



Maria Montessori Preschool

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TERMS AND CONDITIONS

❖ Application Fee

A non-refundable fee of \$ 50.00 is required to process your application to place your child on our Preschool waitlist.

❖ Hours of Operation

The Preschool opens from **8.00 am to 5.45 pm** (for a 6.00 pm pick up), 50 weeks per year, excluding public holidays and two weeks closure December/January.

❖ No Jab, No Play Legislation

A child's enrolment cannot be confirmed unless the parent has provided the Preschool with an Immunisation History Statement obtained from Medicare indicating that the child is age appropriately immunised, or has an exemption, as per the No Jab, No Play legislation. Please refer to the Victorian State Government Department of Health and Human Services *Immunisation and enrolling in early childhood services information, February 2018*.

❖ Educational Program

Cycle 1 is a three-year program designed for 3 to 6-year olds however as children generally commence primary school at 5 years of age, it is beneficial for them to complete a minimum of two years at Maria Montessori.

❖ Kindergarten Funding (4-year-old only)

Maria Montessori preschool runs a 4-year-old kindergarten funded program complying with the Universal Access providing 15 hours a week of early childhood education and care. The funding is a contribution towards meeting the costs of the kindergarten program, including salaries, leave provisions, maintenance, equipment, etc.

Your child can only be funded at one service at any one time and only for one year (unless your child is assessed as being eligible for a second-year funding by our child's kindergarten teacher). **If your child is enrolled to attend our kindergarten program, we will be claiming funding for your child. Please ensure if your child attends a 2nd kindergarten or childcare center outside our session times, please let them know that Maria Montessori has registered your child for the kindergarten funding program and therefore will deliver the transition statement prior to your child attending primary school.**

❖ Bond

In the event of a place being offered an interest free bond of \$ 1,000 is payable within 2 weeks from the date noted on letter of offer. This bond will be returned when your child leaves the Preschool in accordance to the Educational Program. If there are any outstanding fees including late fees owed, this outstanding amount will be deducted from the bond refund.

If the child is withdrawn from the program prematurely (that is prior to the completion of the two years or optional third year) the bond will not be returned.

❖ Childcare Subsidy (CCS)

The Preschool has approved status for the purpose of the Childcare Subsidy. To qualify for the Childcare Subsidy (CCS), you MUST provide your Child's Customer Reference Number (CRN) and date of birth. If you do not have a CRN, you need to register for [Centrelink Online Services](https://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy) by contacting 136150. For more information you can visit the following website: <https://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy>

You will also be asked to provide copies of your child's immunisation status to Centrelink. CCS entitlements are payable on 42 allowable absences per year. CCS entitlements are payable on all approved absences. These must be recorded with the adequate documentation, i.e. medical certificate

Please note: It is your responsibility to notify Centrelink if your circumstances change. The forms that you sign for the purposes of CCS are legal documents, and we would like to remind you that giving false information is a criminal offence.

❖ Fees

Maria Montessori Preschool charges a flat daily fee of \$ 123.00 before CCS is applied, irrespective of the hours the child spends at the preschool. Fees are payable fortnightly in advance by Direct Debit. Fees charged are net of CCS. Your child's place will be held for the duration of the Educational program. During the two-week Christmas closure period, no charges will be incurred by families. **Fees are non-transferrable and non-refundable.**

- ❖ **Holiday Rate**
A discounted rate of \$ 115 can be applied when on holiday. A maximum of 4 weeks is allowed for each financial year. Two weeks' notice must be provided to ensure holiday rate is applied.
- ❖ **Discount of Fees**
A discount of 10 % of the daily fee will be given for concurrently attending siblings (second and subsequent siblings, but not the first child).
- ❖ **Notice of Withdrawal**
Four weeks' notice is required if your child is withdrawn during the year. Failure to do so will incur four weeks of fees.
- ❖ **Fees Not Paid**
The Preschool reserves the right to take legal action for the recovery of fees not paid. Any expenses, costs or disbursements incurred by the Preschool in recovering any outstanding monies, including debt collection agency fees and solicitor costs will be charged to the account.
- ❖ **Late Payment of Fees**
A late payment fee of \$ 10.00 is charged if payment is 7 days overdue.
- ❖ **Late Collection Fee**
If a child is collected after 6.00 pm on more than one occasion a late collection fee of \$ 2.00 per minute will be charged.
- ❖ **Direct Debit**
We partner with Childcare EasyPay who will direct debit your choice of Bank Account, Visa, Mastercard or AMEX. **Please note**, there is a failed payment fee of \$ 9.90 if your direct debit is declined.
- ❖ **Allocation of Places**
Please note whilst we endeavour to accommodate requests made by parents to place their child in their preferred sessions it is though regrettably impossible to meet all requests. The Management reserves the right to allocate children due to the demand of enrolments and to consider when allocating places, the needs of individual children and Government funding.
Places will be allocated in accordance with the following selection criteria:
 1. A sibling of a child who is currently enrolled in and intends to complete, or who has previously completed a 2 year (or optional 3 year) preschool program.
 2. A child whose mother or father completed a 2-year preschool program at our Preschool.
 3. Children enrolled as per the chronological order of registration.
- ❖ **Sessions for 3-year olds**
3-year-old children will attend a **minimum of 2 days**. Additional days may be offered subject to availability.
- ❖ **Sessions for 4-year olds**
4-year-old children will attend a **minimum of 3 days**. Additional days may be offered subject to availability.
IMPORTANT:
- ❖ **Additional Days**
If the child/children attend additional day/s this is a commitment for the duration of the whole year and cannot be changed or cancelled.
- ❖ **Expulsion of Children**
Maria Montessori Preschool reserves the right to exclude any child from the school at any time, whether entirely or for such period or periods as may be considered appropriate.
- ❖ **Other Matters - Preschool**
It is expected that a child commencing Preschool is toilet trained or well on the way to being toilet trained.

I have read, understood and accept the conditions of the Maria Montessori Preschool.

Name of Child: _____

Signed: _____ Date: _____