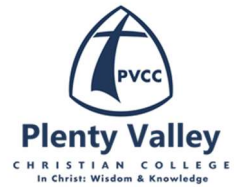


# FEES POLICY

Mandatory - Quality area 7



Document classification: <b>Policy</b>	Version: <b>2.10</b>	Date: <b>15/04/2024</b>
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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

## POLICY STATEMENT

### 1 Values

Plenty Kids Early Learning Centre is committed to:

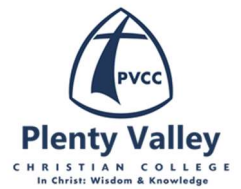
- being as financially accessible as possible to Christian and other families who wish to be part of the Plenty Kids Early Learning Centre community, in terms of its expressed identity as a Christian school in the CEN tradition.
- providing the best possible education to its students as unique and talented individuals, irrespective of their academic, socio-economic, or cultural background.
- ensuring that the financial burden on families with children attending this Service is borne equitably and fairly across the whole college community.
- always work with the community to ensure that the values of justice, fairness, inclusivity and respect are employed to protect the human dignity of all members of the community, especially in the very sensitive and delicate situations where families' financial circumstances change. The Principal is ultimately responsible for the policies and practices of the college.
- providing a mechanism for consideration of a revised fee payment plan where special circumstances warrant this.
- maintaining confidentiality in relation to the financial circumstances of parents/guardians. Information regarding the financial situation of any family or any special arrangements negotiated in accord with this policy remains confidential between the family, the Principal, and the officers of the college involved in the implementation of this arrangement.
- 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 and/or Early Start Kindergarten.

### 2 Scope

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge and parents/guardians of children attending Plenty Kids Early Learning Centre.

# FEES POLICY

Mandatory - Quality area 7



RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
Ensuring that policies and procedures are in place for the payment of fees and the provision of a statement of fees charged by the service ( <i>Regulation 168</i> ), and take reasonable steps to ensure those policies and procedures are followed ( <i>Regulation 170</i> )	R	√			
Reviewing the current budget to determine fee income requirements	R	√			
Developing a fee policy that balances the parent's/guardian's capacity to pay, with providing a high-quality program and maintaining service viability	R	√			
Implementing and reviewing this policy in consultation with parents/guardians, the nominated supervisor and staff, and in line with the requirements of the DE's The Kindergarten Funding Guide ( <i>refer to Sources</i> )	R	√			
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	R	√			
Reviewing the effectiveness of the procedures for late payment and support offered	R	√			
Considering options for payment when affordability is an issue for families	R	√			
Providing communication to families explaining their access to one year of three-year-old and one of four-year-old funded kindergarten program	R	√			
Providing communication to families explaining their access to one funded kindergarten program per child, per year.	R	√			
Clearly communicating this policy and payment options to families in a culturally-sensitive way, and in the family's first language where possible	R	√			
Ensuring that the <i>Fees Policy</i> is readily accessible at the service ( <i>Regulation 171</i> )	R	√			

# FEES POLICY

## Mandatory - Quality area 7

Providing all parents/guardians with fee information ( <i>refer to Attachment 1</i> )	<b>R</b>	√			
Providing all parents/guardians with a statement of fees and charges ( <i>refer to Attachment 2</i> ) upon enrolment of their child	<b>R</b>	√			
Providing all parents/guardians with a fee payment agreement ( <i>refer to Attachment 3</i> )	<b>R</b>	√			
Ensuring fees are collected and receipted	<b>R</b>	√			
Ensuring that families are informed of the operating hours including term dates, planned closures and additional hours to account for closures.	<b>R</b>	√			
Collecting all relevant information and maintaining relevant documentation regarding those with entitlement to concessions ( <i>refer to Definitions</i> )	<b>R</b>	√		√	
Complying with the service's <i>Privacy and Confidentiality Policy</i> regarding financial and other information received, including in relation to the payment/non-payment of fees	<b>R</b>	√			
Ensuring families are informed of the total annual fee amount, including any applicable fees for e.g. excursions, levies and any additional hours	<b>R</b>	√			
Informing parents of any action that will be taken if fees are not paid ( <i>Refer to Attachment 1</i> )	<b>R</b>	√			
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 ( <i>Regulation 172(2)</i> ), and ideally providing one term's notice	<b>R</b>	√			
Addressing any complaints or concerns that have been raised regarding fees at the service in a timely manner	<b>R</b>	√			
Reading the Plenty Kids Early Learning Centre Fee information for families ( <i>refer to Attachment 1</i> ), the Fee Payment Agreement ( <i>refer to Attachment 3</i> ) and the Statement of Fees and Charges ( <i>refer to Attachment 2</i> )				√	
Signing and complying with the Fee Payment Agreement ( <i>refer to Attachment 3</i> )				√	
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 and/or Early Start Kindergarten, if eligible ( <i>refer to Attachment 1</i> ).				√	
BOLD tick √ indicates legislation requirement					

## 3 Background and legislation

### Background

Department of Education (DE) provides funding for each child who is enrolled and attending a funded kindergarten program two years 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 (KFS) (*refer to Definitions*) enables eligible children to attend a funded kindergarten program free of charge two years before school.

DE also funds Early Start Kindergarten (ESK). ESK enables children who are at least three years old by 30 April in the year they are enrolled to attend the kindergarten program and are from a refugee or asylum seeker background, or Aboriginal and/or Torres Strait Islander, or the family have had contact with child protection priority access to 15 hours of free or low cost kindergarten. Further program details are outlined in The Kindergarten Funding Guide (*refer to Sources*).

*Regulation 168(2) (n) of Education and Care Services National Regulations 2011* requires that funded kindergarten 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 (*refer to Definitions*) and/or or Early Start Kindergarten (*refer to Definitions*) arrangements. The fees charged must comply with the Kindergarten Fee Subsidy requirements (*refer to Definitions*) and/or or Early Start Kindergarten (*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.

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au)
- Commonwealth Legislation – Federal Register of Legislation: [www.legislation.gov.au](http://www.legislation.gov.au)

## 4 Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms e.g., Approved Provider, Nominated Supervisor, Notifiable Complaints, Serious Incidents, Duty of care refer to the *General Definitions* section located on the PVCC website.

**Children/families experiencing vulnerability and/or disadvantage (in relation to this policy):** children are vulnerable if the capacity of parents and family to effectively care, protect and provide for their long-term development and wellbeing is limited. Some factors which may contribute to a child experiencing vulnerability include: a child with a disability; living in a family with a low income, or one which is experiencing problems with housing, domestic violence, substance abuse, or mental health; known to child protection; in statutory out-of-home care; Aboriginal and/or Torres Strait Islander, having a culturally and linguistically diverse background; having a young or sole parent, or a parent with a disability (adapted from the Kindergarten Funding Guide)

**Concession:** A Commonwealth Government entitlement providing concessions for low-income earners and other eligible people. This includes one of the following:

- a Commonwealth Health Care Card
- a Commonwealth Pensioner Concession Card
- a Department of Veterans Affairs Gold Card or White Card
- Refugee or Asylum Seeker visa (200-204, 786 or 866)
- Bridging visas for any of the above Refugee or Asylum Seeker visas
- Multiple Births (triplets or more)

**Early Start Kindergarten (ESK):** Early Start Kindergarten provides eligible children with 15 hours of free or low-cost kindergarten each week led by a qualified Victorian Institute of Teaching (VIT) registered teacher. ESK is available to children who are at least three years old by 30 April in the year they are enrolled to attend the program and are:

- from a refugee or asylum seeker background, or
- Aboriginal and/or Torres Strait Islander, or
- the family have had contact with child protection.

These children can also access free year-before-school kindergarten through the ESK Extension Grant regardless of whether they have accessed ESK in the previous year.

**Early Start Kindergarten extension grants:** provides a free or low cost year-before-school kindergarten program for children:

- not eligible for the Kindergarten Fee Subsidy
- who participated in Access to Early Learning in the previous year or are from a refugee or asylum seeker background, or Aboriginal and/or Torres Strait Islander, or known to child protection. A child is not required to access ESK in the previous year to access the ESK extension grant.

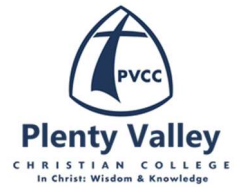
**Free Kinder:** A Victorian Government Best Start, Best Life initiative providing Free Kinder programs for four-year-old and three-year-old children in funded services, that have opted into the initiative.

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

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

# FEES POLICY

## Mandatory - Quality area 7



**Funded Kindergarten:** The Victorian Government provides funding to support children to access a high-quality kindergarten program in the two years before they start school. The funding is a contribution towards meeting the cost of the kindergarten program. Funded kindergartens charge fees to help meet the cost of running kindergarten programs. Fees are set by individual kindergartens and depend on things like how many hours children attend and whether there are extra costs such as excursions.

**High priority families:** as defined in the Kindergarten Guide this includes:

- Children at risk of abuse or neglect, including children in Out-of-Home Care
- Aboriginal and/or Torres Strait Islander children
- Asylum seeker and refugee children
- Children eligible for the Kindergarten Fee Subsidy
- A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, or multiple birth children (triplets, quadruplets)
  
- Children with additional needs, defined as children who:
  - require additional assistance in order to fully participate in the kindergarten program
  - require a combination of services which are individually planned
  - have an identified specific disability or developmental delay.

**Kindergarten Registration 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, if applicable. High priority families (*refer to Definitions*) **should not be charged** any fees or levies, unless it is for outside the funded hours.

**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.

**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. This deposit should not act as a barrier for enrolment of vulnerable families.

**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 (The Kindergarten Funding 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*).

**Wrap around care:** care that is provided by a kindergarten service to kindergarten children outside of the 15 hours per week program. Wrap around care fees are not funded by the Victorian Government but may be covered by CCS (*refer to definitions*).

## 5 Sources and related policies

### Sources

- The Kindergarten Funding Guide (Department of Education and Training): [www.vic.gov.au/kindergarten-funding-guide](http://www.vic.gov.au/kindergarten-funding-guide)
- The constitution of Plenty Valley Christian College (PVCC)

### Related 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

## 6 Evaluation

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

- regularly seek feedback from relevant stakeholders 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
- investigating what measures can be taken to reduce any barriers to access the program, especially for vulnerable and disadvantaged children
- 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
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).

## 7 Attachments

- Attachment 1: Fees information for families
- Attachment 2: Fee Schedule
- Attachment 3: Timetable
- Attachment 4: Authority to Claim Funding Form
- Attachment 5: PVCC Business Terms



## Attachment 1: Fees information for families



840 Yan Yean Road, Doreen, Vic 3754  
Phone: 03 9717 7400 Fax 03 9717 7475  
Email: [office@pvcc.vic.edu.au](mailto:office@pvcc.vic.edu.au)  
[www.pvcc.vic.edu.au](http://www.pvcc.vic.edu.au)

### FEES INFORMATION FOR FAMILIES

#### 1 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 and Early Start Kindergarten
- 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.vic.gov.au/kindergarten-funding-guide](http://www.vic.gov.au/kindergarten-funding-guide)

Once fees are set for the year, they will only be reviewed in extraordinary circumstances.

#### 2 Statement of fees and charges

A current Fees Schedule for 3 Year-old Kindergarten or 4 Year-old Kindergarten will be provided to families on enrolment.

#### 3 Subsidies

As an independent kindergarten service Plenty Kids Early Learning Centre receives funding for children who meet the eligibility criteria.

For further information on the Kindergarten Fee Subsidy, Early Start Kindergarten and Early Start Kindergarten Extension Grant are available to eligible families, refer to the Fees Policy and/or [www.vic.gov.au/kindergarten-funding-guide](http://www.vic.gov.au/kindergarten-funding-guide)

#### 4 Other charges

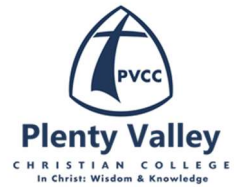
Other charges levied by Plenty Kids Early Learning Centre are included on the Statement of Fees and Charges.

- **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. **Children/families experiencing vulnerability and/or disadvantage and families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the deposit.**
- **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.



# FEES POLICY

Mandatory - Quality area 7



840 Yan Yean Road, Doreen, Vic 3754  
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Email: [office@pvcc.vic.edu.au](mailto:office@pvcc.vic.edu.au)  
[www.pvcc.vic.edu.au](http://www.pvcc.vic.edu.au)

- **Late collection charge:** The Board 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 Board. Families will pay for their child/ren to be placed in the Outside School Hours Care program at PVCC run by Camp Australia.

## 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 Payment of fees

The Board will regularly review payment options and procedures to ensure that they are inclusive and sensitive to families' cultural and financial situations.

Fees will be invoiced to parents/guardians directly through the *FACTS Portal* that is now used by the college. Payments must be paid in the timeframe outlined in the agreed *FACTS* payment schedule. 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*.


Plenty Kids Early Learning Centre provides a range of support options to parents/guardians experiencing difficulty with payment of fees (*refer to section 9 'Support services'*).

## 7 Unpaid fees

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

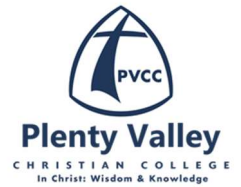
- An initial reminder email will be sent to parents/guardians with a specified payment date, and will include information on a range of support options available for the family.
- Where payment is still not received, families will be invited to attend a meeting to discuss the range of support options available and establish a payment plan.
- Failure to attend the meeting and continued non-payment may result in a second and final 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.

v2.6 2024

 Plenty Valley Christian College Reg No: 1826 ACN: 055 198 578 ABN: 87 670 414 115

# FEES POLICY

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Phone: 03 9717 7400 Fax 03 9717 7475  
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[www.pvcc.vic.edu.au](http://www.pvcc.vic.edu.au)

## 8 Refund of fees

If a family becomes eligible for the Kindergarten Fee Subsidy during a term, a full refund of the applicable term fees (and fee deposit, where appropriate) will be provided. Fees may still apply for programs offering more than the required minimum hours per week.

In any other case, fees are non-refundable (exceptional circumstances may apply – these are at the discretion of the Business Manager). 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.

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 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.


Parents/guardians experiencing difficulty in paying fees are requested to contact the Business Office to discuss options and 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.

## 10 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 applicable to the following year will be made public by November each year.

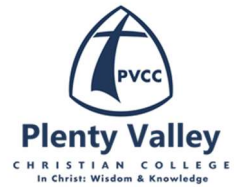
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# FEES POLICY

Mandatory - Quality area 7



## Attachment 2: Fee Schedule

### FEE SCHEDULE 2024



#### ENROLMENT FEE

A once only non-refundable enrolment fee of \$500 (for new families) is payable to accept an offer of enrolment.

#### ANNUAL KINDERGARTEN FEES

Kindergarten Program	Annual Fee
3 Year-old Kindergarten	\$2,995
4 Year-old Kindergarten	\$6,585

Fees are billed at the beginning of the calendar year.

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

#### Kindergarten fees information

- 3-Year-Old Pre-Kindergarten is offered for 8 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 FACTS Management.
- One Term's notice must be given to withdraw from either Kindergarten program.
- Plenty Kids is registered as an approved Early Learning Centre so CCS (CCS Child Care Subsidy) rebates offered by Centrelink may not apply. Families will need to contact Centrelink directly to find out what benefits they may be eligible for.

#### Discount for payment of full years fees in advance

A 3% discount off the tuition fees component is given when the full year's statement is paid by 28<sup>th</sup> February each year. No discount is provided for fees received after this date.

#### Methods of Payment

**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** – Payments can be made at the Business Office.

A number of payment options are available, please refer to PVCC Business Terms for the current year for more details.

#### BUILDING FUND

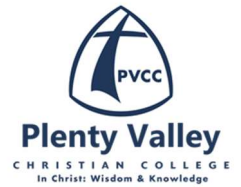
Voluntary donations to the Plenty Valley Christian College Building fund are tax deductible. Families are encouraged to support the college with regular donations so that we can continue to provide excellent facilities. Please contact the Business Office for further details.

#### 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.

# FEES POLICY

Mandatory - Quality area 7



## FEE SCHEDULE 2024

### 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 for the school year. The current Schedule of Fees should be read in conjunction with the PVCC Business Terms, Enrolment Policy and other terms and conditions of enrolment and policies available from the college website or office.

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 the FACTS Management Portal. It is the responsibility of parents 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.**

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### CONTACT DETAILS

#### ADDRESS

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

#### Registrar:

Mrs Margaret Vella  
Ph: 03) 9717 7400  
E: [margaret.vella@pvcc.vic.edu.au](mailto:margaret.vella@pvcc.vic.edu.au)

#### BUSINESS OFFICE

Please direct any enquiries regarding fees to the Business Office.  
Office Hours: 8am to 4pm Monday to Friday  
Ph: 03) 9717 7400  
E: [accounts@pvcc.vic.edu.au](mailto:accounts@pvcc.vic.edu.au)

#### Business Manager:

Mr Peter Bain  
Ph: 03) 9717 7400  
E: [peter.bain@pvcc.vic.edu.au](mailto:peter.bain@pvcc.vic.edu.au)

# FEES POLICY

Mandatory - Quality area 7

## Attachment 3: Timetable



840 Yan Yean Road, Doreen, Vic 3754  
Phone: 03 9717 7400 Fax: 03 9717 7475  
Email: office@pvcc.vic.edu.au  
www.pvcc.vic.edu.au

### 2024 PLENTY KIDS TIMETABLE

Our kindergarten sessions run on set days and times. Children attend sessions for the group they are enrolled in. Days, times, and groups cannot be changed, altered or combined in any way.

Group	Bottle Brush Room		Sunflower Room
	Wallaby Group (4-year-old Kindergarten)	Joey Group (3-year-old Kindergarten)	Possum Group (4-year-old Kindergarten)
Monday	8.50 am - 3.20 pm		
Tuesday		8.50 am - 12.50 pm	
Wednesday	8.50 am - 3.20 pm		8.40 am - 3.10 pm
Thursday		8.50 am - 12.50 pm	8.40 am - 3.10 pm
Friday	8.50 am - 12.20 pm		8.40 am - 12.10 pm

### TERM DATES

**Term 1:** First day is Monday 29<sup>th</sup> January

**Term 2:** First day is Monday 15<sup>th</sup> April

**Term 3:** First day is Monday 22<sup>nd</sup> July

**Term 4:** First day is Monday 7<sup>th</sup> October

Last day is Thursday 28<sup>th</sup> March

Last day is Friday 28<sup>th</sup> June

Last day is Friday 20<sup>th</sup> September

Last day is Thursday 5<sup>th</sup> December

### STUDENT FREE DAYS

Wednesday 1<sup>st</sup> May - Parent Teacher Interviews (PTI)

Friday 16<sup>th</sup> August

Tuesday 10<sup>th</sup> September - Parent Teacher Interviews (PTI)

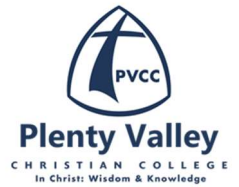
Monday 4<sup>th</sup> November

Plenty Kids Early Learning Centre is open between 8:15am and 4pm Monday to Friday and is closed on public holidays, school holidays and PVCC student free days.



# FEES POLICY

Mandatory - Quality area 7



## ATTACHMENT 4: AUTHORITY TO CLAIM FUNDING FORM

### AUTHORITY TO CLAIM FUNDING 2024



Dear parent/guardian

#### Important information regarding your child's funded kindergarten program

The Victorian Government provides funding to support children to access a high quality kindergarten program in the two years before they start school. The funding is a contribution towards meeting the cost of the kindergarten program.

Your child can only be funded for a kindergarten place at one service at any one time and only for one year in a 3-Year-Old Kindergarten program and one year in a 4-Year-Old Kindergarten program (unless your child is assessed as being eligible for a second year of Four-Year-Old Kindergarten by your child's kindergarten teacher).

In 2024, your child is enrolled to attend the Plenty Kids Early Learning Centre Kindergarten program and we will be claiming kindergarten funding for your child to support the costs of the kindergarten program.

Please sign below and return this form to acknowledge that your child is accessing their 3-Year-Old or 4-Year-Old funded kindergarten place at our service in 2024.

If your child will be attending another service that offers a funded kindergarten program, you must tell that service that you are receiving a funded kindergarten place at our service.

Early Start Kindergarten gives eligible children 15 hours of free or low-cost kindergarten a week for two years before starting school. To be eligible, your child must be from a refugee or asylum seeker background, identify as Aboriginal or Torres Strait Islander, or your family has had contact with child protection. Eligible children can also access free or low cost Four-Year-Old Kindergarten through the Early Start Kindergarten Extension Grant.

The Kindergarten Fee Subsidy (KFS) is available for some children to attend kindergarten for free or at low cost. Your child is eligible if they are Aboriginal and/or Torres Strait Islander, hold an eligible humanitarian or refugee visa, are a triplet or quadruplet, or if you (or your child) hold an eligible concession card. Please notify us if you believe your child may be eligible for the KFS.

Kind regards

Peter Bain  
Business Manager  
Plenty Valley Christian College and Plenty Kids Early Learning Centre

I confirm that my child will be accessing their funded kindergarten place at Plenty Kids Early Learning Centre in 2024.

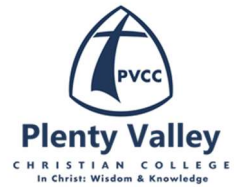
Select:	
<input type="checkbox"/> 3-Year-Old Kindergarten	or <input type="checkbox"/> 4-Year-Old Kindergarten
Date:	Parent name:
Child name:	Signature:

Please sign, copy and return the original with your other enrolment documents. Retain the copy for your records.



# FEES POLICY

Mandatory - Quality area 7



## DOCUMENT HISTORY AND VERSION CONTROL RECORD

**Name of document:** PKELC Fees Policy

**Responsible officer:** Centre Administrator

**Approved by:** Principal (Approved Provider)

**Assigned review period:** Annually

**Date of next review:** November 2024

**Category:** Staff and Parents

**Previous title of document** n/a

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.
2.5	03/03/2022	Centre Director and Business Manager	Reviewed and amended in line with ELAA and PVCC Business Manager's recommendations
2.6	26/04/2022	Principal	Reviewed and approved.
2.7	10/05/2023	Centre Administrator	Reviewed and amended in line with ELAA and PVCC Business Manager's recommendations
2.8	19/05/2023	Principal	Reviewed and signed.
2.9	25/03/2024	Centre Administrator	Reviewed and amended in line with ELAA and PVCC Business Manager's recommendations
2.10	15/04/2024	Principal	Reviewed and signed.

Approved By:



John Metcalfe

Principal

Date 15/04/2024