Fees Policy

**Quality Area:** 6: Collaborative partnerships with families and communities  
7: Leadership and service management

**Standard:** 6.1: Respectful and supportive relationships with families are developed and maintained  
7.3: Administrative systems enable the effective management of a quality service

**Element:** 6.1.3: Current information about the service is available to families  
7.3.2: Administrative systems are established and maintained to ensure the effective operation of the service

**Purpose**

This policy will provide clear guidelines for:
- the setting, payment and collection of fees
- ensuring the viability of Ellie V. Pullin Preschool, by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by Ellie V. Pullin Preschool.

**Policy Statement**

1. **Values**

Ellie V. Pullin Preschool is committed to:
- providing responsible financial management of Ellie V Pullin Preschool, 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 Ellie V Pullin Preschool 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 Ellie V Pullin Preschool, Nominated Supervisor, Certified Supervisor, educators and parents/guardians with an enrolled child, or who wish to enrol a child at Ellie V Pullin Preschool.

3. Background and Legislation

Background

The Department of Education and training (DET) provides per capita funding as a contribution towards the costs of the four-year-old kindergarten program. Income from other sources, primarily fees, is required to meet all the additional costs incurred by Ellie V Pullin Preschool in the delivery of the children’s program. In addition, the Kindergarten Fee Subsidy (refer to Definitions) enables eligible families to attend the four-year-old kindergarten program 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 Ellie V Pullin Preschool. 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, Quality Area 7: Leadership and Service Management
  - Standard 7.3: Administrative systems enable the effective management of a quality service

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/ecsmanagement/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 Ellie V Pullin Preschool.

**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 Ellie V Pullin Preschool'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 Ellie V Pullin Preschool.


**Kindergarten Fee deposit:** A charge to secure a place that has been offered in a program at Ellie V Pullin Preschool.

**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 are available at: http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfeesubsidy.aspx

**Kindergarten Fee Subsidy – Fees Policy:** Provides operational guidelines for services administering the Kindergarten Fee Subsidy and can be found in the Victorian kindergarten policy, procedures and funding criteria available at www.education.vic.gov.au/ecprofessionals/kindergarten/

**Late collection charge:** A charge that may be imposed by Ellie V Pullin Preschool when parents/guardians are late to collect their child/children from the program (refer to Attachment 1 – Fee information for families).

**Levy:** A payment made in lieu of parent/guardian involvement in specific activities eg maintenance

**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 Ellie V Pullin Preschool is not conditional on this payment.

**Ellie V Pullin Policy and Procedures**

**Setting fees**
The Committee will set fees for the programs each year, taking into consideration:

- The operational costs of the programs.
- The fees charged by similar services in the area.

The Committee may review and change the fees during the year if the financial viability of the individual programs or the service is at risk.

Subsequent year’s fees will be set by the end of June each year.

Parents/guardians will be advised of the fees for the program.

Late Collection Fees will apply as set out in the Ellie V Pullin Preschool *Delivery and Collection of Children Policy*.
Details of the current fees are set out in the Fee Schedule *(Attachment 2 & 3)*

**Fee Subsidies**
The full subsidy will be deducted from the fee when:

- A parent/guardian or child who holds a current Commonwealth Health Care Card, Pensioner Concession Card, Visa 866/785 or who is an Aboriginal or Torres Strait Islander and is eligible for a reduction in fees in line with the grant paid by DET (maximum rebate is determined by the Department), if the child is attending a four year old funded preschool program.
- To obtain the reduction, the Health Care Card, Pensioner Concession Card, Visa 866/785 must be sighted by the Fees Officer, upon enrolment. The fee subsidy for low income families is allocated quarterly by the DET. The fees will only be reduced in the terms for which a current Health Care Card, Pensioner Concession Card or Visa 866/785 is sighted prior to the commencement of the term.
- To obtain a reduction of fees for Aboriginal or Torres Strait Islander, approval must be given by DET upon application by the Fees Officer.

Working parents may choose to claim the Registered Care Rebate for Pre-Schools from the Family Assistance Office *(see Attachment 6)*.
Payment of accounts
Fees will be invoiced each term to families directly and must be paid by the date indicated on the invoice. Each invoice will be accompanied by payment instructions. Fees include a cost for incursions or excursions.

Under special circumstances the committee may use their discretion in refunding or waiving part or full fees for an individual.

An invoice for 1st term fees will be issued at the Annual General Meeting of the year prior to commencement, within a Starting Information package. These should be paid within fourteen (14) days. Invoices for subsequent terms will be issued four weeks prior to the end of each previous term and should be paid within fourteen days.

Please note that the Committee must receive the first term fees and the signed Fee agreement Form before the child can commence preschool.

If a child enrols in the preschool at the beginning of the year or later, the committee must receive the $50 holding deposit and the signed Fee agreement form prior to the child commencing at the centre. The balance of fees due must be paid within 14 days of receiving an invoice.

If parents/guardians are experiencing financial hardship, they should contact the Fees Officer or President to discuss payment options.

Method of payment
Details of payment will be specified on the invoice.

Payment will be made via direct bank deposit, or through internet or phone banking.

Payment plans, where fees are paid in instalments, are available and must be negotiated directly with the Fees Officer or President.

Fee Payment Agreement Form
All families must complete and sign a Fee Payment Agreement Form (Attachment 3 & 4) which outlines the fees to be paid and conditions for payment, prior to the child commencing at the service.

Late payment of fees procedure
If fees are not paid by the due date, the Fees Officer will:
• Issue a reminder notice stating fees are overdue, giving ten working days for payment.
• If payment has not been received, or an agreed payment plan has not been drawn up, the Committee will issue a second and final demand for full payment within seven working days of the date of the final notice. They will notify the family, that if this payment is not made there will no longer be a place available at the service for the child.
Debt recovery
The Committee reserves the right to take action to recover debts owing to the service.

Where a family owes a substantial amount of money to the preschool, no further placements in programs will be provided to any child in the family, until all outstanding monies are paid or a payment plan is agreed to by both parties.

Refund of fees
The Committee may consider a partial or full refund or waiver in special circumstances, and only if, and from the date that, the position is filled by another child. Applications for a refund or waiver must be in writing and set out clearly the reasons why the child ceased to attend the service. If a child is withdrawn on teacher’s advice all fees paid in advance will be refunded.

There will be no refund of fees if the program is unable to operate when the qualified staff member is absent and the Committee cannot obtain a qualified reliever or if the centre is temporarily closed due to health and safety reasons.

Confidentiality
The Committee will treat all information it receives relating to the parents/guardians financial situation and the payment/non-payment of fees as confidential.

Ellie V Pullin Pre-School 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 Victorian kindergarten policy, procedures and funding criteria (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 Ellie V. Pullin 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 Ellie V Pullin Preschool (Regulation 171)
• providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 4 and 5)
• providing all parents/guardians with a Registered Child Care Rebate form (refer to samples in Attachments 6)
• collecting and receipting all fees
• collecting all relevant information and maintaining relevant documentation regarding those with entitlement to concessions, where applicable
• complying with Ellie V Pullin Preschool’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 Ellie V Pullin Preschool is displayed prominently in the main entrance to Ellie V. Pullin.

**Nominated supervisor/ Fees Officer is responsible for:**

• assisting Ellie V Pullin Preschool 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, Ellie V Pullin Preschool and staff, and in line with the requirements of DET’s Victorian kindergarten policy, procedures and funding criteria (refer to Sources)
• considering any issues regarding fees that may be a barrier to families enrolling at Ellie V. Pullin 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 Ellie V Pullin Preschool
• providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 4 and 5)
• providing all parents/guardians with a Registered Child Care Rebate form (refer to samples in Attachments 6)
• collecting all relevant information and maintaining relevant documents regarding those with entitlement to concessions, where applicable
• complying with Ellie V Pullin Preschool’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 Ellie V Pullin Preschool is displayed prominently in the main entrance to Ellie V. Pullin.
Certified supervisors, educators and other staff are responsible for:

- informing Ellie V Pullin Preschool of any complaints or concerns that have been raised regarding fees at Ellie V Pullin Preschool
- referring parents'/guardians’ questions in relation to this policy to Ellie V Pullin Preschool
- assisting Ellie V Pullin Preschool, as required, in sighting supporting documentation for access to the Kindergarten Fee Subsidy.

Parents/guardians are responsible for:

- reading the Ellie V. Pullin Fee information for families (refer to Attachment 1), the Fee Payment Agreement (refer to Attachments 4 and 5), the Statement of Fees and Charges (refer to Attachments 2 and 3) and Registered Care rebate form (Refer Attachment 6)
- signing and complying with the Fee Payment Agreement (refer to Attachments 4 and 5)
- notifying Ellie V Pullin Preschool if experiencing difficulties with the payment of fees
- providing the required documentation to enable Ellie V Pullin Preschool 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, Ellie V Pullin Preschool 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 Ellie V Pullin Preschool 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 Ellie V Pullin Preschool'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)).

Sources and other related policies

Sources

• The constitution of Ellie V Pullin Preschool

**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

**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
- Attachment 4: Fee Payment Agreement – Four-year-old (funded) kindergarten program
- Attachment 5: Fee Payment Agreement – Three-year-old kindergarten program
- Attachment 6: Registered Child Care Rebate Request Form

**Authorisation**

This policy was approved and passed by the Ellie V Pullin Committee of Management and adopted by Ellie V Pullin Pre-School on:

9th February 2015

Authorised by: ________________ Julie Simpson [President]

Authorised by: ________________ Betty Krober [Nominated Supervisor]

Witnessed by: ________________

Review Date: 2018
ATTACHMENT 1

Fee information for families

1. Why fees are necessary
The Department of Education and Training (DET) provides per capita funding as a contribution toward the costs of providing a four-year-old kindergarten 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 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.

Ellie V Pullin Preschool provides a range of support options to parents/guardians experiencing difficulty with payment of fees (see below).

2. How fees are set
As part of the budget development process, the Committee of Management of Ellie V Pullin Preschool sets fees each year for the programs of Ellie V Pullin Preschool, taking into consideration:

- the financial viability of Ellie V Pullin Preschool
- 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

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 Ellie V. Pullin Preschool are included on the Statement of Fees and Charges. These include:

- Kindergarten fee deposit: This payment secures a child’s place at Ellie V Pullin Preschool and is payable on acceptance of enrolment. 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 Ellie V Pullin Preschool.

- 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 Ellie V Pullin Preschool 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 Ellie V Pullin Preschool’s budget and do not incur this additional charge.

- Non-refundable levy: This levy is retained by Ellie V Pullin Preschool and is included in the total fees charged by Ellie V Pullin Preschool.
• **Late collection charge:** The Committee of Management of Ellie V Pullin Preschool reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child from Ellie V Pullin Preschool. This charge will be set at a level determined by the Committee of Management of Ellie V Pullin Preschool.

4. **Statement of fees and charges**
A statement of fees and charges for four-year-old or three-year-old kindergarten will be provided to families on enrolment.

5. **Fundraising**
Not all service costs are covered by DET per capita funding and the fees charged. Fundraising is undertaken to meet the balance and/or pay for additional items for Ellie V Pullin Preschool. 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 programs only)**
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 Ellie V Pullin Preschool for further information.

Families who may be eligible for the Kindergarten Fee Subsidy (four-year-old programs only) include those who are:
- Health Care Card holders
- Pensioner Concession Card holders
- Department of Veterans’ Affairs Gold Card holders
- Temporary Protection/Humanitarian Visas 447, 451, 785 or 786
- Asylum seekers on Bridging Visas A–F
- Refugee and Special Humanitarian Visa 200–217
- Resolution of Status (RoS) visa, Class CD, subclass 851
- Aboriginal or Torres Strait Islander children
- triplets or quadruplets attending a funded kindergarten program in the same year.

Supporting documentation must be sighted by Ellie V Pullin Preschool 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 Ellie V Pullin Preschool 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. Ellie V Pullin Preschool receives funding for children who meet the eligibility criteria. Contact Ellie V Pullin Preschool for further information.

6.3 **Child Care Benefit (CCB)**
Child Care Benefit (CCB) is an Australian Government payment that can assist eligible families with the costs of childcare at an approved or registered care provider. Ellie V. Pullin is an approved/registered care provider with the Family Assistance Office (FAO).

Approved care is childcare that meets certain standards and requirements, and is approved by the Australian Government. Approved care providers must hold a licence to operate, have qualified and
trained staff, be open certain hours and meet health, safety and other quality standards. 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.

Registered care is childcare provided for work-related purposes, including training and studying, maternity leave, sick leave or voluntary work, and the work-related purpose must have occurred at some time during the week in which the registered care was used. Registered care is provided by individuals registered with the Family Assistance Office (FAO) and may include care given by kindergarten staff.

The amount payable is set by the Australian Government. Further details are available at www.familyassist.gov.au or telephone the FAO on 136 150.

7. Payment of fees

The Committee of Management of Ellie V Pullin Preschool will review payment options and procedures to ensure that they are inclusive and sensitive to families’ cultural and financial situations.

Fees will be invoiced to parents/guardians directly and must be paid by the date indicated on the invoice. Each invoice will be accompanied by payment instructions. The first term’s fees must be received in full prior to the child commencing at Ellie V Pullin Preschool. 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 Ellie V Pullin Preschool. Receipts will be provided for all fee payments.

Parents/guardians experiencing difficulty in paying fees are requested to contact the Fees Officer to arrange a suitable alternative payment plan. The Privacy and Confidentiality Policy of Ellie V Pullin Preschool 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 letter 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 Ellie V Pullin Preschool 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 Committee of Management of Ellie V Pullin Preschool will continue to offer support and will reserve the right to employ Ellie V Pullin Preschools of a debt collector.
- If a decision is made to withdraw the child’s place at Ellie V Pullin Preschool, 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 (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 Committee of Management of Ellie V Pullin Preschool). 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 Ellie V Pullin Preschool for one or more days when a qualified educator is absent and a qualified reliever is not available
• closure of Ellie V Pullin Preschool for staff training days
• closure of Ellie V Pullin Preschool 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.

10. Children turning three during the year of enrolment
Full payment from the first day of Term 1 is required if a place is to be reserved for a child in the three-year-old kindergarten program. Children can only commence the program when they have turned three.

11. 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.

12. 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.
REGISTERED CARE REBATE FOR PRE-SCHOOLS
(CHILD CARE BENEFIT)

Ellie V. Pullin Pre-School Centre Inc. is a ‘Registered Care Provider’ for the purposes of claiming a registered care rebate (child care benefit) from the Family Assistance Office.

For the purpose of clarification, the terms ‘registered care rebate’ and ‘child care benefit’ are interchangeable in the following information.

This information has been obtained from the Australian Government Family Assistance Office to assist you in determining your eligibility to claim a rebate for registered care. If you require any further information, or need assistance in determining your personal situation, we advise you to contact the Family Assistance Office (contact details provided within).

What is Registered Care Rebate?

Registered care rebate is a payment to assist families with the cost of child care. It is available for children in both 3 year-old and 4 year-old kinder. A registered care rebate is available for families using either approved care or registered care.

Approved care (formal care) - includes long day care, family day care, in-home care, before and after school care, vacation care and some occasional care. (It is a separate process to claim for this type of care).

Registered care (informal care) - includes care provided by some private pre-schools, kindergartens and outside school hours care services (amongst others). The carer must be registered with the Family Assistance office.

Am I eligible to claim a Registered Care rebate?

Basic eligibility criteria (other than the Work/Study/Training test, detailed below) are:

- your child attends registered care;
- you must be liable for paying child care fees for your child;
- you have not received the DET subsidy for low-income families;
- you or your partner meet the residency requirements; and
- your child meets the immunisation requirements or has an approved exemption.

Work/Study/Training Test

To be eligible for a registered care rebate, you AND your partner (if you have one) must satisfy the ‘Work/Training/Study test’ (available at www.familyassist.gov.au), at some time during the week (Monday to Sunday) in which the care was provided.

You satisfy the work test if:
• you **OR** your partner (if you have one) get Carer Allowance for a child (Carer Allowance is a Centrelink payment that provides assistance to parents and guardians who care for a child with a disability).

OR

• you **AND** your partner (if you have one) meet the eligibility requirements listed below **at some time during the week** in which the care was provided.

### Eligibility Requirements

<table>
<thead>
<tr>
<th>Working</th>
<th>Working includes paid full time, part time or casual work; self employment; paid leave; unpaid sick leave; paid or unpaid maternity leave; and setting up a business.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voluntary work</td>
<td>Voluntary work for 15 hours or more per week; or any voluntary or unpaid work to improve your work skills.</td>
</tr>
<tr>
<td>Looking for work</td>
<td></td>
</tr>
<tr>
<td>Studying / Training</td>
<td>Studying and training includes undertaking a course to increase your job prospects; attending a school, university or college; and being on a semester break.</td>
</tr>
<tr>
<td>Other circumstances</td>
<td>Have a disability; caring for an adult or child who has a disability; are overseas or in prison.</td>
</tr>
</tbody>
</table>

**For example** To be eligible for up to fifty (50) hours of child care benefit per week for a child in registered care, a couple could be (and these are not the only possibilities):

- both working;
- one working and one studying;
- one with a disability and the other working;
- one with a disability and the other caring for that person;
- one studying and the other caring for a child with a disability; or
- one receiving Carer Allowance for a child.

It should be noted that if you have a partner, you and your partner:

- do not have to be in the same category; and
- do not have to satisfy the work test on the same day – so long as you both satisfy the work test at some time during the week in which the care was provided.

### Immunisation Requirements

To claim a registered care rebate for any child who is under seven (7) years old, you will need to prove that your child’s immunisations is up-to-date or that you have an approved exemption for that child.

The easiest way to do this is to provide details of the current Medicare card that the child is listed on (this information will be requested when you complete the Claim form available from the Family Assistance Office).

**Registered care rebate is not subject to an Income test. Your family’s income will not affect the amount of Child Care Benefit you can receive for registered care.**
We strongly urge each family to contact the Family Assistance office (contact details provided below) to determine your eligibility to claim child care benefit for registered care.

<table>
<thead>
<tr>
<th>Phone</th>
<th>13 6150*</th>
<th>Available between 8.00am and 8.00pm (local time) Monday to Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>13 1202*</td>
<td>For information in languages other than English</td>
</tr>
<tr>
<td></td>
<td>1800 810 586*</td>
<td>TTY Service Freecall – avail. for people who are deaf or have a hearing or speech impairment. A TTY phone is required.</td>
</tr>
<tr>
<td>E-Mail</td>
<td>There is an enquiry form on the website - <a href="http://www.familyassist.gov.au">www.familyassist.gov.au</a></td>
<td>This service is available 24 hours a day, 7 days a week</td>
</tr>
<tr>
<td>Write</td>
<td>Family Assistance Office</td>
<td>This is the closest office to Ringwood North</td>
</tr>
<tr>
<td></td>
<td>P.O. Box 483, Ringwood VIC 3134</td>
<td></td>
</tr>
<tr>
<td>Visit</td>
<td>Medicare</td>
<td>These are the closest offices to Ringwood North</td>
</tr>
<tr>
<td></td>
<td>Eastland Shopping Centre</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Shop G107)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>171-175 Maroondah Hwy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ringwood VIC 3134</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Centrelink</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2-6 Bond Street, Ringwood VIC 3134</td>
<td></td>
</tr>
</tbody>
</table>

* Calls to 13 numbers made from anywhere within Australia are charged at the cost of a local call. Calls to 1800 numbers are free of charge. Calls from public pay phones or mobile phones may be charged at a higher rate.

**When can I claim?**

You cannot claim a rebate for registered care until the end of the period of time for which you have paid fees. As Ellie V. Pullin Pre-School Centre invoices fees on a term-by-term basis, you can claim the registered care rebate at the end of each term.

Claims must be lodged within twelve (12) months of the care being provided.

**How do I claim Registered Care Rebate?**

To claim your rebate for registered care, you need to lodge a ‘Claim for Child Care Benefit for Registered Care’ claim form with the Family Assistance office (claims forms are available from the Family Assistance office). You must provide child care receipts at the time of lodging the claim (see below for further information).

Registered care rebate is not available through the tax system. It must be claimed using the relevant forms supplied by the Family Assistance Office.

The Family Assistance office will pay your registered care rebate directly in to your bank or credit union account.

If you use a combination of approved care and registered care, you need to claim child care benefit separately for each type of care.
**How do I access receipts for child care?**

All requests for receipts for care provided at Ellie V. Pullin Pre-school Centre Inc., need to be lodged in writing. A request form is attached to this letter.

All completed Child Care Receipt Request forms should be placed in the fees box located in the foyer of the kinder.

Child care receipts will include the following information (as required by the Family Assistance Office):

- the service providers CRN;
- dates when the care commenced and ended;
- the hours of care; and
- the amount paid for each child in care.

All child care receipts will be issued by the Fees Officer at the end of each kinder term.

---

**It is important to note that families are responsible for lodging their own Child Care Benefit claims with the Family Assistance office.**

*Ellie V. Pullin Pre-school Centre Inc. can provide you with the required child care receipt to lodge the claim. However we take no responsibility for the actual lodgement of the claim.*

If you require any further information, or need assistance in determining your personal situation, we advise you to contact the Family Assistance Office (contact details provided within).
## Statement of Fees and Charges

Ellie V. Pullin Preschool

### Fee schedule [Year]

Four-year-old (funded) kindergarten

<table>
<thead>
<tr>
<th>Hours: [number of hours] hours per week</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Fees ($)</th>
<th>Other charges ($)</th>
<th>Total ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten fee deposit</td>
<td>[amount]</td>
<td>[item and cost]</td>
<td>[charge]</td>
</tr>
<tr>
<td>Term 1</td>
<td>[amount]</td>
<td>[item and cost]</td>
<td>[charge]</td>
</tr>
<tr>
<td>Term 2</td>
<td>[amount]</td>
<td>[item and cost]</td>
<td>[charge]</td>
</tr>
<tr>
<td>Term 3</td>
<td>[amount]</td>
<td>[item and cost]</td>
<td>[charge]</td>
</tr>
<tr>
<td>Term 4</td>
<td>[amount]</td>
<td>[item and cost]</td>
<td>[charge]</td>
</tr>
<tr>
<td>Total</td>
<td>[amount]</td>
<td>[item and cost]</td>
<td>[charge]</td>
</tr>
</tbody>
</table>

### Families eligible for the Kindergarten Fee Subsidy

<table>
<thead>
<tr>
<th></th>
<th>Fees ($)</th>
<th>Other charges ($)</th>
<th>Total ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten fee deposit</td>
<td>[amount]</td>
<td>[item and cost]</td>
<td>[charge]</td>
</tr>
<tr>
<td>Term 1</td>
<td>[amount]</td>
<td>[item and cost]</td>
<td>[charge]</td>
</tr>
<tr>
<td>Term 2</td>
<td>[amount]</td>
<td>[item and cost]</td>
<td>[charge]</td>
</tr>
<tr>
<td>Term 3</td>
<td>[amount]</td>
<td>[item and cost]</td>
<td>[charge]</td>
</tr>
<tr>
<td>Term 4</td>
<td>[amount]</td>
<td>[item and cost]</td>
<td>[charge]</td>
</tr>
<tr>
<td>Total</td>
<td>[amount]</td>
<td>[item and cost]</td>
<td>[charge]</td>
</tr>
</tbody>
</table>

### Payment of fees

Invoices will be issued [timeframe] and must be paid by the due date.

### Kindergarten fee deposit

Parents/guardians are required to pay the fee deposit on offer of a place. Payment will secure the child's place in the four-year-old (funded) kindergarten program.

### Kindergarten Fee Subsidy

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

### Child Care Benefit (CCB)

For information on the Child Care Benefit, refer to Fee information for families.

### Late collection charge

The Committee of Management of Ellie V Pullin Preschool 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).
# ATTACHMENT 3

## Statement of Fees and Charges

Ellie V. Pullin Preschool

### Fee schedule [Year]

#### Three-year-old kindergarten

<table>
<thead>
<tr>
<th>Hours: [number of hours] hours per week</th>
<th>Fees ($)</th>
<th>Other charges ($)</th>
<th>Total ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten fee deposit</td>
<td>[fees]</td>
<td>[item and cost]</td>
<td>[charge]</td>
</tr>
<tr>
<td>Term 1</td>
<td>[fees]</td>
<td>[item and cost]</td>
<td>[charge]</td>
</tr>
<tr>
<td>Term 2</td>
<td>[fees]</td>
<td>[item and cost]</td>
<td>[charge]</td>
</tr>
<tr>
<td>Term 3</td>
<td>[fees]</td>
<td>[item and cost]</td>
<td>[charge]</td>
</tr>
<tr>
<td>Term 4</td>
<td>[fees]</td>
<td>[item and cost]</td>
<td>[charge]</td>
</tr>
<tr>
<td>Total</td>
<td>[fees]</td>
<td>[item and cost]</td>
<td>[charge]</td>
</tr>
</tbody>
</table>

### Payment of fees

Invoices will be issued [timeframe] and must be paid by the due date.

**Kindergarten fee deposit**

Parents/guardians are required to pay the fee deposit on offer of a place. Payment will secure the child’s place in the three-year-old kindergarten program.

**Early Start Kindergarten fee subsidy**

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

**Child Care Benefit (CCB)**

For information on the Child Care Benefit, refer to Fee information for families.

**Children turning three during the year**

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

**Late collection charge**

The Committee of Management of Ellie V Pullin Preschool 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).
FEE PAYMENT AGREEMENT FORM 2014

Four Year Old Program: RED / GREEN GROUP

*Please complete this form and return it to the preschool immediately.

Surname _________________________________ Child’s Name _________________________________

Fee Subsidy for Low Income Families
Please indicate if you are able to claim one of the following concessions, (include the number and expiry date or relevant document); Health Care Card, Pensioner or Concession Card, Visa 866/785, Aboriginal or Torres Strait Islander

Number and expiry date _________________________________________________________________

The Health Care Card/Pensioner Concession Card/Visa 866/785 will need to be sighted at the preschool prior to the start of each term by the Fees Officer. For Aboriginal or Torres Strait Islanders approval must be given by DET upon application by the Fees Officer.

Fee Payment Contract
The contact person for the payment of fees at the preschool is the Fees Officer.

Name of Child ________________________________________________

Parents/guardians name _________________________________________

I/we acknowledge that the four year old program at the preschool is a service which is partly funded by the State Government, with the balance of the funds coming from fees paid by parents. The preschool cannot operate without fees paid by parents.

I/we understand that I am only entitled to obtain the Fee Subsidy for Low Income Families while I have a current Health Care Card/Pensioner Concession Card/Card/Visa 866/785, or are an Aboriginal or Torres Strait Islander. If my eligibility lapses, then full payment of fees must occur.

I/we agree to pay a fee of $294.00 per term (which includes a costs for incursions/excursions) for fifteen (15) hours of preschool each week for our child, subject to the preschool’s policies and State Government regulations.

I/we agree to pay fees by the due date on the invoice.

I/we acknowledge that if fees are not paid by the due date, a reminder letter will be sent. If payment is not received within ten working days of the reminder notice, a second and final letter will be sent notifying me that unless payment is made within seven working 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 Committee.

I/we agree that if our financial circumstances change and I/we are unable to pay as agreed, we will immediately notify the Fees Officer or President to request alternative payment arrangements.

I/we acknowledge having received and read the centre’s Fee Policy Summary, which sets out the procedure for fee payment.

Signed: ___________________________________________ Dated: ______________________

(Parent/guardian)
ATTACHMENT 5

FEE PAYMENT AGREEMENT FORM 2014

Three Year Old Program: BLUE/YELLOW GROUP
*Please complete this form and return it to the preschool immediately.

Surname _________________________________ Child’s Name ___________________________

Fee Payment Contract
The contact person for the payment of fees at the preschool is the Fees Officer.

Name of Child ____________________________________________

Parents/guardians name ______________________________________

I/we acknowledge that the four year old program at the preschool is a service which is partly funded by the State Government, with the balance of the funds coming from fees paid by parents. The preschool cannot operate without fees paid by parents.

I/we understand that I am only entitled to obtain the Fee Subsidy for Low Income Families while I have a current Health Care Card/Pensioner Concession Card/ Card/Visa 866/785, or are an Aboriginal or Torres Strait Islander. If my eligibility lapses, then full payment of fees must occur.

I/we agree to pay a fee of $273.00 per term (which includes a cost for incursions/excursions) for five (5) hours of preschool each week for our child, subject to the preschool’s policies and State Government regulations.

I/we agree to pay fees by the due date on the invoice.

I/we acknowledge that if fees are not paid by the due date, a reminder letter will be sent. If payment is not received within ten working days of the reminder notice, a second and final letter will be sent notifying me that unless payment is made within seven working 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 Committee.

I/we agree that if our financial circumstances change and I/we are unable to pay as agreed, we will immediately notify the Fees Officer or President to request alternative payment arrangements.

I/we acknowledge having received and read the centre’s Fee Policy Summary, which sets out the procedure for fee payment.

Signed: _________________________________________ Dated: _____________________

(Parent/guardian)
Attachment 6

REGISTERED CARE REBATE (CHILD CARE BENEFIT CHILD CARE RECEIPT REQUEST – 2014)

Date: ________ / ______ / ______

I __________________________ hereby request that Ellie V. Pullin Pre-school Centre Inc.
Supply me with child care receipts for the purpose of claiming Child Care Benefit through the Family Assistance Office.
Please note the following:
• A separate form is required for each child.
• All completed child care receipt forms should be placed in the fees box located in the foyer of the kinder.

Child's name: _________________________________________________________
Kinder Group: (Tick applicable group)
☐ 3 year old Yellow Group
☐ 3 year old Blue Group
☐ 4 year old Red Group
☐ 4 year old Green Group

X

Signature:

<table>
<thead>
<tr>
<th>Office Use Only</th>
<th>Issue Date</th>
<th>Total days absent</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term One issued</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term Two issued</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term Three issued</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term Four issued</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>