



## Fee Schedule for 2020

### Payment of Fees

In 2020, families may elect to pay fees either by term instalments or in one payment prior to the commencement of the year. Payments can be made by cheque or EFT. Cash is not accepted.

### Multiple births/siblings attending the same program

A discount of 20% for each subsequent multiple child per year for Term Fees has been set for families with multiple births/siblings attending the same 4-year-old program. There is no discount for the 3-year-old program.

### Deposit/Holding Fee

A deposit/holding fee is payable when an offer for a place in a program is provided in order to secure the place. This deposit/holding fee is set out in the letter of offer and will be deducted from the first term fees. Should your child leave prior to/during term 1, this deposit will be forfeited.

### Fee Changes

Indra Pre-school reserves the right to change fees when necessary.

## 1. Four-Year-Old Preschool Fees

### Fee Structure

Description	Fee per Term	Fee per Year
15 hours per week	\$620	\$2480
Concession Card holders	\$0	N/A

### Government Funding

A parent/guardian who accepts an offer in 4 year old kindergarten acknowledges that in accepting a 4 year old position, that their child has not previously accessed a Department of Education and Training (DET) funded 4 year old kindergarten year. The parent/ guardian also acknowledges that in accepting a 4 year old position, they will nominate Indra Pre-School to receive the DET per capita funding over any other funded service their child may attend in the relevant year and will undertake to ensure that any other childcare/education provider is aware of the allocation of funding.

### Fee Subsidy for Low Income Families

A parent/guardian or child who holds a current Health Care Card/Pensioner Concession Card/Visa 866/785 is eligible for a reduction in their fees per term, for the 4 year old program only. For 2020 this reduction results in zero fees per term. To obtain this the Health Care Card/Pensioner Concession Card/Visa 866/785 must be sighted prior to the start of the term by Educational Leader.

## 2. Three-Year-Old Pre-school Fees

### Fee Structure

Description	Fee per Term	Fee per Year
6 hours per week	\$580	\$2320

### Fee Subsidy for Low Income Families

As 3 year old pre-school is not subsidised by the Government, Commonwealth Health Care/Pensioner Concession Card/Visa 866/785 holders are not eligible for any reduced rates and are therefore required to pay full fees.

**Note:** As per Department of Education Guidelines, a child must be three years of age before they can commence the 3 year old program. Full fees are applicable from the point of acceptance of offer regardless of the child's starting date in the program.

## 3. Late Collection of Children Fee

A late collection fee may be applied to all programs when:

- The parent/guardian is between 15 and 30 minutes late in collecting their child. The fee will be based on \$5 for every ten minutes, or part thereof, from the conclusion of the session.
- The parent/guardian is over 30 minutes late in collecting their child. The fee will be based on \$5 for every ten minutes, or part thereof, for the first 30 minutes from the conclusion of the session and then \$10 for every ten minutes or part thereof, after that.



## Fees Policy for 2020

### Why fees are necessary?

The Victorian Government provides per capita funding as a *contribution* towards the cost of providing the pre-school program for four year olds only.

Fees are necessary because there is a shortfall between the level of government funding and the costs of operating a viable preschool. There is no funding for other programs, such as three year old preschool and playgroups.

Parents need to be aware that preschools are not a free service and rely on prompt payment of fees to meet the operational costs. All parents/guardians must pay fees and the Committee has the discretion to withdraw service for non-payment of fees.

### Fee Subsidy for Low Income Families

A parent/guardian or child who holds a current Health Care Card/Pensioner Concession Card/Visa 866/785 is eligible for a reduction in their fees per term, for the four year old program only, as set out in the Fees Schedule. The Health Care Card/Pensioner Concession Card/Visa 866/785 must be sighted prior to the start of the term by the Educational Leader.

Note: If your Health Care Card/Pensioner Concession Card/Visa 866/785 is not current and applicable in the second, third or fourth term, an invoice will be issued for the full fees.

### Multiple Births

The discount for families with multiple births/siblings, attending the same 4 year old program, has been set at 20% for each subsequent multiple child, per year. No discount applies for 3 year old program.

### Fee Structure and Refunds

This is set out in the attached Fee Schedule. Indra reserves the right to change fees when necessary. Changes to the fees may be required to ensure that any increases in expenses are covered and that Indra continues to provide it's high quality education program. Three months notice will be given for any changes to fees.

There will be no refund of fees if; the program is unable to operate due to extreme and unavoidable circumstances, during a child's short-term illness, public holidays, family holidays, when current qualified staff are absent and the Committee cannot obtain a qualified reliever, closure of the service for staff training days or where a family chooses not to send their child to the program for the maximum number of hours for which they are enrolled to attend.

### Payment of Accounts

Fees will be invoiced to families directly and must be paid by the date indicated on the invoice. Each term is payable in advance and each invoice will be accompanied by payment instructions. ***Please note that the first instalment of fees must be received by the Committee, before the child can commence pre-school.***

If you are experiencing financial hardship, please contact the Income Treasurer on [indra.inc.treasurer@gmail.com](mailto:indra.inc.treasurer@gmail.com) to discuss a payment plan.

### Unpaid Fees

Fees not paid by the due date will be followed up by:

1. An initial reminder notice stating fees are overdue, giving seven (7) working days for payment. This will be placed in the child's pocket at kinder, or via email on the first day of the new term.
2. If fees are not remitted or an agreed payment plan drawn up, the family will be sent another invoice for the outstanding amount, plus \$25 late fee to be paid within five (5) working days. The due date for payment will appear on the new invoice.
3. If payment is not received or an agreed payment plan drawn up, the Income Treasurer will notify the Committee of Management. This may result in the committee suspending the family from the service until the outstanding amount has been paid.

The Committee of Management reserves the right to take action to recover debts.

### Child Absence

Fees are still required to maintain a preschool place if the child is absent for any reason, including holidays and illness.

### Late Enrolments

Please note that if a child is enrolled after the start of the preschool year the first instalment of fees must be received by the Committee before the child can commence preschool.