



FEES - FREE KINDER

QUALITY AREA 7



PURPOSE

This policy will provide clear guidelines for:

- how services comply with the Free Kinder funding requirements.



POLICY STATEMENT

VALUES

Centenary Drive Kindergarten 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 Centenary Drive 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					
1. 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	✓	✓	✓	
2. 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> .	R	✓			

and take reasonable steps to ensure those policies and procedures are followed (<i>Regulation 170</i>)					
3. Ensuring that families are informed of the operating hours including term dates, planned closures and additional hours to account for closures.	R	√			
4. Ensuring families are informed of the total annual fee amount, including any applicable fees for e.g. excursions and any additional hours	R	√			
5. Reimbursing families in full for enrolment deposits that have already been paid upon acceptance of enrolment	R	√			
6. Ensuring families are not charged any compulsory out-of-pocket levies or maintenance fees (voluntary fundraising and payments/donations are permitted)	R	√			
7. 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	√			
8. Ensuring any non-funded positions are enrolled in accordance with the Kindergarten Funding Guidelines (<i>refer to Sources</i>)	R	√			
9. Providing communication to families explaining their access to one year of three-year-old and one of four-year-old funded kindergarten program	R	√			
10. Ensuring families that attend both sessional kindergarten and a long day care service nominate and document at which service the child will participate in the funded kindergarten program	R	√		√	
11. 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	√			
12. Ensuring any voluntary parent payments/donations are explicitly agreed to in writing and receipted	R	√			
13. Charging families only for an occasional special event/ excursions that occur outside the normal program/curriculum	R	√	√		
14. Ensuring that any child that is eligible for Early Start Kindergarten is enrolled at the service and recorded on the Arrival system	R	√	√		
15. Collecting all relevant information regarding those with entitlement to concessions and recording it on the Arrival system	R	√	√		
16. Ensuring that the <i>Fees - Free Kinder Policy</i> is readily accessible at the service (<i>Regulation 171</i>)	R	√			
17. Providing all parents/guardians with information about Free Kinder (<i>refer to Attachment 1</i>)	R	√			
18. Providing all parents/guardians with a Late Collection Warning (<i>refer to Attachments 2</i>), explaining a late fee may	R	√			

be imposed if they are late in collecting their child from the service.					
19. Issuing parents with a Late Collection Charge Invoice (<i>refer to Attachments 3</i>) if they continue to be late in collecting their child after receiving a written warning (<i>refer to Attachments 2</i>)	R	✓			
20. Reading the Centenary Drive Kindergarten Free Kinder information for families (<i>refer to Attachment 1</i>), the Late Collection Warning (<i>refer to Attachments 2</i>), and the Late Collection Charge Invoice (<i>refer to Attachments 3</i>)				✓	
21. Complying with the terms outlined in the Late Collection Warning (<i>refer to Attachments 2</i>) and Late Collection Charge Invoice (<i>refer to Attachments 3</i>), if issued with either				✓	
22. Ensuring any Late Collection Fees are collected and receipted	R	✓			
23. Notifying the approved provider if experiencing difficulties with the payment of Late Collection Fees				✓	
24. 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	✓	✓	✓	
25. 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	✓			
26. 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	✓	✓	✓	
27. Informing the approved provider of any complaints or concerns that have been raised regarding late fees at the service		✓	✓		
28. 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

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.

Commented [JR1]: Definitions better at end of document.

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: For service's that have not opted for Free Kinder, 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.

Late Collection Charge: A charge that may be imposed by the Approved Provider when parents/guardians are late to collect their children from the program.

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.

Pre-Prep priority cohort: From 2026, between 16 and 25 hours of Pre-Prep will be available to:

- Aboriginal and Torres Strait Islander children
- children from a refugee or asylum seeker background
- children who have had contact with Child Protection
- children who were supported by Early Start Kindergarten (ESK) or Access to Early Learning (AEL) in their Three-Year-Old Kindergarten year.

Pre-Prep hours for this group of [priority cohort children increase to up to 30 hours from 2028](#).

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.

Commented [JR2]: include a line that states the rollout year – including "Priority Cohort"; 3YO and 4YO.

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: <https://www.vic.gov.au/resources-funded-kindergartens>
- 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 Kinder information for families
- Attachment 2: Late Collection Charge Warning
- Attachment 3: Late Collection Charge Invoice

AUTHORISATION

This policy was adopted by the approved provider of Centenary Drive Kindergarten on 25/08/2025.

REVIEW DATE: 25/08/2027

ATTACHMENT 1. FREE KINDER INFORMATION FOR FAMILIES

Centenary Drive Kindergarten

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.

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.

2. What Free Kinder means at our service

Centenary Drive Kindergarten 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) – no parent fee
- Funded sessional kindergarten for 4-year-old children (15 hours per week) - no parent fee

3. Other charges

Other charges levied by Centenary Drive Kindergarten 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.

When parents/guardians are frequently late in collecting their child from the service, the following procedure shall be implemented :-

1. Initial verbal discussion with the parent/guardian to understand any factors contributing to the late collection and how the family can be supported to collect the child on time.
2. Where late collection continues, a follow up discussion alerting the parents/guardians to the late collection charge and providing the parent/guardian a copy of the Free Kindergarten Fees Policy and the Late Collection Charge Warning (*Attachment 2*)
3. Implementing the late collection charge by issuing the parent/guardian with a Late Collection Charge Invoice – (*Attachment 3*)

The Late Collection Charge rates determined by the Committee of Management are as follows :-

- * When a parent/guardian is over 10 minutes late in collecting their child from the conclusion of the session, the fee will be \$20 for every 5 minutes.

4. 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.

ATTACHMENT 2. LATE COLLECTION CHARGE WARNING

Late Collection Charge Warning



Centenary Drive Kindergarten

68 Centenary Drive,

Mill Park, 3082

Ph: (03)9436 7671

Email: centenary.drive.kin@kindergarten.vic.gov.au

Web: <https://www.centenarydrivekinder.kindergarten.vic.gov.au/>

Date: ____/____/____

Dear _____

It was noted that on ____/____/____, you arrived at ____:____pm to collect your child/ren.

Our session times are as follows :-

(insert relevant session times)

Attached for you to read is a copy of our Free Kindergarten Fees Policy which includes details of our Late Collection Charge which states – *“When a parent/guardian is over 10 minutes late in collecting their child from the conclusion of the session, the fee will be \$20 for every 5 minutes.”*

We have previously verbally discussed with you our Late Collection Charge. This letter is a final reminder of our operation hours and the information stated in our policy. No fee will be charged on this occasion, but there will be no further warnings. As per our policy, the next late collection will result in a Late Collection Charge being issued.

If you wish to discuss your care needs or require further support in ensuring on time collection, please speak with your child's teacher or the Director, Andrea Strachan-
centenary.drive.kin@kindergarten.vic.gov.au

We thank you for your understanding,

Committee of Management,
Centenary Drive Kindergarten

ATTACHMENT 3. LATE COLLECTION CHARGE INVOICE

Late Collection Charge Invoice



Centenary Drive Kindergarten

68 Centenary Drive,

Mill Park, 3082

Ph: (03)9436 7671

Email: centenary.drive.kin@kindergarten.vic.gov.au

Web: <https://www.centenarydrivekinder.kindergarten.vic.gov.au/>

Date: ____/____/____

Dear _____

It was noted that on ____/____/____, you arrived at ____:____pm to collect your child/ren.
Our session times are as follows :-

(insert relevant session times)

As you were previously provided with a verbal and a written warning, you will now be charged a late fee of \$ ____.

Please make payment via direct deposit to:-

Acc Name : Centenary Drive Kindergarten **BSB :** 701 191 **Acc No :** 268 173 895

Reference : child's name and group

This fee is in line with the charges laid out in the Free Kindergarten Fees Policy - *"When a parent/guardian is over 10 minutes late in collecting their child from the conclusion of the session, the fee will be \$20 for every 5 minutes."* A copy of this policy was provided to you previously, along with the warning letter.

Please be aware that any future late pick-ups will result in additional Late Collection charges.

If you wish to discuss your care needs or require further support in ensuring on time collection, please speak with your child's teacher or the Director, Andrea Strachan -

centenary.drive.kin@kindergarten.vic.gov.au

Yours Faithfully
Committee of Management,
Centenary Drive Kindergarten