



Montessori Preschool

751-755 Ferntree Gully Road, Wheelers Hill, VIC 3150.

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ABN: 91 848 967 250

2026 TERMS AND CONDITIONS

- ❖ **Administration Fee**

To secure your child's place once offered, a non-refundable administration fee of \$50.00 is required. This fee covers the enrolment administration costs in confirming your booking.
- ❖ **Hours of Operation**

The Preschool opens from **8.00am to 6.00pm** (please ensure you arrive by 5.45pm 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**

Maria Montessori preschool runs a 3-year-old and 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 centre 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.**
- ❖ **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**

From 6th April 2026, Maria Montessori Preschool charge a daily fee of \$160.00 before CCS is applied (fees are subject to change with or without notice), 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.**
- ❖ **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:
 - 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.
 - A child whose mother or father completed a 2-year preschool program at our Preschool.
 - Children who are commencing the 3-year-old program
 - Children enrolled as per the chronological order of registration.
- ❖ **Sessions**
Children must attend a **minimum of 3 days**. Additional days may be offered subject to availability.
- ❖ **Additional Days**
If the child/children attend additional day/s this is a commitment for the duration of the whole year, these can be altered with four weeks' notice.

IMPORTANT:

- ❖ **Programming**
Children's learning programs are left in the hands of our very experienced teachers, our teachers are well educated and have had many years' of teaching experience. When parents place their children in our care, we hope they feel comfortable in knowing that their child will receive the best education that is tailored to meet the needs of the child. We request that you leave the education to the Teachers, parents will receive updates about their child's progress however we need to ensure (for the well-being of our teachers), that the education is left to the teachers. Our Montessori program ensures that all children are individual assessed and programs are tailored for the children's abilities and progression.
- ❖ **SunSmart**
From mid-August to the end of April, children must wear a SunSmart-approved hat and have sunscreen applied to participate in outdoor play.
- ❖ **Insect repellent**
Insect repellent will be applied when educators observe an increase in mosquito or insect activity.
- ❖ **Fees**
Fees still apply if your child is absent due to illness, during public holidays, if your family is away, or if you choose not to attend for any reason. The only time fees are waived is during the two-week Christmas closure period.
- ❖ **Funding**
Maria Montessori will be your child's sole funded kindergarten provider.
- ❖ **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, understand, and agree to the 2026 Terms and Conditions.

Child/s name: _____ Date: _____

Parent/s name: _____ Signed: _____

Parent/s name: _____ Signed: _____