

FREE KINDERGARTEN FEES

QUALITY AREA 7 | ELAA version 1.0



PURPOSE

This policy will provide clear guidelines for:

- free kindergarten funding for funded sessional kindergarten programs
- reduced fees for children enrolled in a funded kindergarten program in a long day care centre
- the application of surplus funding within Wilson Street Kindergarten ensuring it is only used to ensure the quality of program delivery and development of children enrolled in the service
- the setting, payment and collection of (additional hours fees, or long day-care parent fees minus the Free Kindergarten Funding).



POLICY STATEMENT

VALUES

Wilson Street Kindergarten is committed to:

- supporting the Victorian Government's Free Kindergarten initiative
- increasing access to quality kindergarten programs for all Victorian children
- ensuring there are no financial barriers for families wishing to access an early childhood program for their child/children
- maintaining confidentiality in relation to the financial circumstances of parents/guardians.

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, parents/guardians attending Wilson Street Kindergarten.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Implementing and reviewing this policy in consultation with parents/guardians, the Nominated Supervisor and staff, and in line with the requirements of DET's Free Kindergarten initiative (<i>refer to Definitions</i>)	R	√	√	√	
Reimbursing families in full for enrolment deposits that have already been paid upon acceptance of enrolment	R	√			
Ensuring families are not charged any compulsory out-of-pocket levies or maintenance fees (voluntary fundraising and payments/donations are permitted)	R	√			
Ensuring families are only charged for optional kindergarten programs hours that are over and above the 15 funded hours per week (600 hours per year) and/or "wrap around" care (<i>refer to Definitions</i>)	R	√			
Ensuring any non-funded positions are enrolled in accordance with the Funding Guidelines (<i>refer to Sources</i>)	R	√			
Ensuring families that attend both sessional kindergarten and a long day care service nominate and document which service the child will participate in the funded kindergarten program	R	√		√	
Ensuring that any surplus funding is used for directly supporting the quality of the teaching and learning in the kindergarten program and/or attendance at the service, including vulnerable children and families not yet enrolled and/or towards the change management required for preparing for three-year-old expansion	R	√			
Ensuring any voluntary parent payments/donations are explicitly agreed to in writing and receipted	R	√			
Charging families only for an occasional special event/ excursions that occur outside the normal program/curriculum	R	√	√		
Ensuring that any child that is eligible for Early Start Kindergarten is still enrolled at the service and recorded on the KIM system	R	√	√		

Collecting all relevant information regarding those with entitlement to concessions and recording it on the KIM system	R	√	√		
Ensuring that the Free Kindergarten Fee Policy is readily accessible at the service (Regulation 171)	R	√			
Providing all parents/guardians with information about Free Kindergarten (refer to Attachment 1)	R	√			
Providing all parents/guardians with a statement of additional hours fees and charges (refer to Attachments 2) upon enrolment of their child, if applicable	R	√			
Providing all parents/guardians with an additional payment fee agreement (refer to Attachments 3), if applicable	R	√			
Reading the Wilson Street Kindergarten Free Kindergarten information for families (refer to Attachment 1), the Statement of Additional Hours Fees and Charges (refer to Attachments 2), and the Additional Hours Fee Payment Agreement (refer to Attachments 3) if applicable				√	
Signing and complying with the Additional Hours Fee Payment Agreement (refer to Attachments 3), if applicable				√	
Notifying the approved provider if experiencing difficulties with the payment of additional hours fees				√	
Providing agreement in writing if any additional payments are made to the Wilson Street Kindergarten				√	
Complying with the service's <i>Privacy and Confidentiality Policy</i> regarding financial and other information received, including in relation to the payment/non-payment of additional hours fees	R	√	√	√	
Notifying parents/guardians a minimum of 14 days of any proposed changes to the additional hours fees charged, or the way in which the fees are collected (Regulation 172(2)), ideally providing one term's notice.	R	√			
Implementing and reviewing this policy, in consultation with parents/guardians, the approved provider and staff, and in line with the requirements of DET's Free Kindergarten initiative (refer to Sources)	R	√	√	√	
Informing the approved provider of any complaints or concerns that have been raised regarding fees at the service		√	√		
Referring parents'/guardians' questions in relation to this policy to the approved provider.		√	√		

BACKGROUND AND LEGISLATION



BACKGROUND

The Best Start, Best Life reform will help all Victorian children dream even bigger through increased access to quality early childhood education and care. A critical part of the reform is Free Kindergarten, which will support access to two years of high-quality kindergarten programs for all Victorian children. All families with a child enrolled in a funded kindergarten program are eligible for Free Kindergarten, this includes both 3 and 4-year-old kindergarten programs.

Free Kindergarten supports families to access a funded kindergarten program by:

- providing a free 15-hour program to four-year-old children enrolled at a sessional service
- providing a free 5-to-15-hour program to three-year-old children enrolled at a sessional service (subject to the length of funded program offered)
- offsetting the funded kindergarten program component of parent fees for three and four-year-old children enrolled at a long day care service

Free kindergarten supports every Victorian child to get the best start in life no matter where they live. Research shows that play-based learning is a powerful way to support children's learning and development. Two years of early learning is a crucial part of their educational journey, these benefits last into the school years and beyond.

Regulation 168(2) (n) of the Education and Care Services National Regulations 2011 requires that funded services have a comprehensive written fees policy, and the content of this policy must be communicated to families. Any voluntary parent donations and/or fundraising must comply with the Free Kindergarten subsidy guidelines and be responsive to the local community.

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Charter of Human Rights and Responsibilities 2006 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Disability Discrimination Act 1992 (Cth)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011: Regulation 168(2)(n)
- Equal Opportunity Act 1995 (Vic)
- National Quality Standard

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au



DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file of the PolicyWorks catalogue.

Approved child care: Approved child care services are services that have Australian Government approval to receive the Child Care Subsidy (*refer to Definitions*) on behalf of eligible parents. Approved child care includes centre-based day care, including long day care and occasional care, family day care, outside school hours care and in-home care.

Child care subsidy (CCS): A Commonwealth Government means tested subsidy to assist eligible families with the cost of child care. Payments are paid directly to approved child care providers. Further information can be found at: www.education.gov.au/child-care-subsidy

Early Start Kindergarten: A funding program that enables three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection to attend a kindergarten program that is planned and delivered by an early childhood teacher for up to 15 hours per week. Details are available at: www.education.vic.gov.au. Children that are eligible for Early Start Kindergarten (ESK) will continue to be enrolled, this ensure that service providers receive all funding entitlements and that these children have access to 15 funded hours of kindergarten across Victoria. ESK enrolments contribute to School Readiness Funding (SRF) calculations for service providers. It also allows the Department to continue to monitor efforts to engage the most vulnerable children in kindergarten across Victoria and provide additional targeted support where required through SRF or Early Childhood LOOKOUT.

Waitlist fee: A fee for when families register their child directly with a service (not part the councils central enrolment scheme). This fee will not be refunded as it is not part of the Free Kindergarten subsidy, and not related to the fee charged for delivery of the kindergarten program.

Excursion/service event charge: An additional charge required to meet the cost of special events or excursions that occur in response to emerging children's program needs. Events that are planned ahead and are included as an expenditure item in the service's budget do not incur this additional charge (*refer to Excursions and Service Events Policy*)

Fees: A charge for program hours over and above the 15 funded hours per week (600 per year) and/or wrap around care.

Free Kindergarten: A Victorian Government initiative providing free kindergarten programs for four-year-old and three-year-old children in funded services

Enrolment deposit: A charge to secure a place that has been offered in a program at the service. This should not act as a barrier to enrolling for any families. Services must ensure that families understand that the enrolment deposits will only be refunded if the child commences in the service.

Voluntary parent/guardian payment/donation: A voluntary payment/donation for items not directly related to the provision of the children's program. Explicit and written agreement from a parent is required for any voluntary payments. Attendance at the service is not conditional on this payment.

Wrap around care: care that is provided by a kindergarten service to kindergarten children outside of the 15 hours per week program.

SOURCES AND RELATED POLICIES



SOURCES

- Best Start Best Life: <https://www.vic.gov.au/give-your-child-the-best-start-in-life>
- The Kindergarten Funding Guide (Department of Education and Training): www.education.vic.gov.au
- Resources for Funded Kindergartens: <https://www.education.vic.gov.au>
- The constitution of [Service Name]

RELATED POLICIES

- Compliments and Complaints
- Delivery and Collection of Children
- Enrolment and Orientation
- Excursions and Service Events
- Governance and Management of the Service

- Inclusion and Equity
- Privacy and Confidentiality

EVALUATION



In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to affordability, flexibility of payment options and procedures for the collection of fees
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation and government policy, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172 \(2\)](#)).



ATTACHMENTS

- Attachment 1: Free Kindergarten information for families
- Attachment 2: Statement of additional hours and/or wrap around fees
- Attachment 3: Additional hours and/or wrap around care fee payment agreement

AUTHORISATION

This policy was adopted by the approved provider of Wilson Street Kindergarten on 14/07/2023.

REVIEW DATE: 14/07/2023



ATTACHMENT 1. FREE KINDERGARTEN INFORMATION FOR FAMILIES

Wilson Street Kindergarten 2024

1. General information

Kindergarten programs for four-year-old and eligible three-year-old children in Victorian Government funded services will be free as part of the Best Start, Best Life reform.

This investment will save families up to \$2,500 for each child enrolled in a participating funded kindergarten program.

DET also provides funding to assist eligible three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection, to access kindergarten programs.

2. What free kindergarten means at our service

Wilson Street Kindergarten has opted in to the Free Kindergarten initiative. Applicable parent fees are outlined below:

- Funded sessional kindergarten for 3-year-old children (up to 15 hours per week) – family contribution & working bee levy applicable.
- Funded sessional kindergarten for 4-year-old children (15 hours per week) - family contribution & working bee levy applicable.
- Kindergarten for 3 and 4 -year-old children over 15 hours per week – family contribution, working bee levy & fees applicable.

Wilson Street Kindergarten will reimburse families in full for any kindergarten fee deposit (*refer to Definitions*) payments that have already been made upon acceptance of enrolment, excluding any voluntary parent donations/payments that you agree to in writing.

3. Other charges

Other charges levied by Wilson Street Kindergarten are included on the Statement of Fees and Charges, that will be provided to families upon enrolment.

These include:

- **Excursion/service event charge (outside of the 15 hours per week program):** At times throughout the year an additional excursion(s) or event(s) may be arranged where it is considered relevant to the service's program and the children's interests. At this time any additional costs to families are taken into consideration before a decision is made (*refer to Excursions and Service Events Policy*).
- **Late collection charge:** The Committee of Management reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child from the service. This charge will be set at a level determined by the Committee of Management.

4. Additional hours fees

Wilson Street Kindergarten offers families hours above the set 15 hours per week (600 hours per year). The additional hours fee is determined by the hourly program rate based on the scheduled 2024 fee (including the costs of regular incursions and excursions).

5. Fundraising and voluntary parent payment/donations

While **participation in fundraising/donation is voluntary**, the support of every family is encouraged. Fundraising activities are also an opportunity for families and communities to come together.

6. Payment of fees for extended hours

Fees are payable for hours over and above 15 hours per week (600 hours per year).

The Committee of Management will regularly review payment options and procedures to ensure that they are inclusive and sensitive to families' cultural and financial situations.

Fees will be invoiced to parents/guardians directly and must be paid by the date indicated on the invoice. Each invoice will be accompanied by payment instructions. The first term's fees must be received in full prior to the child commencing at the service. For children enrolled after the commencement of a term, a pro rata invoice will be issued and must be paid in full within 14 days of the child's commencement at the service. Receipts will be provided for all fee payments.

Parents/guardians experiencing difficulty in paying fees are requested to contact the Enrolment Manager to arrange a suitable alternative payment plan. The *Privacy and Confidentiality Policy* of the service will be complied with at all times in relation to a family's financial/personal circumstances.

7. Unpaid fees for extended hours

If fees are not paid by the due date, the following steps will be taken.

- An initial reminder letter will be sent to parents/guardians with a specified payment date, and will include information on a range of support options available for the family.
- Where payment is still not received, families will be invited to attend a meeting to discuss the range of support options available and establish a payment plan.
- Failure to attend the meeting and continued non-payment may result in a second and final letter notifying parents/guardians that the child's place at the service may be withdrawn unless payment is made or a payment plan is entered into within a specified period of time. This letter will also include information on a range of support options available for the family.
- The Committee of Management will continue to offer support and will reserve the right to employ the services of a debt collector.
- If a decision is made to withdraw the child's place at the service, the parents/guardians will be provided with 14 days' notice in writing.
- No further enrolments of children from the parents/guardians will be accepted until all outstanding fees have been paid.

8. Refund of fees

The enrolment deposit (*refer to Definitions*) will be fully refunded to families only when the child commences at the service. Non-refundable waitlist fees (*refer to Definitions*) paid will be retained.

In any other case, additional hours are non-refundable (exceptional circumstances may apply – these are at the discretion of the Committee of Management). There will be no refund of these fees in the following circumstances:

- a child's short-term illness
- public holidays
- family holiday during operational times
- closure of the service for one or more days when a qualified educator is absent, and a qualified reliever is not available
- closure of the service for staff training days
- closure of the service due to extreme and unavoidable circumstances.

In addition, there will be no refund where a family chooses not to send their child to the program for the maximum number of hours for which they are enrolled.

9. Support services

Families experiencing financial hardship often require access to family support services. Information on these services may be available from the kindergarten service provider or alternatively families may contact the local council.

10. Notification of fee changes during the year for extended hours

Fees set for the year would only be reviewed in extraordinary circumstances, for example, if attendance rates fall below the budget 'break even' point. Parents/guardians will be notified one term in advance of any required fee increase and will be offered the option to request a payment plan.

ATTACHMENT 2. STATEMENT OF ADDITIONAL HOURS FEES

3YO Yellow Group - Hours: 15 hours funded + 3.5 hours non-funded

	Fees	Other	Family Contribution	Total	Invoice Sent	Invoice Due
Enrolment Application Fee		\$40		\$40		
Enrolment Acceptance Deposit (EAD)	\$150			\$150	26th June 2023	3rd July 2023
Term 1	\$455	Ground & Maintenance Levy \$125	Family Contribution \$430	\$1010	20th Oct 2023	3rd Nov 2023
Term2	\$455			\$455	16th Feb 2024	1st March 2024
Term 3	\$455			\$455	7th May 2024	21st May 2024
Term 4	\$455 -\$150 EAD (refundable)			\$305	6th Aug 2024	20th Aug 2024
Total	\$1,820	\$165	\$430	\$2,415		

3/4YO Green Group - Hours: 15 hours funded

	Fees	Other	Family Contribution	Total	Invoice Sent	Invoice Due
Enrolment Application Fee		\$40		\$40		
Enrolment Acceptance Deposit (EAD)	\$150			\$150	26th June 2023	3rd July 2023
Term 1	\$0	Ground & Maintenance Levy \$125	Family Contribution \$430	\$555	20th Oct 2023	3rd Nov 2023
Term2	\$0			\$0	16th Feb 2024	1st March 2024
Term 3	\$0			\$0	7th May 2024	21st May 2024
Term 4	\$0 -\$150 EAD			-\$150	6th Aug 2024	20th Aug 2024
Total	\$0	\$165	\$430	\$595		

4YO Blue Group - Hours: 15 hours funded + 3.5 hours non-funded

	Fees	Other	Family Contribution	Total	Invoice Sent	Invoice Due
Enrolment Application Fee		\$40		\$40		
Enrolment Acceptance Deposit (EAD)	\$150			\$150	26th June 2023	3rd July 2023
Term 1	\$455	Ground & Maintenance Levy \$125	Family Contribution \$430	\$1010	20th Oct 2023	3rd Nov 2023
Term2	\$455			\$455	16th Feb 2024	1st March 2024
Term 3	\$455			\$455	7th May 2024	21st May 2024
Term 4	\$455 -\$150 EAD			\$455 -\$150	6th Aug 2024	20th Aug 2024
Total	\$1820	\$165	\$430	\$2415		

4YO Red Group - Hours: 15 hours funded & 7.5 hours non-funded

	Fees	Other	Family Contribution	Total	Invoice Sent	Invoice Due
Enrolment Application Fee		\$40		\$40		
Enrolment Acceptance Deposit (EAD)	\$150			\$150	26th June 2023	3rd July 2023
Term 1	\$1100	Ground & Maintenance Levy \$125	Family Contribution \$430	\$1655	20th Oct 2023	3rd Nov 2023
Term2	\$1100			\$1100	16th Feb 2024	1st March 2024
Term 3	\$1100			\$1100	7th May 2024	21st May 2024
Term 4	\$1100 -\$150 EAD			\$1100 -\$150	6th Aug 2024	20th Aug 2024
Total	\$4,400	\$165	\$430	\$4,995		

Withdrawal of a kindergarten place

Wilson Street Kindergarten will not refund any fees should you choose to withdraw your child from the program after accepting a place. However, we understand that families circumstances can change. Please provide written notice to the Operations Manager and Enrolment Manager with your reasons for withdrawing your child. It will then be at the discretion of the kindergarten whether any fees will be refunded. Families who enrol their child to a group above 15 hours are committing to a full year of this program; it is not an opt in/ opt out system.

Absent or on holidays during non-funded hours

Wilson Street Kindergarten is a not-for-profit kindergarten that relies on the payment of fees and enrolments. Upon accepting a place in one of our programs, it is expected that the child will attend and pay for all the hours in the program for the duration of the year. If families choose to go on holiday, or your child is sick/ absent, you will not be refunded for the hours missed. Special circumstances will be reviewed on a case-by-case basis by the kindergarten.

Enrolment Acceptance Deposit (EAD)

Families are required to pay the EAD upon accepting an offer for a place in one of our 3 or 4-year-old programs. The EAD will be retained by the kindergarten and offered for refund during Term 4. Families who do not commence in 2024 at Wilson Street Kindergarten will not be refunded their EAD. The EAD is payable per child.

Payment of fees

Invoices will be issued per the above dates. Families are provided 14 days to make payment. Any late payments after the due date will incur a \$25 late fee (unless arrangements have been made with the Enrolment & Fee Manager prior to the due date of the invoice).

Late payment fee

If fees are not received by the invoice due date, a late payment fee will apply. Please contact our Enrolment & Fee Manager should you need to make other arrangements prior to the due date of the invoice. The late payment fee is \$25 per fortnight after invoice due date.

Group request change fee

A non-refundable fee of \$25 is payable on request to swap group.

Ground & Maintenance Levy (Working Bee Levy)

A refundable ground and maintenance levy is payable by all families. The levy is refundable upon request should a family member participate in one of our 4 working bees held throughout the year. One working bee levy refundable per family. Multiple children enrolled in the same year will be invoiced for one levy per family. The levy is refundable should a parent/guardian join and participate in the committee of management for that year.

Late collection charge

The Committee of Management reserves the right to implement a late collection charge when:

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

Early Start Kindergarten

To be eligible, your child must be 3 by 30 April in the year they start kindergarten, and:

- from a refugee or asylum seeker background, or
- identify as Aboriginal or Torres Strait Islander, or
- your family has had contact with child protection.

Children can also access free or low cost Four-Year-Old Kindergarten through the Early Start Kindergarten Extension Grant. For more information, please visit <https://www.vic.gov.au/early-start-kindergarten> or contact our Operational Manager.

Children turning three during year of enrolment

If your child turns 3 within 3 weeks of starting Term 1, your child's place will be held, and your child can attend after they turn 3. Children may (at the parent/guardian's discretion) attend Wilson Street Kindergarten before they have turned three in the following circumstances:

- for relevant social and transition/welcoming events run by Wilson Street Kindergarten
- official photography sessions.

ATTACHMENT 3. ADDITIONAL HOURS FEE PAYMENT AGREEMENT

2024

Please complete this form and return to Wilson Street Kindergarten by [Date]

Fee payment contract

Child's full name:

Parent's/guardian's full name:

- I/we acknowledge that the three-year-old 15 hours per week (600 hours per year) funded kindergarten program is fully funded by the state government, with the balance of additional hours over and above coming from fees paid by parents/guardians.
- I/we acknowledge that the four-year-old 15 hours per week (600 hours per year) funded kindergarten program is fully funded by the state government, with the balance of additional hours over and above coming from fees paid by parents/guardians.
- I/we agree to pay any additional fees for services above the 600 hours by the due date on the invoice.
- I/we understand that fees for additional hours each term are non-refundable.
- I/we acknowledge that if fees for additional hours are not paid by the due date, the Committee of Management will implement the late payment of fees procedures, as outlined in the Free Kindergarten Information for Families, which could result in the withdrawal of my/our child's place at the service and no further enrolments until the outstanding fees are paid.
- 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 Enrolment Manager to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's Free Kindergarten Information for Families, which outlines the procedure for payment of fees.

Signature (parent/guardian):

Date:

Note: Invoices, receipts and collection of fees will be in accordance with the Wilson Street Kindergarten Free Kindergarten Fee Policy.