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FEES POLICY 2022

Mandatory – Quality Area 7

PURPOSE

This policy will provide clear guidelines for:

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

POLICY STATEMENT

1. VALUES

Bonbeach 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
- 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, Nominated Supervisor, Certified Supervisor, educators and parents/guardians with an enrolled child, or who wish to enrol a child at Bonbeach Pre-School.

3. BACKGROUND AND LEGISLATION

Background

The Department of Education and Training (DET) provides per capita funding as a contribution towards the costs of both the three and four-year-old kindergarten programs. Income from other sources, primarily fees, is required to meet all the additional costs incurred by the service in the delivery of the children's program. In addition, the Kindergarten Fee Subsidy (refer to *Definitions*) enables eligible families to attend funded kindergarten programs at minimal or no cost.

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 *Victorian kindergarten policy, procedures and funding criteria* (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 *Victorian kindergarten policy, procedures and funding criteria* (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), as amended 2011
- *Child Wellbeing and Safety Act 2005* (Vic), as amended 2012
- *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 care: Care given by a service provider that has been approved by the Family Assistance Office to receive Child Care Benefit payments on behalf of eligible families. Most long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services are approved providers. Details are available at www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/

Child Care Benefit (CCB): A Commonwealth Government payment to help families who use either approved or registered childcare services. All eligible families can receive some Child Care Benefit. Details are available at www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/

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 www.education.vic.gov.au/ecsmangement/careankinder/earlystart/

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: 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.centrelink.gov.au/internet/internet.nsf/payments/conc_cards_hcc.htm

Kindergarten fee deposit: A charge to secure a place that has been offered in a program at the service. This deposit is retained and rolled over to become the refundable levy.

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).

Kindergarten Fee Subsidy – Fees Policy: Provides operational guidelines for services administering the Kindergarten Fee Subsidy and can be found 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).

Registered care: Care provided by nannies, grandparents, relatives or friends, individuals working within kindergartens, occasional care services and outside school hours care services that are registered with the Family Assistance Office. Eligible families can receive some reimbursement of costs when using a registered care provider. Details are available at www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/

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 Guide* (Department of Education and Training is available under *early childhood / service providers on the DET website*: www.education.vic.gov.au

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 is 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 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 Bonbeach 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
- 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
- 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, and ensure that the *Fees Policy* is readily accessible at the service (Regulation 171)
- providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 3 and 4)
- collecting and receipting all fees
- 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))
- ensuring a notice outlining fees charged by the service is displayed prominently in the main entrance to Bonbeach Pre-School.

The Nominated Supervisor is responsible for:

- assisting the Approved Provider in developing this policy, and ensuring that this policy is based on the principles of the *Kindergarten Fee Subsidy – Fees Policy* (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 Guide* (refer to *Sources*)
- considering any issues regarding fees that may be a barrier to families enrolling at Bonbeach 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 and in the family's first language where possible
- 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, and ensure that the *Fees Policy* is readily accessible at the service
- providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 3 and 4)
- 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
- ensuring a notice outlining fees charged by the service is displayed prominently in the main entrance to Bonbeach Pre-School.

Certified Supervisors and other educators 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
- assisting the Approved Provider, as required, in sighting supporting documentation for access to the Kindergarten Fee Subsidy.

Parents/guardians are responsible for:

- reading the Bonbeach Pre-School 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)
- signing and complying with the Fee Payment Agreement (refer to Attachments 4 and 5)
- 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)).

ATTACHMENTS

- Attachment 1: Fee information for families
- Attachment 2: Statement of Fees and Charges – Fee schedule – Four-year-old (funded) kindergarten program
- Attachment 3: Statement of Fees and Charges – Fee schedule – Three-year-old kindergarten program which is subject to change due to funding commencing in 2022.
- Attachment 4: Fee Payment Agreement – Four-year-old (funded) kindergarten program
- Attachment 5: Fee Payment Agreement – Three-year-old kindergarten program which is subject to change with funding roll out in 2022

AUTHORISATION

This policy was adopted by the Approved Provider and the Nominated Supervisor of Bonbeach Pre-School on 16/9/2021 after being passed by the School Council.

REVIEW DATE: 14/09/2022

ATTACHMENT 1

Fee information for families

Bonbeach Pre-School 2022

1. Why fees are necessary

The Department of Education and Training (DET) provides per capita funding as a contribution toward the costs of providing three and four-year-old kindergarten programs. Services meet the balance of costs through charging fees and fundraising activities.

DET provides a Kindergarten Fee Subsidy (see below) that enables children from eligible families to attend a three and four-year-old kindergarten program free of charge, or at a minimal cost.

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.

Bonbeach 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 Bonbeach Pre-School and Primary School Council 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 Fee Subsidy – Fees Policy* (details in the *Victorian kindergarten policy, procedures and funding criteria* document available at www.education.vic.gov.au/ecprofessionals/kindergarten/)

Fees set for the year are only reviewed in extraordinary circumstances, for example, if attendance rates fall below the budget 'break even' point.

3. Other charges

Other charges levied by Bonbeach 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. This deposit is retained and rolled over to become the refundable levy. The deposit is not intended to be a barrier to participation and families experiencing difficulties should discuss this with service.
- **Excursion/service event charge:** This additional charge is required to cover the cost of excursions or special events that occur throughout the year in response to emerging children's program needs and interests. Affordability and relevance to the children's interests and the service program will be taken into consideration before a decision is made that will require families to pay this additional charge (refer to *Excursions and Service Events Policy*).
- **Maintenance levy:** The participation of parents/guardians is encouraged by the service and can help to keep costs more affordable. However not all families are able to assist at the service. A refundable maintenance levy system has been introduced by the service and replaces voluntary labour with paid labour. Payment will be refunded to parents/guardians on participation in specified activities which may include working bees, market volunteering and nature play volunteering, etc.

- **Late collection charge:** The Bonbeach Pre-School and Primary School Council 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 Bonbeach Pre-School and Primary School Council and is identified in the Fee Schedule.

4. Statement of fees and charges

A statement of fees and charges (Fee Schedule) 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.

6. Subsidies

6.1 Kindergarten Fee Subsidy

The Kindergarten Fee Subsidy is provided by DET and enables eligible children to attend kindergarten free of charge or at minimal cost. Eligibility conditions change from time-to-time – contact the service for further information.

Families who may be eligible for the Kindergarten Fee Subsidy (three and four-year-old programs) include those who are:

- Health Care Card holders
- Pensioner Concession Card holders
- Department of Veterans' Affairs Gold Card or White Card holders
- Bridging Visas A–E
- Refugee Visa (subclass) 200
- In-country Special Humanitarian visa (subclass 201)
- Global Special Humanitarian visa (subclass 202)
- Temporary Humanitarian Concern visa (subclass 786)
- Protection visa (subclass 866)
- Emergency Rescue visa (subclass 203)
- Woman at risk visa (subclass 204)
- ImmiCard
- Aboriginal or Torres Strait Islander children
- triplets or quadruplets attending a funded kindergarten program in the same year.

Supporting documentation must be sighted by the service on acceptance of a place or on commencement in the program. Families are eligible for the Kindergarten Fee Subsidy for the full term in which their concession is valid. Contact the service for further information.

Note: the eligibility of concessions may vary from time-to-time. Up-to-date information can be found in *The Kindergarten Guide* (Department of Education and Training) available under *early childhood* / *service providers on the DET website: www.education.vic.gov.au*

6.2 Early Start Kindergarten 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 Bonbeach Pre-School and Primary School Council 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 in advance to each term 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.

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

8. Unpaid fees

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

- An initial reminder communication 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, including the establishment of a payment plan.
- Continued non-payment may result in a second and final letter notifying parents/guardians that the child's place at the service may be withdrawn unless payment is made. This letter will also include information on a range of support options available for the family including the establishment of a payment plan.
- After two late payments on a payment plan or the monthly (or other timeframe as agreed) payment option may result in a letter notifying parents/guardians that the child's place at the service may be withdrawn unless payment is made.
- The Bonbeach Pre-School and Primary School Council 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.

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 will be provided. Fees may still apply for programs offering more than the required minimum hours per week.

In any other case, **fees are non-refundable** (exceptional circumstances may apply – these are at the discretion of the Bonbeach Pre-School and Primary School Council. There will be no refund of fees in the following circumstances:

- a child's short-term illness
- public holidays
- family holiday during operational times
- closure of the service for one or more days when a qualified educator is absent and a qualified reliever is not available
- closure of the service for staff training days
- closure of the service due to extreme and unavoidable circumstances
- 3-year-old enrolments only – Fees will not be refunded if a child is taken out of the service part way through a term, a pro rata fee for that term will be refunded once the vacancy is filled.
- 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 is available from the kindergarten service provider and a list can be supplied to those families who require it. Your local council can also provide relevant information.

11. Notification of fee changes during the year

Fees set for the year would only be reviewed in extraordinary circumstances, for example, if attendance rates fall below the budget 'break even' point. Parents/guardians will be notified one term in advance of any required fee increase and will be offered the option to request a payment plan.

12. Enrolment and immunisations

The Government's No Jab No Play laws require all children to be age-appropriately immunised before enrolment can be confirmed.

Parents/guardians offered places will be asked to provide immunisation documentation to the pre-school that shows that their child's immunisations are up to date for their age or that an exemption applies.

Confirmation of places is finalised after the documentation has been assessed that the child is up to date or that the child is on a recognised catch-up schedule if they have fallen behind with their vaccinations, or that the child has a medical reason not to be vaccinated or that the child has been assessed as being eligible for a 16 week grace period.

Further information on immunisation requirements for enrolment in early childhood services is available on the State Government's [Better Health Channel](#) at www.betterhealth.vic.gov.au/campaigns/no-jab-no-play

ATTACHMENT 2

BONBEACH PRE-SCHOOL FEE SCHEDULE FOR 2022

Four year old pre-school (Seahorse group)

15 hours per week	\$510 per term	\$2,040.00 total annual amount if paying per term.
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Payment of fees

Invoices will be issued in advance for each term and must be paid by the due date. Families can choose from the following payment options.

Option 1: Lump Sum Payment for the Full Year

Pay the fees in full by the date on the Payment of Fees Contract and receive a discount of \$50.00. Payment required by commencement of term one on Monday 31st January 2022.

Full year payment including discount	\$1,990.00
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Option 2: Payment by invoiced term instalments

Term fees will be invoiced and issued to families for payment by the due dates as follows. If you are eligible for a kindergarten fee subsidy, you MUST select this option 2.

Term 1 Fees: \$510.00 due by 10th November 2021

Term 2 Fees: \$510.00 due by 2nd March 2022

Term 3 Fees: \$510.00 due by 1st June 2022

Term 4 Fees: \$510.00 due by 24th August 2022

Option 3: Payment by direct deposit

Monthly payments via direct deposit, set up from your bank account. There will be 10 payments of \$204.00 to be paid on the 15th of each month from November 2021 to August 2022.

Note: this is not a direct debit system debited by the school, you must set this up manually as a regular payment on your own bank account

Payments: 15/11/2021 15/12/2021 15/01/2022 15/02/2022 15/03/2022 15/04/2022 15/05/2022 15/06/2022 15/07/2022 15/08/2022	10 payments of \$204.00 each	\$2040.00 total annual amount
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Bank Details:

Account Name: Bonbeach Primary School Council Official A/C

Bank: CBA

BSB: 063 118

Account No: 10059192

Reference: Student/Family ID located and highlighted on your invoice

Excursion/service event charges

The kindergarten funded programs have many incursions (service events which are held in the pre-school) and generally one offsite excursion planned ahead each year. **These are not included in the term fees.** These fees are 'pay as you go'. On the occasion there may be an additional service event, costs will be kept to a minimum and families will be notified and payments requested prior to the event occurring.

Kindergarten application fee

Parents/guardians have paid the \$110 application fee to secure their child's place. This fee is non-refundable and is converted to the Maintenance Levy at the beginning of the new preschool year. If the required number of maintenance levy points is obtained during the preschool year, families will be eligible for the Maintenance Levy to be refunded at the end of the year.

Kindergarten fee subsidy

Families who are eligible for a Kindergarten fee subsidy (refer to the Fee Information for Families attachment, in the information book or the Fees Policy on display in the preschool foyer) may be able to attend kindergarten free of charge or at minimal cost

You must select Payment Option 2 if you are eligible for a Kindergarten Fee Subsidy. Families are eligible for the Kindergarten Fee Subsidy for the full term in which their concession is valid. Supporting documentation must be sighted by the service on the payment of each invoice.

Late collection charge

The Bonbeach Pre-School and Primary School Council reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child (refer to Fee information for families).

When the parent/guardian is over 10 minutes late in collecting their child. There will be a one off fee of \$10.00 and then \$1.00 for every minute until the child is collected.

ATTACHMENT 3

BONBEACH PRE-SCHOOL FEE SCHEDULE FOR 2022

Four year old pre-school (Dolphins group)

16.5 hours per week	\$650 per term	\$2,600.00 total annual amount if paying per term
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Payment of fees

Invoices will be issued in advance for each term and must be paid by the due date. Families can choose from the following payment options.

Option 1: Lump Sum Payment for the Full Year

Pay the fees in full by the date on the Payment of Fees Contract and receive a discount of \$50.00. Payment required by commencement of term one on Monday 31st January 2022.

Full year payment including discount	\$2,550.00
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Option 2: Payment by invoiced term instalments

Term fees will be invoiced and issued to families for payment by the due dates as follows. If you are eligible for a kindergarten fee subsidy, you MUST select this option 2.

Term 1 Fees: \$650.00 due by 10th November 2021

Term 2 Fees: \$650.00 due by 2nd March 2022

Term 3 Fees: \$650.00 due by 1st June 2022

Term 4 Fees: \$650.00 due by 24th August 2022

Option 3: Payment by direct deposit

Monthly payments via direct deposit, set up from your bank account. There will be 10 payments of \$260.00 to be paid on the 15th of each month from November 2021 to August 2022.

Note: this is not a direct debit system debited by the school, you must set this up manually as a regular payment on your own bank account

Payments: 15/11/2021 15/12/2021 15/01/2022 15/02/2022 15/03/2022 15/04/2022 15/05/2022 15/06/2022 15/07/2022 15/08/2022	10 payments of \$260.00 each	\$2,600.00 total annual amount
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Bank Details:

Account Name: Bonbeach Primary School Council Official A/C

Bank: CBA

BSB: 063 118

Account No: 10059192

Reference: Student/Family ID located and highlighted on your invoice

Excursion/service event charges

The kindergarten funded programs have many incursions (service events which are held in the pre-school) and generally one offsite excursion planned ahead each year. **These are not included in the term fees.** These fees are 'pay as you go'. On the occasion there may be an additional service event, costs will be kept to a minimum and families will be notified and payments requested prior to the event occurring.

Kindergarten application fee

Parents/guardians have paid the \$110 application fee to secure their child's place. This fee is non-refundable and is converted to the Maintenance Levy at the beginning of the new preschool year. If the required number of maintenance levy points is obtained during the preschool year, families will be eligible for the Maintenance Levy to be refunded at the end of the year.

Kindergarten fee subsidy

Families who are eligible for a Kindergarten fee subsidy (refer to the Fee Information for Families attachment, in the information book or the Fees Policy on display in the preschool foyer) may be able to attend kindergarten free of charge or at minimal cost

You must select Payment Option 2 if you are eligible for a Kindergarten Fee Subsidy. Families are eligible for the Kindergarten Fee Subsidy for the full term in which their concession is valid. Supporting documentation must be sighted by the service on the payment of each invoice.

Late collection charge

The Bonbeach Pre-School and Primary School Council reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child (refer to Fee information for families).

When the parent/guardian is over 10 minutes late in collecting their child. There will be a one off fee of \$10.00 and then \$1.00 for every minute until the child is collected.

ATTACHMENT 4

BONBEACH PRE-SCHOOL FEE SCHEDULE FOR 2022

Three-year-old pre-school (Jellyfish groups ABC)

(Subject to change upon funding initiative in 2022)

8 hours	\$590.00 per term	\$2,360.00 total annual amount if paying per term
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Payment of fees

Invoices will be issued in advance for each term and must be paid by the due date. Families can choose from the following payment options.

Option 1: Lump Sum Payment for the Full Year

Pay the fees in full by the date on the Payment of Fees Contract and receive a discount of \$50.00. Payment required by commencement of term one on Monday 31st January 2022.

Full year payment including discount	\$2,310.00
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Option 2: Payment by invoiced term instalments

Term fees will be invoiced and issued to families for payment by the due dates as follows.

Term 1 Fees: \$590.00 due by 8th November 2021

Term 2 Fees: \$590.00 due by 2nd March 2022

Term 3 Fees: \$590.00 due by 1st June 2022

Term 4 Fees: \$590.00 due by 24th August 2022

Option 3: Payment by direct deposit

Monthly payments via direct deposit, set up from your bank account. There will be 10 payments of \$236.00 to be paid on the 15th of each month from November 2021 to August 2022. Note this is not a direct debit system debited by the school, you must set this up manually as a regular payment on your own bank account

Payments: 15/11/2021 15/12/2021 15/01/2022 15/02/2022 15/03/2022 15/04/2022 15/05/2022 15/06/2022 15/07/2022 15/08/2022	10 payments of \$236.00 each	\$2,360.00 total annual amount
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Bank Details:

Account Name: Bonbeach Primary School Council Official A/c

Bank: CBA

BSB: 063 118

Account No: 10059192

Reference: Student/Family ID located and highlighted on your invoice

Incursion charges

The three year old funded kindergarten program generally has two incursions (service events which are held in the preschool) throughout the year. Incursions will be an additional cost and are not included in the term fees. Costs are kept to a minimum and are generally between \$5-\$15 per child per incursion. Families will be notified and payments requested prior to incursions occurring.

Kindergarten application fee

Parents/guardians have paid the \$110 application fee to secure their child's place. This fee is non-refundable and is converted to the Maintenance Levy at the beginning of the new preschool year. If the required number of maintenance levy points is obtained during the pre-school year, families will be eligible for the Maintenance Levy to be refunded at the end of the year.

Early Start Kindergarten fee subsidy

Families who are eligible for the Early Start Kindergarten fee subsidy (refer to the Fee Information for Families attachment in the information book or the Fees Policy on display in the Preschool foyer) will not be required to make fee payments.

Late collection charge

The Bonbeach PreSchool and Primary School Council reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child (refer to Fee information for families).

When the parent/guardian is over 10 minutes late in collecting their child. There will be a one off fee of \$10.00 and then \$1.00 for every minute until the child is collected.

ATTACHMENT 5

PAYMENT OF FEES CONTRACT – FOUR YEAR OLD GROUPS

BONBEACH PRE-SCHOOL – FOUR YEAR OLD/SEAHORSE PROGRAM

Contract to be filled in by parent responsible for paying fees. Please hand contract in when paying term one fees.

1. Preference for Paying Fees

Surname _____ Child's Name _____ Contact No. _____

Please indicate your preferred option of paying fees for 2022 by ticking the appropriate box:

Option 1	Full Payment of year's fees – Discount \$1,990.00 payable by commencement of session on 31 st January 2022	<input type="checkbox"/>
Option 2*	Payment by four instalments of \$510.00 by 10/11/2021, 2/3/2022, 1/6/2022 & 24/8/2022 (annual total \$2,040.00).	<input type="checkbox"/>
Option 3	Direct Deposit - 10 payments of \$204.00 to be paid on 15/11/2021, 15/12/2021, 15/01/2022, 15/2/2022, 15/3/2022, 15/4/2022, 15/5/2022, 15/6/2022, 15/7/2022 & 15/8/2022 (annual total \$2,040.00).	<input type="checkbox"/>

*Note: Please select Option 2 if you are eligible for a kindergarten fee subsidy.

2. Fee Payment Contract

Childs Name: _____

Parents/Guardian's Name: _____

- I agree to pay a fee of \$510.00 per term for 15 hours of preschool each week for _____ (name of child) subject to the preschool's policies and state government regulations.
- I agree to pay fees by the due date as per the preference nominated by myself
- I acknowledge that if fees are not paid within 14 days of the due date, a reminder letter will be sent. If, after being contacted by the service, payment is not received, a second and final letter will be sent notifying me that unless payment is made within 14 days my child will no longer have a place at the service.

The service will accept a payment plan provided it is acceptable to the Bonbeach Primary School and Pre-School School Council.

- I agree that if our financial circumstances change and I am unable to pay as agreed, I will immediately notify the Bonbeach Primary School Office on 9772 3471 to request alternative payment arrangements.
- I acknowledge having received, read and agree to the centre's Fee Schedule for 2022, which sets out the procedure for fee payment.
- I acknowledge if I take my child out of the service part way through a term a pro rata fee for that term will not be refunded until such time as the vacancy is filled.

Signed: _____ (Parent/Guardian)

Dated: _____

ATTACHMENT 6

PAYMENT OF FEES CONTRACT – FOUR YEAR OLD GROUPS

BONBEACH PRE-SCHOOL – FOUR YEAR OLD/DOLPHIN PROGRAM

Contract to be filled in by parent responsible for paying fees. Please hand contract in when paying term one fees.

1. Preference for Paying Fees

Surname _____ Child's Name _____ Contact No. _____

Please indicate your preferred option of paying fees for 2022 by ticking the appropriate box:

Option 1	Full Payment of year's fees – Discount \$2,550.00 payable by commencement of session on 31 st January 2022	<input type="checkbox"/>
Option 2*	Payment by four instalments of \$650.00 by 10/11/2021, 2/3/2022, 1/6/2022 & 24/8/2022 (annual total \$2,600.00).	<input type="checkbox"/>
Option 3	Direct Deposit - 10 payments of \$260.00 to be paid on 15/11/2021, 15/12/2021, 15/01/2022, 15/2/2022, 15/3/2022, 15/4/2022, 15/5/2022, 15/6/2022, 15/7/2022 & 15/8/2022 (annual total \$2,600.00).	<input type="checkbox"/>

*Note: Please select Option 2 if you are eligible for a kindergarten fee subsidy.

2. Fee Payment Contract

Childs Name: _____

Parents/Guardian's Name: _____

- I agree to pay a fee of \$650.00 per term for 16.5 hours of preschool each week for _____ (name of child) subject to the preschool's policies and state government regulations.
- I agree to pay fees by the due date as per the preference nominated by myself
- I acknowledge that if fees are not paid within 14 days of the due date, a reminder letter will be sent. If, after being contacted by the service, payment is not received, a second and final letter will be sent notifying me that unless payment is made within 14 days my child will no longer have a place at the service.

The service will accept a payment plan provided it is acceptable to the Bonbeach Primary School and Pre-School School Council.

- I agree that if our financial circumstances change and I am unable to pay as agreed, I will immediately notify the Bonbeach Primary School Office on 9772 3471 to request alternative payment arrangements.
- I acknowledge having received, read and agree to the centre's Fee Schedule for 2022, which sets out the procedure for fee payment.
- I acknowledge if I take my child out of the service part way through a term a pro rata fee for that term will not be refunded until such time as the vacancy is filled.

Signed: _____ (Parent/Guardian)

Dated: _____

**ATTACHMENT 7: SUBJECT TO CHANGE WITH FUNDING ANNOUNCEMENT
PAYMENT OF FEES CONTRACT – THREE YEAR OLD GROUPS**

BONBEACH PRE-SCHOOL – THREE YEAR OLD/JELLYFISH PROGRAM

Contract to be filled in by parent responsible for paying fees. Please hand contract in when paying term one fees.

1. Preference for Paying Fees

Surname _____ Child's Name _____ Contact No. _____

Please indicate your preferred option of paying fees for 2022 by ticking the appropriate box:

Option 1	Full Payment of year's fees – Discount \$2,310 payable by commencement of session on 31 st January 2022	<input type="checkbox"/>
Option 2	Payment by four instalments of \$590.00 on 8/11/2021, 2/3/2022, 1/6/2022 & 24/8/2022 (annual total \$2,360.00).	<input type="checkbox"/>
Option 3	Direct Deposit - 10 payments of \$236.00 to be paid on 15/11/2021, 15/12/2021, 15/01/2022, 15/2/2022, 15/3/2022, 15/4/2022, 15/5/2022, 15/6/2022, 15/7/2022 & 15/8/2022 (annual total \$2,360.00).	<input type="checkbox"/>

*Note: Please select Option 2 if you are eligible for a kindergarten fee subsidy.

2. Fee Payment Contract

Childs Name: _____

Parents/Guardian's Name: _____

- I agree to pay a fee of \$590.00 per term for 8 hours of preschool each week for _____ (name of child) subject to the preschool's policies and state government regulations.
- I agree to pay fees by the due date as per the preference nominated by myself
- I acknowledge that if fees are not paid within 14 days of the due date, a reminder letter will be sent. If, after being contacted by the service, payment is not received, a second and final letter will be sent notifying me that unless payment is made within 14 days my child will no longer have a place at the service.

The service will accept a payment plan provided it is acceptable to the Bonbeach Primary School and Pre-School School Council.

- I agree that if our financial circumstances change and I am unable to pay as agreed, I will immediately notify the Bonbeach Primary School Office on 9772 3471 to request alternative payment arrangements.
- I acknowledge having received, read and agree to the centre's Fee Schedule for 2022, which sets out the procedure for fee payment.
- I acknowledge if I take my child out of the service part way through a term a pro rata fee for that term will not be refunded until such time as the vacancy is filled.

Signed: _____ (Parent/Guardian)

Dated: _____