



ATTACHMENT 3

Fee Payment Agreement

Year: 2018

- **Long Day Care**
- **Integrated Long Day Care and Four-year-old (funded) kindergarten**
- **Sessional Four-year-old (funded) kindergarten program**

Please complete this form and return to Kensington Community Children's Co-operative Ltd with your enrolment form.

Fee payment contract

Child's full name: _____

Parent's/guardian's full name: _____

- I/We acknowledge Long Day Care and Integrated Long Day Care and Four-year-old kindergarten are due 2 weeks in advance upon enrolment. Four (4) weeks written notice is required to cancel any permanent child care booking.
- I/We acknowledge that payment in advance secures your childcare placement therefore payment is required whether your child attends or not. Fees are not payable when the Centre is not in operation over the Christmas/New Year period. Fees are payable where a Public Holiday falls on your usual child care days.
- I/we acknowledge that the four-year-old kindergarten program is partly funded by the state government, with the balance of funds coming from fees paid by parents/guardians.
- I/we understand that I/we am/are entitled to obtain the Kindergarten Fee Subsidy if I/we meet one of the criteria below. If my/our eligibility lapses, then I/we understand that full payment of fees is required from the beginning of the following term.
- I/we agree to pay fees by the due date on the invoice.
- I/we understand that fees are non-refundable.
- I/we acknowledge that if fees are not paid by the due date, the Management will implement the late payment of fees procedures, as outlined in the *Fees Policy*, which could result in the withdrawal of my/our child's place at the service.
- I/we agree that if my/our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify the Management Accountant and/or the General Manager to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's Fee information for families, which outlines the procedure for payment of fees.
- I/We acknowledge all sessional Kindergarten fees are to be paid at the commencement of each term and that four weeks written notice is required to cancel any Kindergarten booking.

Kindergarten Fee Subsidy – Applicable for sessional kindergarten Four-year-old funded

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

Concession: _____

Supporting documentation will need to be sighted on commencement at Kensington Community Children's Co-operative by the Enrolments Officer.

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

Signature (parent/guardian)

Date

Note: invoices, receipts and collection of fees will be in accordance with the Kensington Community Children's Co-operative Ltd *Fees Policy*.