

FEES – ST MARY’S PRE-SCHOOL

QUALITY AREA 7 | ELAA VERSION 1.1



PURPOSE

This policy will provide clear guidelines for:

- how services comply with the Free Kinder initiative.
- the application of surplus funding within St Mary’s Pre-School 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 any additional hours offered.



POLICY STATEMENT

VALUES

St Mary’s Pre-School is committed to:

- supporting the Victorian Government’s Free Kinder 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 St Mary’s Pre-School.

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 DE’s Free Kinder initiative (<i>refer to Definitions</i>)	R	√	√	√	

Ensuring that policies and procedures are in place for the payment of fees (if applicable) and the provision of a statement of fees charged by the service (<i>Regulation 168</i>), and take reasonable steps to ensure those policies and procedures are followed (<i>Regulation 170</i>)	R	√			
Ensuring that families are informed of the operating hours including term dates, planned closures and additional hours to account for closures.	R	√			
Ensuring families are informed of the total annual fee amount, including any applicable fees for e.g. excursions and any additional hours	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 Kindergarten 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 in line with acceptable uses of kindergarten funding, including to promote increased participation and/or enhance program quality	R	√			
Ensuring any voluntary parent payments/donations are explicitly agreed to in writing and received	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 <i>Fees - Free Kinder Policy</i> is readily accessible at the service (<i>Regulation 171</i>)	R	√			
Providing all parents/guardians with information about Free Kinder (<i>refer to Attachment 1</i>)	R	√			
Providing all parents/guardians with a statement of additional hours fees and charges (<i>refer to Attachments 2</i>) upon enrolment of their child, if applicable NOTE: parents should also be advised that enrolling for hours over 15 is optional and families can choose to only enrol for 15 hours and receive this program at no cost.	R	√			

Providing all parents/guardians with an additional fee payment fee agreement (<i>refer to Attachments 3</i>), if applicable	R	√			
Informing parents of any action that will be taken if fees are not paid	R	√			
Reading the St Mary's Pre-School Free Kinder information for families (<i>refer to Attachment 1</i>), the Statement of Additional Hours Fees and Charges (<i>refer to Attachments 2</i>), and the Additional Hours Fee Payment Agreement (<i>refer to Attachments 3</i>) if applicable				√	
Signing and complying with the Additional Hours Fee Payment Agreement (<i>refer to Attachments 3</i>), 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 St Mary's Pre-School				√	
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 (<i>Regulation 172(2)</i>), 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 DE's Free Kinder initiative (<i>refer to Sources</i>)	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 Kinder, 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 Kinder 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 kinder 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 Kinder 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) if applicable: 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 (ESK): A funding program that provides eligible children 15 hours of free or low cost kindergarten program each week for two years before starting school. To be eligible a child must be 3 by 30 April in the year they start kindergarten and be from a refugee or asylum seeker background, or identify as Aboriginal or Torres Strait Islander, or the family has had contact with child protection. Details are available at: www.vic.gov.au/early-start-kindergarten If a child is eligible for ESK, they should be enrolled in ESK, even where Free Kinder and/or 15 hours per week of funded three-year old kindergarten is offered. This ensures eligible children have priority access to 15 hours of funded kindergarten provided by an early childhood teacher and that service providers receive additional funding and support. 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.

Administration fee: A fee for when families register their child directly with a service. This fee will not be refunded as it is not part of the Free Kinder 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 Kinder: A Victorian Government Best Start, Best Life initiative providing Free Kinder programs for four-year-old and three-year-old children in funded services, that have opted into the initiative.

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

- providing a free 15-hour program to 4-year-old children enrolled at a sessional service
- providing a free 5 to 15-hour program to 3-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 3 and 4-year-old children enrolled at a long day care service.

Funded Kindergarten: The Victorian Government provides funding to support children to access a high-quality kindergarten program in the two years before they start school. The funding is a contribution towards meeting the cost of the kindergarten program. Funded kindergartens charge fees to help meet the cost of running kindergarten programs. Fees are set by individual kindergartens and depend on things like how many hours children attend and whether there are extra costs such as excursions.

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.

Pre-Prep: Four-Year-Old Kindergarten will gradually transition to Pre-Prep over the next decade from 2025. Funded kindergarten hours will double from 15 to up to 30 hours a week. Pre-Prep will be delivered through sessional kindergartens and long-day-care centres. By 2032, children across Victoria will have access to 1,800 hours of funded kindergarten before school, comprising 600 hours of Three-Year-Old Kindergarten and 1,200 hours of Pre-Prep.

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. Wrap around care fees are not funded by the Victorian Government but may be covered by CCS (*refer to Definitions*).

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): www.vic.gov.au/kindergarten-funding-guide
- Resources for Funded Kindergartens: www.vic.gov.au/kindergarten-funding-guide
- The constitution of St Mary’s Pre-School

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
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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 \(2\)](#)).
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ATTACHMENTS

- Attachment 1: Free Kinder information for families
 - Attachment 2: Aftercare Fees
 - Attachment 3: Aftercare Fee Agreement
 - Attachment 4: Extra Day Charge 2024
 - Attachment 5: Third Day Charge 2025
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AUTHORISATION

This policy was adopted by the approved provider of St Mary's Pre-School In May 2024

REVIEW DATE: May 2025



ATTACHMENT 1. FREE KINDER INFORMATION FOR FAMILIES

St Mary's Pre-School 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.

DE 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 Kinder means at our service

St Mary's Pre-School has opted in to the Free Kinder initiative. Applicable parent fees are outlined below:

- Funded sessional kindergarten for 3-year-old children (15 hours per week program) - no parent fee
- Funded sessional kindergarten for 4-year-old children (15 hours per week program) - no parent fee

St Mary's Pre-School will reimburse families in full for any kindergarten enrolment fee (*refer to Definitions*) enrolment fee payments that have already been made **at the end of Term 1, or at the time the child has completed a full term at the service**, excluding any voluntary parent donations/payments that you agree to in writing. There will be no refund of the enrolment fee if parents withdraw prior to the start of Term 1 2024.

If you do not receive your first session preference, you will have a period of 7 days to withdraw from the service to receive a refund of any enrolment fee paid. After this time, no refunds will be issued.

3. Other charges

Other charges levied by St Mary's Pre-School 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 approved provider/Committee of Management/Board [delete whichever is not applicable] 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 approved provider/Committee of Management
- **Extra Day Charge:** Where there is availability within a program due to low enrolments, families may be able to take up an extra day of a session at an additional cost, based on the value of the funding amount (free Kinder and per capita funding) foregone. This will be charged on a term basis and a family must commit to the full/remaining year to take up this position.
- **Third Day Program:** St Mary's Pre-School will offer a third day program from 2025. 4YO families will be prioritised into this program, with 3YO families will be able to access this should there be any vacancies. A fee is applicable to all families that access this program.

4. After Care fees

- St Mary's Pre-School offers After Care outside of the 15 hours per week sessional kindergarten program. This fee is applicable to all families that require care before and after the kindergarten session.
- After Care is offered after programs on Monday, Tuesday, Wednesday, and Thursday only.
- After Care operates from 4.00 – 5.30pm

5. Fundraising and voluntary parent payment/donations

While **participation in fundraising/donation is voluntary**, the support of every family is encouraged and needed to support a quality program.

Fundraising activities are also an opportunity for families and communities to come together.

6. Payment of fees for extended hours and extended care

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

The approved provider/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. Each term's fees must be received in full prior to the child commencing each term. 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 only be provided for fee payments on request. Extended care fees must also be paid prior to the commencement of each term in order for the child to commence the next term.

Parents/guardians experiencing difficulty in paying fees are requested to contact the Bookkeeper or Treasurer 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 after care / extra days / third day program.

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 approved provider/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.

As per above. Children will not be able to commence in any additional programs, such as the third day program if their extended care fees are unpaid.

8. Refund of fees

The enrolment deposit (*refer to Definitions*) will be fully refunded to families only when the child commences at the service (i.e. term 1). Non-refundable Administration 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/wrap around care

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. AFTER CARE FEES

St Mary's Pre-School

After Care Fee schedule 2024

Fees for 2 Sessions Per week	Fee (1 Session)	Fees (2 Session)
After Care Deposit	\$150	\$150
Term 1 – 10 Weeks	\$250	\$500
Term 2 – 10 Weeks	\$250	\$500
Term 3 – 10 weeks	\$250	\$500
Term 4 – 11 weeks	\$275	\$550
Total	\$1175	\$2,200

Sessions

Parents who require 2 sessions per week will be given priority. All sessions are committed to, on an annual basis.

Payment of fees

Invoices will be issued 14 days prior to the due date and will require payment before the commencement of a new term.

AfterCare fee deposit

Parents/guardians are required to pay the After Care deposit of \$150 as part of the enrolment process. If the application is successful the child will be booked in to all four terms.

Extended Care session times are subject to change, and sessions are offered dependent on minimum enrolment numbers. The deposit will be returned should the session not go ahead or if it is over subscribed.

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 (*refer to Free Kindergarten Information for Families*). Currently the fee is \$15 per fifteen minutes late.

ATTACHMENT 3. AFTER CARE FEE PAYMENT AGREEMENT

Fee payment contract

Child's full name:

Parent's/guardian's full name:

- I/we agree to fees by the due date on the invoice.
- I/we understand that fees for after care 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 Administration Manager 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 St Mary's Pre-School Free Kindergarten Fee Policy.

ATTACHMENT 4. EXTRA DAY FEES

St Mary's Pre-School

Extra Day Fee schedule 2024

	Fee (1 extra session per week)
Extra Day Deposit	\$100
Term 1	\$1,075
Term 2	\$1,075
Term 3	\$1,075
Term 4	\$1,075
Total	\$4,400

Payment of fees

Invoices will be issued 14 days prior to the due date and will require payment before the commencement of a new term.

Extra Day deposit

Parents/guardians are required to pay the Extra Day deposit of \$100 as part of the enrolment process. If the application is successful the child will be booked in to all four terms.

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 (*refer to Free Kindergarten Information for Families*). Currently the fee is \$15 per fifteen minutes late.

EXTRA DAY FEE PAYMENT AGREEMENT

Fee payment contract

Child's full name:

Parent's/guardian's full name:

- I/we agree to fees by the due date on the invoice.
- I/we understand that fees for after care 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 Administration Manager 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 St Mary's Pre-School Free Kindergarten Fee Policy.

ATTACHMENT 5. THIRD DAY PROGRAM

St Mary's Pre-School

Third Day Program Fees - 2025

	Fee (1 extra session per week)
Third Day Program Deposit	\$150
Term 1	\$850
Term 2	\$850
Term 3	\$850
Term 4	\$850
Total	\$3,550

Payment of fees

Invoices will be issued 14 days prior to the due date and will require payment on or before the due date.

Extra Day deposit

Parents/guardians are required to pay the Extra Day deposit of \$150 as part of the enrolment process. If the application is successful the child will be booked in to all four terms. This is a non-refundable fee.

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 (*refer to Free Kindergarten Information for Families*). Currently the fee is \$15 per fifteen minutes late.

THIRD DAY PROGRAM FEE PAYMENT AGREEMENT

Fee payment contract

Child's full name:

Parent's/guardian's full name:

- I/we agree to fees by the due date on the invoice.
- I/we understand that fees for after care 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 Administration Manager 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 St Mary's Pre-School Free Kindergarten Fee Policy.