



FEE SCHEDULE 2017

Please note: Tuition fees are calculated on the assumption that the grants received from the Commonwealth and State Governments will be maintained.

School Aged and Playgroup fees

Accounts are invoiced one term in advance over four equal instalments and payable seven days prior to the commencement of each term. The schedule of invoice and payment dates have been listed below.

Payment Due Dates		
Term	Invoice Month	Due Date
Term 1, 2017	December	23/01/2017
Term 2, 2017	January	11/04/2017
Term 3, 2017	April	10/07/2017
Term 4, 2017	July	02/10/2017

School Aged Fees Payable			
	Fee per term	Fee per Annum	Early payment fee
Foundation	\$2,919	\$11,676	\$11,325
Cycle 2	\$2,919	\$11,676	\$11,325
Cycle 3	\$2,919	\$11,676	\$11,325
Outside School Hours Care (OSHC) Annual	\$750	\$3,000	N/A
Outside School Hours Care Casual	\$16 per hour or part thereof		

Parent Stay Playgroup Fees Payable		
	Fee per term	Fee per Annum
Playgroup	\$215	\$860



Infant Toddler, Cycle 1: 3 and 4 year old fees

Accounts are invoiced in arrears and payable each fortnight (14 days). Fees are payable for every permanently booked day, including the child's sick days, family vacation days and incidental days of absence.

	Days per Week	Outside School Hours Care Included in Fees (if available)	Term weeks only (40 Weeks)	Term and non term weeks (50 weeks)	Tuition Fees	
Early Learning						
Infant Toddler Community (0-3 years old)	2-4	N/A		Yes	\$113.00	Per day
	5	N/A		Yes	\$103.50	Per day
Cycle 1						
3 year olds only	3-4	NO	Yes		\$110.00	Per day
	3-4	YES	Yes		\$129.00	Per day
	3-4	YES		Yes	\$125.00	Per day
3 & 4 year olds	5	NO	Yes		\$82.50	Per day
	5	YES	Yes		\$99.00	Per day
	5	YES		Yes	\$96.50	Per day
Casual School Holiday Program					\$103.50	Per day

Band and Instrumental fees

Accounts are invoiced per semester in advance in line with the Term 1 and Term 3 invoicing dates and due dates as shown on page one of this letter however commitment is annual. Notice to cancel music enrolment must be received by the end of November of the preceding year.

Music Fees		
Area	Fee per Semester	Fee per annum
Band Fees	\$90	\$180
Instrumental Tuition Fee	\$400	\$800

Application fees

A non-refundable fee of \$150.00 is payable upon submission of all Application for Enrolment Forms. Submission of an application and fees together with the relevant required documentation, (copy of birth certificate, immunisation certificate and \$150.00 fee) are a



requirement of entry into Plenty Valley International Montessori School (PVIMS), but no guarantee of admission.

A non-refundable fee of \$1,000 is payable upon confirmation of continuing into Cycle 1 Foundation, will be applied to your child's first term school fees in the following year and secure your child's place at PVIMS. This fee will be invoiced in October and is due for payment by the last school day in November.

Once a child has been enrolled all enrolments will be considered as continuing unless the school has been provided with notification of cancellation.

Early Payment Discount

School Aged Children

A discount of 3.00% is available if the total annual tuition fee of \$11,325 is paid no later than 23 January 2017.

Non-School Aged Children

A discount of 3.00% is available if each quarter's fees are paid in advance. The amount payable needs to be confirmed with PVIMS prior to payment.

Sibling Discounts

Families with only two children: The lowest fee paying child of the family will receive a 10% discount.

Families with three or more children: The lowest fee paying child of the family will receive a 15% discount.

These discounts apply only to the lowest fee of Early Learning, Cycle 1, 2 and 3 fees.

Payment of Fees

The following payment methods are available for payment of fees invoiced by term

Cheque - to be made payable to **Plenty Valley International Montessori School** and can be submitted to Reception, or via Australia Post.

Credit Card / EFT – can be paid either in person or over the phone to Reception. (There is a 1.5% surcharge for credit card but not Eftpos).

Direct Deposit – BSB 124-001 / Account Number 2205 9515 (Please use your child's full name as the reference).

School Plan: School Plan is a not-for-profit payment service established for families in managing School Fee payments by offering monthly payment plans for term based fees.



Brochures are available from the Front Desk Reception. For more information on School Plan, please visit www.schoolplan.com.au.

All children who are charged a daily rate must pay by direct debit using our online facility. There is a yearly admin fee of \$30 for parents paying using their bank account. Parents wishing to pay by credit card using this facility will be charged a yearly \$30 admin fee plus 1.5% credit card surcharge. Those parents who do not wish to use this facility may speak to the Business Manager to identify the estimated quarterly fees which are payable in advance. By paying in advance you will also receive the 3% discount.

Where a direct debit transaction is dishonored an admin fee of \$20.00 will be charged to your account.

If fees remain outstanding 14 days after the due date, a \$60 late fee may be charged to your account, interest of 10% pa may also be charged on overdue accounts.

If fees remain outstanding for one month a student may not be permitted to attend school and a meeting between the Principal and Business Manager will be arranged to discuss fees. PVIMS may take all steps deemed necessary, by civil process or otherwise, to recover unpaid fees and associated costs from the parents or person/s responsible for the account.

Please note that the tuition fees at Plenty Valley International Montessori School are reviewed annually.

Bonds

Early Learning: A refundable bond of \$1,000.00 is payable per child.

Cycles 1, 2, 3: A refundable bond of \$2,000.00 is payable per child.

Payment of the bond is required within 14 days of a written offer and prior to commencement. The bond will be refunded once the child leaves PVIMS.

The bond is refunded to the family within three (3) months of the child leaving PVIMS. Outstanding fees and charges will be offset against the bond.

Families may wish to donate their bond to PVIMS for capital works.

Cancellation Policy

One (1) term's notice (wholly within a term) is required in writing to the Principal and copied to the Business Manager when withdrawing a student in Cycle 1, 2, 3 & Playgroup. If a family fails to provide this notice, one (1) term's fees will be charged in lieu of notice. This applies to a child leaving at any point in time except when a child is graduating.



One (1) month's cancellation notice is required in writing to the Principal and copied to the Business Manager when cancelling a booking in Early Learning. If a family fails to provide this notice, one (1) month's fees will be charged in lieu of notice. This applies to a child leaving at any point in time.

Both email addresses are available below:

principal@pvims.vic.edu.au

bus_mgr@pvims.vic.edu.au

Hours of Operation – Early Learning, 3 & 4 year old

Early Learning will be open 5 days per week between the hours of 7.00am until 6.30pm, (11.5 hours per day) except public holidays. As Early Learning is licensed until 6.30pm, it is imperative that children be collected on time. Children collected after 6.30pm will incur a \$5.00 per minute late fee. Families who continually collect their child/ren after 6.30pm will be referred to the Principal and may have their enrolment withdrawn. This decision will be made at the Principal's discretion.

Early Learning operates for a minimum of 50 weeks in the calendar year but will close for 2 weeks over the Christmas closure period.

Hours of Operation – School Aged Children

Plenty Valley International Montessori School is open four (4) Terms per year between the hours of 8.45am for a 9.00am start until 3.15pm. It is imperative that children be collected on time. Cycle 1-3 children not collected by 3.30pm will be taken to OSHC and parents will be charged at a rate of \$16.00 per hour.

Please refer to the PVIMS Calendar which is issued to all families at the start of each term or upon enrolment.

Outside School Hours Care – Cycle 1 & Infant Toddler Community

PVIMS offers both casual and permanent bookings into outside school hours care and a School Holiday Program for children in Early Learning and Foundation.

Late Fees are payable for any children picked up after 6.30pm at the rate of \$5.00 per minute (see Hours of Operation for details).

Outside School Hours Care – Foundation, Cycle 2 & 3

PVIMS offers both casual and permanent bookings into outside school hours care.



Late Fees are payable for any children picked up after 6.30pm at the rate of \$5.00 per minute. Hours of operation are 7:30am through to 8:45am then 3:15pm to 6:30pm

The annual OSHC fee is charged on a per term basis. No discounts are available for mid-term enrolments. Payment due dates as per page 1 of this schedule.

Christmas Period and public holidays

Families will not be charged fees over the Christmas closure period or on public holidays when the Early Learning Centre and the school are closed.

Orientation days

Early Learning children will have the opportunity to attend two orientation sessions of 1 hour each. An adult is required to remain with the child at all times. Fees will not be charged for orientation sessions in Early Learning.

Cycle 1, 2 and 3 children will be offered orientation upon discussions between parent/guardian and teacher.

Additional Fees

These may be associated with extra-curricular activities such as camps, music and sports. These activities are invoiced separately and will have their own terms and conditions.

School Camps and Excursions

School camps and excursions are run to give the students extended curricular experience outside the school environment. School camps and excursions will be based on the cost for that particular camp or excursion divided by the number of students attending. School camps and excursions are charged and must be paid by the due date on the invoice which will be prior to the date of the camp or excursion.

Working Bee Levy

PVIMS is fortunate to be situated in a beautiful natural environment. In order to keep our gardens enjoyable and safe for children and staff, each family in the school is required to participate in the maintenance of the buildings and gardens. Working Bees are organised four times a year for jobs such as pruning, weeding and grounds and building maintenance.

Families with at least one child in Cycles 1, 2, or 3

Each family is required to participate in a minimum of two working bees per year. If the family does not attend a minimum of two working bees per year, the family will be charged a working bee levy of \$110 per working bee missed to a maximum of \$220. This will be charged in December.



Families with children only in Early Learning

Each family is required to participate in a minimum of one working bee per year. If the family does not attend a minimum of one working bee per year, the family will be charged a working bee levy of \$110 in December.

Code Red Total Fire Bans

In the event of Code Red Total Fire Bans, PVIMS will be closed.

Child Care Rebate (CCR) & Child Care Benefit (CCB)

Plenty Valley International Montessori School is an approved child care provider.

As a result the Australian Government's Child Care Benefit (CCB) or Child Care Rebate (CCR) may be available to families for attendances in the following programs:

- Infant Toddler Community
- Cycle 1 (Pre-foundation age children only)
- School Aged Outside School Hours Care (OSHC)

All applications for, calculations and payments of child care benefits are processed by Centrelink and not by the school and all questions in relation to child care benefits should be addressed directly to Centrelink. A summary of the child care benefit process, current at September 2016, is provided below however may have changed at the time of reading this document.

Child Care Benefit (CCB)

The CCB reduces the cost of your total child care fees. It is available to you if you are a parent, foster parent or grandparent with a child in your care. The amount of CCB you get depends on:

- your and your partner's income
- the amount of care you use
- the reason you are using care and
- the number of children you have in care.

Eligibility for Child Care Benefit

To be eligible for Child Care Benefit you need to meet all of the following:

- use approved or registered child care
- you are responsible for paying the child care fees for your child
- your child is immunised (or on an immunisation catch-up schedule) or is exempt from the immunisation requirements
- meet the residency requirements



There are two ways families can choose to get their CCB:

1. You can have it paid directly to your child care service (this means the fees you pay out of your own pocket are reduced).
2. You can choose to pay full fees throughout the financial year and get your CCB as a lump sum after the end of that financial year from the Family Assistance Office.

Child Care Rebate (CCR)

The CCR is additional assistance if you are working, studying or training at some time during the week or have an exemption. It covers 50% of your out-of-pocket costs up to an annual limit. It is not income tested, so you may be eligible to receive it even if you do not get the CCB.

You may choose to receive your CCR paid fortnightly, either directly to your bank account, or through your child care service provider as a fee reduction. You may also have your CCR paid annually or quarterly as a lump sum directly to your bank account.

Eligibility for Child Care Rebate

Child Care Rebate is not income tested.

You may be eligible for Child Care Rebate if:

- you use a service approved for Child Care Benefit, and
- you are eligible for Child Care Benefit, even if you earn too much to receive payment, and
- you and your partner meet the 'Work, Training, Study Test' or are exempt from it

How to claim CCB and CCR

If you have already applied for CCB/CCR for your child:

- Bring a copy of your assessment notice to the school so that your enrolment can be formalised OR
- Provide the school with the Customer Reference Number (CRN) of the parent and the child as listed on the assessment notice.

If you have not applied for CCB/CCR before:

- Visit Centrelink to apply for the CCB (you will also be automatically assessed for CCR)
- Where a claim is approved a written assessment notice is sent to you in the mail
- Bring a copy of your assessment notice to the School so that your enrolment can be formalised

How you receive your CCB and CCR payments (lump sum or as a reduced fee) will depend on what you have requested in your CCB application.



Attendance Records

In order to receive Child Care Benefit (CCB) you are required to sign your child in and out of their classroom each day. Absences must also be signed in order to be entitled to the 42 days allowable absences for Child Care Benefit subsidy. If your child has more than 42 days absence your benefits will be affected.

Absences

Benefits are paid for each child for up to 42 absences per financial year from all approved child care services (not from each service) except occasional care. These absence days can be taken for any reason, with no evidence required.

Benefits are not payable for absences if your child uses more than their 42 absence days for the financial year and does not meet the conditions for additional absences which can be found on the Centrelink website.

For further information in relation to CCB and CCR please contact Centrelink.