

Document classification: Policy	Version: 2.4	Date: 25/03/2021
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PURPOSE

This policy will provide clear guidelines for:

- the setting, payment and collection of fees
- ensuring the viability of Plenty Kids Early Learning Centre, by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by Plenty Kids Early Learning Centre.

POLICY STATEMENT

1 Values

Plenty Kids Early Learning Centre 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.
- 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 Plenty Kids Early Learning Centre.

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 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 in the year before school. Plenty Kids Early Learning Centre is an independent kindergarten service and as such, where eligible families are entitled to the Kindergarten Fee Subsidy fees will be reduced by the amount of the subsidy.

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, Quality Area 7: Leadership and Service Management.*

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 located on the PVCC website.

Approved childcare: Approved childcare services are services that have Australian Government approval to receive the Child Care Subsidy (refer to *Definitions*) on behalf of eligible parents. Approved childcare includes centre-based day care, including long day care and occasional care, family day care, outside school hours care and in-home care. Please note that Plenty Kids Early Learning Centre is not an Approved Child Care service.

Building Fund Payment: A voluntary, tax deductible donation that goes towards maintaining and upgrading the college facilities.

Child Care subsidy (CCS): is the main way the Government assists families with their childcare fees. The Child Care Subsidy that commenced on 2 July 2018: replaced the Child Care Benefit (CCB) and Child Care Rebate (CCR) with a single, means-tested subsidy <https://www.education.gov.au/child-care-subsidy-0>. Please note that Plenty Kids Early Learning Centre does not receive the Child Care Subsidy (CCS).

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 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. A once only non-refundable enrolment fee of \$500.00 (for new families) that is payable upon acceptance of offer.

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 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.humanservices.gov.au

Kindergarten Fee Subsidy (KFS): A state government subsidy paid in addition to per capita grants to subsidise the costs of parent fees and enable eligible children to attend a funded kindergarten for 15 hours free of charge. As

an independent service, the fees charged at Plenty Kids Early Learning Centre will be reduced by the Kindergarten Fee Subsidy for eligible families. Free kindergarten may be available at other services.

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):* www.education.vic.gov.au
- The constitution of Plenty Valley Christian College (PVCC)

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*)
- considering any issues regarding fees that may be a barrier to families enrolling at Plenty Kids Early Learning Centre 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 (refer to samples in Attachments 3 and 4)
- collecting and receipting all fees
- 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 ideally providing one term's notice.

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 Plenty Kids Early Learning Centre 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 fee information (refer to Attachment 1)
- providing all parents/guardians with a statement of fees and charges (refer to samples in Attachments 2) 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.

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 Plenty Kids Early Learning Centre 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: Fee Schedule
- Attachment 3: Fee Payment Agreement –4-year-old (funded) kindergarten program
- Attachment 4: Fee Payment Agreement – 3-year-old Pre-kindergarten program

Attachment 1



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www.pvcc.vic.edu.au

FEE INFORMATION FOR FAMILIES

Plenty Kids Early Learning Centre 2021

1 General information

The Department of Education and Training (DET) provides funding for each child enrolled and attending kindergarten in the year before school as a contribution toward the costs of providing the program. Services meet the balance of costs through charging fees and fundraising activities.

DET provides a Kindergarten Fee Subsidy (see below) that enables children from eligible families to attend a kindergarten program free of charge in the year before school where they are attending a service that is able to accommodate this. As an independent kindergarten service Plenty Kids Early Learning Centre fees will be reduced by the amount of the subsidy for eligible families

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.

Plenty Kids Early Learning Centre 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 Board, 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

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 Plenty Kids Early Learning Centre are included on the Statement of Fees and Charges.

- **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 also discuss any difficulties with the Finance Manager.



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- **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*). Events that are planned ahead are included as an expenditure item in the service's budget and do not incur this additional charge.
- **Late collection charge:** Families will pay for their child/ren to be placed in the After School Care Program at PVCC run by camp Australia.

4 Statement of fees and charges

A statement of fees and charges for four-year-old or three-year-old pre-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 (four-year-old program only)

The Kindergarten Fee Subsidy is provided by DET and enables eligible children to attend 15 hours of kindergarten free of charge where they are attending a service that is able to accommodate this. As an independent kindergarten service Plenty Kids Early Learning Centre fees will be reduced by the amount of the subsidy for eligible families. Eligibility conditions may change from time-to-time and must be checked in the most recent edition of the Kindergarten Funding Guide (refer to Sources).

Families may be eligible for the Kindergarten Fee Subsidy in the year 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.

Exclusions and exceptions: Not available for approved child care services in receipt of Commonwealth Child Care Subsidy.

Where a child is identified by a parent, carer or legal guardian as an Aboriginal and/or Torres Strait Islander, no verification is required.

In all other instances, supporting documentation should be sighted by the service on acceptance of a place or on commencement in the program, however where there are delays, such as in obtaining health care cards for children in out-of-home care, the delay should not provide a barrier to the child



accessing the Kindergarten Fee Subsidy. Families are eligible for the Kindergarten Fee Subsidy for the full term in which their concession is valid. Contact the service for further information.

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 where they are attending a service that is able to accommodate this. As an independent kindergarten service Plenty Kids Early Learning Centre fees will be reduced by the amount of the subsidy for eligible families. The service receives funding for children who meet the eligibility criteria. Contact the service for further information.

6.3 Child Care subsidy (CCS)

Child Care Subsidy (CCS) is an Australian Government subsidy that can assist eligible families with the costs of childcare at an approved child care provider. Plenty Kids Early Learning Centre is a registered care provider and is considered an exclusion and exception, therefore, does not receive the Child Care Subsidy (CCS).

Exclusions and exceptions: Not available for providers that primarily provide an early educational program to children in the year that is two years before grade one of school (preschool or kindergarten).

7 Payment of fees

The Approved Provider - Person with Management and Control, 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. Fees are paid a month in advance. 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. There are also a variety of payment schedules available to families that are managed through the *FACTS Portal* that is now used by the college.

Parents/guardians experiencing difficulty in paying fees are requested to contact the Business Office 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 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.
- Continued non-payment may result in a second and final letter notifying parents/guardians that the child's place at the service may be withdrawn unless payment is made or a payment



plan is entered into within a specified period of time. This letter will also include information on a range of support options available for the family.

- The Business Manager and/or Principal, will continue to offer support and will reserve the right to employ the services of a debt collector.
- If a decision is made to withdraw the child's place at the service, the parents/guardians will be provided with 14 days' notice in writing.
- No further enrolments of children from the parents/guardians will be accepted until all outstanding fees have been paid.

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

10 Support services

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

11 Notification of fee changes during the year

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

Fees that will apply for the following year will be made public by November each year.

Attachment 2

SCHEDULE OF FEES 2021



ENROLMENT FEE

A once only non-refundable enrolment fee of \$500.00 (for new families) is payable to accept an offer of enrolment.

KINDER FEES

Kindergarten program	Per term	Annual fee
3-year-old pre-kindergarten	\$ 677.75	\$2,711
4-year-old kindergarten	\$ 1,491.50	\$5,966

Fees are billed at the beginning of the year.

Quarterly, monthly, and fortnightly payment options are available for selection within your FACTS Management Portal.

Kindergarten fees information

- 3-year-old pre-kindergarten is offered for 6 hours per group in 2 sessions per week.
- 4-year-old kindergarten is offered for 16.5 hours per group, in three sessions.
- All fees apply to each week the kindergarten program is offered (i.e. 40 weeks per year) and is payable even if your child is absent.
- Kindergarten fees are not eligible to be included in the PVCC sibling discount program.
- Fees are billed annually and are payable through your FACTS Management Portal.
- One term's notice must be given to withdraw from either kindergarten program.
- Plenty Kids is registered as an approved Early Learning Centre. The Child Care Subsidy (CCS) offered by Centrelink does not apply.

Discount for payment of full years fees in advance

A 3% discount off the tuition fees component (2.0% for credit card - Mastercard/Visa) is given when the full year's statement is paid by **12 February 2021**. No discount is provided for fees received after this date.

Methods of payment

A number of payment options are available, please refer to 5.2.2 of the *PVCC 2021 Business Terms* for more details.

Direct debit from bank account, VISA or Mastercard – Fees are automatically paid from your bank account, VISA or Mastercard via the FACTS Management Portal. **Note:** All credit card payments will incur a 0.5% transaction fee.

EFTPOS/cash/cheque – Payments can be made at the Business Office.

BUILDING FUND

Voluntary donations to the Plenty Valley Christian College Building fund are tax deductible. Parents/guardians are encouraged to support the College with regular donations so that we can continue to provide excellent facilities. Please contact the Business Office for further details.

WITHDRAWAL OF A STUDENT

One full Term's notice is required in writing to the Principal before a student is withdrawn from enrolment at the College. If the required notice is not provided, then an additional fee of up to one full Term's fees will be charged.



SCHEDULE OF FEES 2021

TERMS AND CONDITIONS OF ENROLMENT AND PAYMENT OF FEES

The college policies constitute a contract between the college and parents/guardians which is formalised on and by the fact of the first day of a student's attendance in 2021. The *2021 Schedule of Fees* should be read in conjunction with the *PVCC 2021 Business Terms, Enrolment Policy* and other terms and conditions of enrolment and policies available from the college office or website.

The signing of the enrolment form and acceptance of the enrolment offer is your agreement to the payment of fees. The non-payment of fees is a breach of the conditions of enrolment.

Families are reminded that fees will be billed in line with the signed enrolment documentation. Where this represents a split family, the responsibility to pay fees is to be worked out between the enrolling parties.

All parents/guardians are required to maintain an active login and account with FACTS Management who manage the tuition fee payments on behalf of Plenty Valley Christian College.

Accounts are due and payable by the relevant due date as per the submitted payment plan on FACTS Management Portal. Where a payment plan has not been established then a quarterly payment plan is the default option. It is the responsibility of parents/guardians to create an account with FACTS Management and select the preferred fee payment plan frequency.

A late payment fee of \$50 per student, per calendar month, may apply if a payment is not received by the college by the relevant due date and families will also be liable for any collection costs via our third-party collection company. Payments that default as part of an automatic payment plan will incur a fee of \$33 from our financial institution.

The college may not permit a student to re-enter classes in a new term when fees remain outstanding.

The college is entitled to withhold a student's results until their outstanding fees are paid.

Parents/guardians are responsible for payment of avoidable breakage or damage to school property caused by their child.

If families experience temporary difficulty in paying College fees, please contact the Business Office immediately.

CONTACT DETAILS

ADDRESS

Plenty Valley Christian College
840 Yan Yean Road, Doreen VIC 3754
Web: www.pvcc.vic.edu.au Phone: 03 9717 7400

BUSINESS OFFICE

Please direct any enquiries regarding fees to the Business Office.
Office hours: 8:30am to 4:30pm Monday to Friday
Ph: 03 9717 7400 E: accounts@pvcc.vic.edu.au

Registrar: Mrs Mardi Anderson

Ph: 03 9717 7400 E: mardi.anderson@pvcc.vic.edu.au

Finance Manager: Mrs Michelle Cothill

Ph: 03 9717 7400 E: michelle.cothill@pvcc.vic.edu.au

Business Manager: Mr Peter Bain

Ph: 03 9717 7400 E: peter.bain@pvcc.vic.edu.au

Attachment 3



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FEE PAYMENT AGREEMENT

4-year-old (funded) kindergarten program

Please complete this form and return to the Business Office.

Fee payment contract

Child's full name: _____

Parent's/guardian's full name: _____

- I/we acknowledge that the four-4-old kindergarten program is partly funded by the state government, with the balance of funds coming from fees paid by parents/guardians.
- I/we acknowledge that Plenty Kids Early Learning Centre will receive the Non-government school per capita grant for the funded 4-year-old kindergarten program for my child and I understand this funding cannot be claimed/received by any other service such as day-care or childcare.
- I/we understand that I/we am/are entitled to obtain the Kindergarten Fee Subsidy if I/we meet one of the criteria below. If my/our eligibility lapses, then I/we understand that full payment of fees is required from the beginning of the following term.
- I/we agree to pay fees by the due date, using the college nominated *FACTS Portal* (details can be found on the PVCC website and an email is sent to families upon confirmation of enrolment).
- I/we understand that term fees are non-refundable.
- I/we acknowledge that if fees are not paid by the due date, The Business Manager and/or Principal will implement the late payment of fees procedures, as outlined in the *Plenty Kids Fees Policy*, which could result in the withdrawal of my/our child's place at the service.
- 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 Finance Manager to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the *Plenty Kids Fee information for families*, which outlines the procedure for payment of fees.

Kindergarten Fee Subsidy

Please indicate below which concession you are eligible for – the criteria is outlined on Attachment 1 Section 6.

Concession: _____

Supporting documentation will need to be sighted prior to commencement at Plenty Kids Early Learning Centre by the Registrar.



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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 Early Childhood Development) available under early childhood / service providers on the DET website: www.education.vic.gov.au

Signature (parent/guardian)

Date

Note: Invoices, receipts and collection of fees will be in accordance with the Plenty Kids Early Learning Centre *Fees Policy*.

Attachment 4



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www.pvcc.vic.ed.au

FEE PAYMENT AGREEMENT

3-year-old pre-kindergarten program

Please complete this form and return to the Business Office.

Fee payment contract

Child's full name: _____

Parent's/guardian's full name: _____

- I/we acknowledge that the 3-year-old pre-kindergarten program is not funded by the state government and that the program cannot operate without receiving fees (the only exception is where a child is eligible for the Early Start Kindergarten fee subsidy – see below).
- I/we agree to pay fees by the due date, using the college nominated *FACTS Portal* (details can be found on the PVCC website and an email is sent to families upon confirmation of enrolment).
- I/we understand that term fees are non-refundable.
- I/we acknowledge that if fees are not paid by the due date, The Business Manager and/or Principal will implement the late payment of fees procedures, as outlined in the *Plenty Kids Fees Policy*, which could result in the withdrawal of my/our child's place at the service.
- 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 Finance Manager to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the *Plenty Kids Fee information for families*, which outlines the procedure for payment of fees.

Signature (parent/guardian)

Date

Note: Invoices, receipts and collection of fees will be in accordance with the Plenty Kids Early Learning Centre *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. Contact the service for further information.

DOCUMENT HISTORY AND VERSION CONTROL RECORD

Name of document: PKELC Fees Policy

Responsible officer: Centre Director (Nominated Supervisor)

Approved by: Principal (Approved Provider)

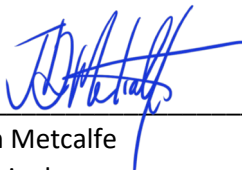
Assigned review period: Annually

Date of next review: November 2021

Category: Staff and Parents

Version number	Version date	Responsible officer	Amendment details
0.1	04/12/2017	Centre Director	Initial issue as a controlled document.
1.0	20/04/2018	Principal	Approved policy.
2.0	25/01/2019	Business Manager	Update to Fee Schedule.
2.0	01/02/2019	Principal	Approved policy.
2.1	25/02/2019	Centre Director	Minor formatting changes.
2.1	25/02/2019	Principal	Approved policy.
2.2	02/04/2020	Centre Director	Minor changes to wording. Updated 2020 Fees Schedule.
2.2	02/04/2020	Principal	Reviewed and signed.
2.3	29/10/2020	Centre Director	Policy formatted in line with new style guide.
2.4	25/03/2021	Centre Director	Wording changes to more clearly explain Child Care Subsidy, Kindergarten Fee Subsidy, and free kindergarten.
2.4	25/03/2021	Principal	Reviewed and Signed.

Approved By:



John Metcalfe
Principal

25/03/2021

Date