

Free Kindergarten Fees Policy

Policy Details

Classification	Mandatory
Quality area/s	7 – Governance and Leadership
Policy owner	President president@raleighst.org
Date of approval/most recent review	15/02/2023
Date of next review	15/02/2024



PURPOSE

This policy will provide clear guidelines for:

- reduced fees for children enrolled in a funded kindergarten program in a long day care centre
- the application of surplus funding within Raleigh St Community Children's Centre (Raleigh St) 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 wrap around care / long day-care parent fees minus the Free Kindergarten Funding.



POLICY STATEMENT

VALUES

Raleigh St 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 Committee of Management, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, parents/guardians attending Raleigh St.

RESPONSIBILITIES	Committee of Management 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 (<i>Regulation 171</i>)	R	√			

Providing all parents/guardians with information about Free Kindergarten (<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	R	√			
Providing all parents/guardians with an additional payment fee agreement (<i>refer to Attachments 3</i>), if applicable	R	√			
Reading the Raleigh St Free Kindergarten 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 Committee of Management if experiencing difficulties with the payment of additional hours fees				√	
Providing agreement in writing if any additional payments are made to the Raleigh St				√	
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 Committee of Management and staff, and in line with the requirements of DET's Free Kindergarten initiative (<i>refer to Sources</i>)	R	√	√	√	
Informing the Committee of Management 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 Committee of Management.		√	√		

BACKGROUND AND LEGISLATION



BACKGROUND

The Best Start, Best Life reform will help all Victorian children 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:

- 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. Committee of Management, 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 ensures 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.

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

Bond: A charge (equivalent to 2 weeks' fees) 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 bond will only be refunded if the child commences in the service, and any fees outstanding will be deducted from the bond before refunding at the termination of enrolment.

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 Raleigh St

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 Committee of Management 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 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: Additional hours and/or wrap around care fee payment agreement

AUTHORISATION

This policy was adopted by the Committee of Management of Raleigh St on [Date].

REVIEW DATE: 15/02/2023

POLICY REVIEW HISTORY

Date	Modification
February 2023	Policy created for Raleigh Street based on ELAA version 1.0

ATTACHMENT 1. FREE KINDERGARTEN INFORMATION FOR FAMILIES

Raleigh St 2023

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.

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

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

- Kindergarten in long day care for 3 and 4 -year-old children – the daily childcare fee will be reduced by the Free Kindergarten Funding
- This amount is set at \$2000 per family for 2023, for children attending 15 hours of kindergarten in an integrated setting. This equates to a \$50 reduction in fees per week, for each week of the kindergarten terms (40 weeks).

3. Other charges

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

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.

4. Additional hours of care fees

Raleigh St offers families with children enrolled in kindergarten wrap around care above the set 15 hours per week (600 hours per year) and provides care during school holidays (with the exception of the three week closure at Christmas). The wrap around care fee is determined by the hourly program rate based on the scheduled fee (including the costs of regular incursions and excursions, provision of meals and resources).

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. Subsidies

6.1 Child Care Subsidy (CCS)

Child Care Subsidy (CCS) is an Australian Government subsidy that can assist eligible families with the costs of childcare at an approved child care provider. Raleigh St is an approved child care provider.

Approved child care providers are providers that meet certain standards and requirements, and are approved by the Australian Government. Approved child care providers must:

- hold the required approvals or licences to provide child care in the state or territory that the service/s operate in
- ensure the provider and any individual who is or will be a Person with Management or Control of the Provider is fit and a proper person to administer the CCS (requirements set out in Section 194E of A New Tax System (Family Assistance) Act 1999.
- be financially viable and is likely to remain so

- ensure that required fit and proper checks are carried out for each Person with Management or Control of the Provider, Persons with Responsibility for Day-to-Day Operation of the Service and In-Home Care and Family Day Care Educators

The amount of subsidy received is determined by the circumstances of the applicant's including the family income, the hourly rate cap and the hours of activity undertaken by the parents. Further information for parents can be found here: <https://www.servicesaustralia.gov.au/child-care-subsidy>

Long day care providers that offer funded kindergarten as part of the long day care program are required to directly offset the full payment of the Free Kindergarten initiative from parents' out of pocket fees (after CCS is applied). Fee reductions will be made proportionally across the year to families' bills, i.e. fortnightly or monthly. Only children receiving a funded kindergarten place at Raleigh St, led by a qualified teacher, are eligible under this initiative.

7. Payment of fees for wrap around care

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

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.

Parents/guardians experiencing difficulty in paying fees are requested to contact the Director 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.

Method of payment

- Fees are payable by direct debit only
- Raleigh St uses Xap, a Child Care Subsidy System used for tracking fees, subsidies and payments. Upon enrolment, families are issued with a username and password to set up their payment details and view their fees account in Xap
- Families are expected to become familiar with this application and keep track of their fees account via this portal at www.xap.rocks or through the Xap *Smile* app on a tablet or phone
- Invoices will be sent to the families' nominated email address on a fortnightly basis and payments are debited from the account by a direct debit arrangement between the family and a third party (QuickPay) on the due date of the invoice
- The direct debit occurs on the Friday following receipt of the last invoice, and families are invoiced for fees in arrears
- It is the family's responsibility to inform Raleigh St if invoices are not being received, or the nominated email address has changed
- An \$8.50 dishonour fee is charged by QuickPay if the direct debit fails due to insufficient funds.
- There are fees if you nominate a credit card facility to pay your account - 1.8% of the payment amount for Visa or Mastercard, and 3.6% for Amex or Diners Club cards
- Direct Debit from a savings account does not incur processing fees

8. Unpaid fees for wrap around care

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.

9. Refund of fees

The bond (*refer to Definitions*) will be fully refunded to families only when the child commences at the service, and the amount of bond will be reduced by the amount of any outstanding fees.

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 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.

10. 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.

11. 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 two weeks in advance of any required fee increase and will be offered the option to request a payment plan.

Statement of Fees and Charges

Fee Schedule for 2022/23

Covering period 4 July 2022 to 30 June 2023 Hours: 10.5 hours per day

Daily Fee \$138.00

Weekly Fee (attending 5 days) \$680.00

During School Terms, a \$50 discount per week will be applied to the fees accounts of children enrolled in a 3 or 4 year old kindergarten program

Late collection charge

The following late fees apply from 6pm:

- \$5 for any part of the first 5 minutes
- \$10 for 5-10 minutes
- \$15 for 10-15 minutes
- \$1 each minute after 6:15pm

The late fee is determined by the CoM and administered by the Director.

We request that children are collected by 5:45pm to allow time for staff to pack-up the centre prior to their shift finishing at 6pm.

ATTACHMENT 2. WRAP AROUND CARE FEE PAYMENT AGREEMENT FOR KINDERGARTEN ENROLMENTS

2023

Please complete this form and return to Raleigh St by 23/02/2023

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 of wrap around care 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 of wrap around care 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 wrap around care are non-refundable.
- I/we acknowledge that if fees for wrap around care 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 Director 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 Raleigh St Free Kindergarten Fee Policy.