

# FEES - FREE KINDER

QUALITY AREA 7 | ELAA VERSION 1.2



## PURPOSE

This policy will provide clear guidelines for:

- how services comply with the Free Kinder funding requirements.



## POLICY STATEMENT

### VALUES

Heathmont East PreSchool 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 Heathmont East PreSchool.

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	R	✓			

payment of fees (if applicable) and the provision of a statement of fees charged by the service ( <a href="#">Regulation 168</a> ), and take reasonable steps to ensure those policies and procedures are followed ( <a href="#">Regulation 170</a> )					
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	√			
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 ( <a href="#">refer to Definitions</a> )	R	√			
Ensuring any non-funded positions are enrolled in accordance with the Kindergarten Funding Guidelines ( <a href="#">refer to Sources</a> )	R	√			
Providing communication to families explaining their access to one year of three-year-old and one of four-year-old funded kindergarten program	R	√			
Ensuring families that attend both sessional kindergarten and a long day care service <b>nominate and document</b> 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 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 <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 an additional hours 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 Heathmont East PreSchool Free Kinder information for families ( <i>refer to Attachment 1</i> ),				✓	
Providing agreement in writing if any additional payments are made to the Heathmont East PreSchool				✓	
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> ),	R	✓			

ideally providing one term's notice.					
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 additional hours 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 Kinder 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](http://www.legislation.vic.gov.au)

Commonwealth Legislation – Federal Register of Legislation: [www.legislation.gov.au](http://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](http://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](http://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.

**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.

**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 2036, 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.

## 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](http://www.vic.gov.au/kindergarten-funding-guide)
- Resources for Funded Kindergartens: <https://www.vic.gov.au/resources-funded-kindergartens>
- The constitution of Heathmont East PreSchool.

### 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 Kinder information for families
- Attachment 2: Statement of Fees and Charges.



#### AUTHORISATION

This policy was adopted by the approved provider of Heathmont East PreSchool on 23/06/2025.

**REVIEW DATE:** May 2026

## ATTACHMENT 1. FREE KINDER INFORMATION FOR FAMILIES

### Heathmont East PreSchool 2025-2026

#### 1. General information

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

Free Kinder provides families with a free program in sessional services and a fee offset in long day care services.

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

#### 2025

Operation hours	Monday - Friday 8:30am - 4pm
Term 1	28th January 2025 - 4th April 2025
Term 2	22nd April 2025 - 4th July 2025
Term 3	21 July 2025 - Friday 19 September 2025
Term 4	6 October 2025 - 19 December 2025
Planned Closures	Public Holidays

#### 2026

Operation hours	Monday - Friday 8:30am - 4pm
Term 1	27 Jan to 2 April 2026
Term 2	20 Apr to 26 June 2026
Term 3	13 July to 18 Sep 2026
Term 4	5 Oct to 18 Dec 2026
Planned Closures	Public Holidays

#### 2. What Free Kinder means at our service

Heathmont East PreSchool has opted into the Free Kinder initiative.

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

#### 3. Other Charges

Other charges levied by Heathmont East Preschool are included on the Statement of Fees and Charges. These include:



**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.. Families may be charged the late collection charge after receiving three documented warnings from the Committee and/or the child's teacher. This charge will be set at a level determined by the Committee of Management and is currently \$10 per every 5 minutes that a parent/guardian is late to collect a child.

**Excursion/service event charge:** 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. A charge may be made to families for the cost recovery for this event (e.g. entry and transport costs). These charges are not required of families who are eligible for KFS (as set out in the Kindergarten Funding Guide).

**4. Statement of fees and charges** A statement of fees and charges for three-year-old kindergarten and/or four-year-old will be provided to families on enrolment (refer to Attachment 2).

**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. 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.

**7. 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. STATEMENT OF FEES AND CHARGES

Three-year-old and Four-year-old funded kindergarten

**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. Families may be charged the late collection charge after receiving three documented warnings from the Committee and/or the child's teacher. This charge will be set at a level determined by the Committee of Management and is currently \$10 per every 5 minutes that a parent/guardian is late to collect a child.

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