducted from the first tax invoice, which will be issued in late 2020 for payment by the first day of Term1 2021.

Kindergarten Fee Subsidy

In 2022, families who are eligible for the Kindergarten Fee Subsidy (refer to Fee information for families) are supported to access 5 hours of 3 year old kindergarten free of any parent charges. As our 3 year old program in 2022 is run as a total of 8 or 12 hours over two days, eligible children will receive at least one 6 hour day for free. Parents would have the option of paying for further additional hours/days above the minimum entitlement of 5 hours per week. The additional parent fee is estimated at \$195/term to attend 8 hours per week, and \$540 to attend 12 hours per week.

However, depending on service budgets and the number of at-risk children eligible for the Kindergarten Fee Subsidy, the Committee of Management may be able to cover additional parent fees and provide two days of attendance (at least 8 hours per week) to these children for free. The number of hours provided for free above the minimum 5 hours per week is at the Committee's discretion, and may affect the overall group allocation and number of places.

The Committee of Management will confirm these options with eligible families as part of the enrolment process.

Early Start Kindergarten fee subsidy

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

Maintenance Levy

Eligible concession card holders accessing 3yo funded kindergarten through the Kindergarten Fee Subsidy will not be required to pay this levy.

Children turning three during the year

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

Their Term 1 and 2 fees will be a pro-rata calculation for attendance after their 3rd birthday. If they are not attending at all in Term 1 and their Term 1 invoice is zero, the deposit due to accept a place will be half Term 2 fees.

Late collection charge

If a parent is late picking up their child with no notice given to the preschool, the centre is able to charge a fee. This fee will be invoiced to the family by the Administration Assistant as soon as possible after the late collection occurs – normally within a week.

ATTACHMENT 7

STATEMENT OF FEES AND CHARGES

Panorama Heights Preschool Fee schedule 2022 - Preschool Plus

Hours: 7.5 hours per week

	Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	\$315	-	\$315
Term 1 (balance)	\$315	Maintenance levy \$150 if not charged already as part of 3yo or 4yo program (refundable)*	\$465
Term 2	\$630	-	\$630
Term 3	\$630	-	\$630
Term 4	\$630	-	\$630
<i>Total</i>	<i>\$2,520</i>	<i>\$150 (refundable)</i>	<i>\$2,670 (\$150 refundable)</i>

Payment of fees

Each family will receive a detailed tax invoice for fee and levies via email by the end of each term. Fees will be due and payable by the first day of the next term.

Maintenance Levy

The Maintenance Levy will only be charged once per family per year – ie. If the child is enrolled in both Preschool Plus and our 3yo or 4yo program, the levy will be only 1 x \$150 per year.

Kindergarten fee deposit

A deposit of 50% of the first term fee per child enrolled is payable upon acceptance of placement offer in order to secure the child's position at the preschool. These deposits must be received before the child can become enrolled at the preschool. The 50% deposit will be deducted from the first tax invoice, which will be issued in late 2020 and due by the first day of Term1 2021.

Children turning three during the year

Full payment from the first day of Term 1 is required if a place is to be reserved for a child in the Preschool Plus program. Children can only commence attending the program when they have turned three.

Late collection charge

If a parent is late picking up their child with no notice given to the preschool, the centre is able to charge a fee. This fee will be invoiced to the family by the Administration Assistant as soon as possible after the late collection occurs – normally within a week.