

FREE KINDERGARTEN FEES

QUALITY AREA 7 | ELAA version 1.0



PURPOSE

This policy will provide clear guidelines for:

- free kindergarten funding for funded sessional kindergarten programs
- reduced fees for children enrolled in a funded kindergarten program in a long day care centre
- the application of surplus funding within Woodridge 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 (additional hours fees, or long day-care parent fees minus the Free Kindergarten Funding).



POLICY STATEMENT

VALUES

Woodridge Pre-school is committed to:

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

SCOPE

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

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educator 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	R				

management required for preparing for three-year-old expansion					
Ensuring any voluntary parent payments/donations are explicitly agreed to in writing and receipted	R				
Charging families only for an occasional special event/ excursions that occur outside the normal program/curriculum	R				
Ensuring that any child that is eligible for Early Start Kindergarten is still enrolled at the service and recorded on the KIM system	R				
Collecting all relevant information regarding those with entitlement to concessions and recording it on the KIM system	R				
Ensuring that the Free Kindergarten Fee Policy is readily accessible at the service (Regulation 171)	R				
Providing all parents/guardians with information about Free Kindergarten (refer to Attachment 1)	R				
Providing all parents/guardians with a statement of additional hours fees and charges (refer to Attachments 2) upon enrolment of their child, if applicable	R				
Providing all parents/guardians with an additional payment fee agreement (refer to Attachments 3), if applicable	R				
Reading the Woodridge Pre-school Free Kindergarten information for families (refer to Attachment 1), the Statement of Additional Hours Fees and Charges (refer to Attachments 2), and the Additional Hours Fee Payment Agreement (refer to Attachments 3) if applicable					
Signing and complying with the Additional Hours Fee Payment Agreement (refer to Attachments 3), if applicable					
Notifying the approved provider if experiencing difficulties with the payment of additional hours fees					
Providing agreement in writing if any additional payments are made to the Woodridge 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 (Regulation 172(2)), ideally providing one term's notice.	R				
Implementing and reviewing this policy, in consultation with parents/guardians, the approved provider and staff, and in line with the requirements of DET's Free Kindergarten initiative (refer to Sources)	R				
Informing the approved provider of any complaints or concerns that have been raised regarding fees at the service					
Referring parents'/guardians' questions in relation to this policy to the approved provider.					

BACKGROUND AND LEGISLATION



BACKGROUND

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

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

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

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

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

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

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

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

Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au

Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au



DEFINITIONS

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

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

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

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

continue to monitor efforts to engage the most vulnerable children in kindergarten across Victoria and provide additional targeted support where required through SRF or Early Childhood LOOKOUT.

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

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

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

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

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

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

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

SOURCES AND RELATED POLICIES



SOURCES

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

RELATED POLICIES

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

EVALUATION



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

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to affordability, flexibility of payment options and procedures for the collection of fees
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation and government policy, research, policy and best practice

- revise the policy and procedures as part of the service’s policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).



ATTACHMENTS

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



AUTHORISATION

This policy was adopted by the approved provider of Woodridge Pre-school on March 2023.

REVIEW DATE: March 202

ATTACHMENT 1. FEE INFORMATION FOR FAMILIES

Woodridge Pre-School 2023/24

1. General information

The Department of Education and Training (DET) (*refer to Definitions*) provides funding for each child enrolled and attending kindergarten in the two years before school as a contribution toward the costs of providing the program. Services meet the balance of costs through charging fees and fundraising activities.

DET provides a Kindergarten Fee Subsidy (see below) that enables children from eligible families to attend a kindergarten program free of charge in the two years before school.

DET also provides Early Start Kindergarten funding to assist eligible three-year-old Aboriginal and Torres Strait Islander children, from a refugee or asylum seeker background or children known to Child Protection, to access kindergarten programs.

Woodridge Pre-school provides a range of support options to parents/guardians experiencing difficulty with payment of fees (see below).

2. How fees are set

As part of the budget development process, the Committee of Management sets fees each year for the programs of the service, taking into consideration:

- the financial viability of the service
- the level of government funding provided for the program, including the Kindergarten Fee Subsidy and Early Start Kindergarten
- the availability of other income sources, such as grants
- the fees charged by similar services in the area
- the capacity of parents/guardians to pay fees
- reasonable expenditure in meeting agreed program quality and standards
- requirements of The Kindergarten Funding Guide (Department of Education and Training) available from the DET website: www.education.vic.gov.au

Once fees are set for the year, they will only be reviewed in extraordinary circumstances, for example, if enrolments drop and the service is at risk of not being able to meet its expenses.

3. Other charges

Other charges levied by Woodridge Pre-school are included on the Statement of Fees and Charges. These include:

Kindergarten fee deposit: This payment secures a child's place at the service and is payable on acceptance of enrolment. The deposit is retained as part payment on term fees. **Children/families experiencing vulnerability and/or disadvantage (*refer to Definitions*) and families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the deposit.** Families experiencing hardship should discuss any difficulties with the service.

- **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. At this time any additional costs to families are taken into consideration before a decision is made (*refer to Excursions and Service Events Policy*).
- **Additional hours fees:** Woodridge Pre-school offers families hours above the set 15 hours per week (600 hours per year). The additional hours fee is determined by the hourly program rate based on the scheduled fee (including the costs of regular incursions and excursions).
- **Wrap around care fees:** Woodridge Pre-school offers wrap around care outside of the 15 hours per week (600 hours per year). sessional kindergarten program. This fee is applicable to all families that require care before and after the kindergarten session.
- **Non-refundable levy:** This levy is retained by the service and is included in the total fees charged by the service.

- **Late collection charge:** The Committee of Management serves 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. If a child is collected 5 minutes late, a fee of \$5 will be charged, with an additional \$5 for every five minutes late thereafter.
- **Late Fees:** If fees aren't paid by the last day of term a \$25 late fee will apply.

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 and 3*).

5. Fundraising

Not all service costs are covered by DET per capita funding and the fees charged. Fundraising is undertaken to meet the balance and/or pay for additional items for the service. While participation in fundraising 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 Kindergarten Fee Subsidy

The Kindergarten Fee Subsidy is provided by DET and enables eligible children to attend 15 hours of kindergarten free of charge. Eligibility conditions may change from time-to-time and must be checked in the most recent edition of the Kindergarten Funding Guide (*refer to Sources*).

Your child is eligible for the kindergarten fee subsidy:

- if your child identifies as Aboriginal and/or Torres Strait Islander
- if your child is identified on their birth certificate as being a multiple birth child (triplets or more).

or if your child holds or has a parent or guardian who holds, one of the following:

- a Commonwealth Health Care Card
- a Commonwealth Pensioner Concession Card
- a Department of Veterans Affairs Gold Card or White Card
- Refugee or Asylum Seeker visa (200-204, 786 or 866)
- Bridging visas for any of the above Refugee or Asylum Seeker visas

If your family or child has a humanitarian or refugee visa listed by the Department of Immigration and Border Protection which is not included in the above list, your child may still be eligible for the kindergarten fee subsidy.

Where a child is identified by a parent, carer or legal guardian as an Aboriginal and/or Torres Strait Islander, no verification is required.

In all other instances, supporting documentation should be sighted by the service on acceptance of a place or on commencement in the program, however where there are delays, such as in obtaining health care cards for children in out-of-home care, the delay should not provide a barrier to the child accessing the Kindergarten Fee Subsidy. Families are eligible for the Kindergarten Fee Subsidy for the full term in which their concession is valid.

6.2 Early Start Kindergarten

Early Start Kindergarten gives eligible children 15 hours of free or low-cost kindergarten a week for two years before starting school.

To be eligible, the child must be three by 30 April in the year they start kindergarten and meet one of the following criteria:

- be from a refugee or asylum seeker background
- identify as Aboriginal or Torres Strait Islander
- your family has had contact with Child Protection.

Children can also access free or low cost Four-Year-Old Kindergarten through the Early Start Kindergarten Extension Grant. Contact the service for further information.

7. Payment of fees

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.

- Term 1 fees will be invoiced to parents/guardians directly and must be paid by the date indicated on the invoice. Each invoice will be accompanied by payment instructions. The first term's fees must be received in full prior to the child commencing at the service. For children enrolled after the commencement of a term, a pro rata invoice will be issued and must be paid in full prior to the child's commencement at the service.
- Term 2, 3 and 4 fee invoices will be issued three weeks prior to the end of each term, to be due for payment two weeks from issue.
- Parents/guardians experiencing difficulty in paying fees are requested to contact the Assistant (Fees) Treasurer (ATWoodridgePreschool@gmail.com) 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.

8. Unpaid fees

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

- An initial reminder copy of the original invoice will be forwarded to parents/guardians with a specified payment date.
- Where payment is still not received by the specified date, families will be contacted via telephone by the Assistant (Fees) Treasurer to arrange immediate payment. Support options, including a payment plan, may be offered to families in need.
- Failure to meet the revised payment arrangement will result in a final letter of demand notifying parents/guardians that the child's place at the service is henceforth suspended and may be withdrawn unless immediate 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. It will also advise families that the Committee of Management reserve the right to employ the services of a debt collector.
- Where a family fails to make immediate payment, or agree to a payment plan, their child's place shall be immediately suspended.
- 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.
- Note: After Kinder Care (AKC) debts will be treated separately to Term Fees and the same procedure will be followed regarding these debts.

9. Refund of fees

If a family becomes eligible for the Kindergarten Fee Subsidy during a term, a full refund of the applicable term fees (and fee deposit, where appropriate) will be provided. Fees may still apply for programs offering more than the required minimum hours per week.

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

- cancellation of a child's enrolment by a parent/guardian
- enrolment of a child ineligible to attend the service according to legislation, regulation or policies of the centre
- 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

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

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 funded kindergarten

Woodridge Pre-school

Fee schedule 2023

Three-year-old kindergarten

Hours: 9 hours per week

	Fees (\$)	Other charges (\$)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	\$150	-	\$150			
Maintenance fee	\$150	-				
Term 1	\$460	-	\$460			
Term 2	\$460	-	\$460			
Term 3	\$460	-	\$460			
Term 4	\$460	-	\$460			
Total	\$2140	-	\$2140			

Maintenance fee

A \$150 non-refundable Maintenance Fee must be paid per family. This fee applies to each family, only once, irrespective of the number of children attending Woodridge Pre-School. The Maintenance Fee must be paid, along with Term 1 fees, at or by the Annual General Meeting (AGM) held in November, the year prior to commencement. Families eligible for the Kindergarten Fee Subsidy in the four-year-old program do not pay this fee.

Payment of fees

- Term 1 fees and the non-refundable Maintenance Fee are to be paid at, or by, the Annual General Meeting (AGM) held in November, the year prior to commencement.
- Fees will be invoiced quarterly, and must be paid by the due date.
- Term fees are non-refundable.

Kindergarten fee deposit

Parents/guardians are required to pay the fee deposit on offer of a place. This payment is retained and deducted from term fees. Payment will secure the child's place in the four-year-old kindergarten program. **Children/families experiencing vulnerability and/or disadvantage (refer to Definitions) and families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the deposit.** Families experiencing hardship should discuss any difficulties with the service.

Kindergarten Fee Subsidy

Families who are eligible for the Kindergarten Fee Subsidy (refer to Fee information for families) will not be required to make fee payments.

Early Start Kindergarten

Families who are eligible for the Early Start Kindergarten (refer to Fee information for families) will not be required to make fee payments.

Children turning three during the year

Children can only commence the program when they have turned three. Fees to be paid upon commencement.

Late fees

If fees aren't paid by the last day of term a \$25 late fee will apply.

Late collection charge

The Committee of Management will implement a late collection charge when parents/guardians are late in collecting a child from the service. This charge will be set at a level determined by the Committee of Management. If a child is collected 5 minutes late, a fee of \$5 will be charged, with an additional \$5 for every five minutes late thereafter.

ATTACHMENT 3. STATEMENT OF FEES AND CHARGES

Four year old funded kindergarten

Woodridge Pre-school

Fee schedule 2023

Four-year-old kindergarten

Hours: 15hours per week

	Fees (\$)	Other charges (\$)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Other charges (\$)	Total (\$)
Kindergarten fee deposit	\$150	-	\$150			
Maintenance Fee	\$150	-	\$150			
Term 1	\$530	-	\$150			
Term 2	\$530	-	\$530			
Term 3	\$530	-	\$530			
Term 4	\$530	-	\$530			
Total	\$2420	-	\$2420			

Maintenance fee

A \$150 non-refundable Maintenance Fee must be paid per family. This fee applies to each family, only once, irrespective of the number of children attending Woodridge Pre-School. The Maintenance Fee must be paid, along with Term 1 fees, at or by the Annual General Meeting (AGM) held in November, the year prior to commencement. Families eligible for the Kindergarten Fee Subsidy in the four-year-old program do not pay this fee.

Payment of fees

- Term 1 fees and the non-refundable Maintenance Fee are to be paid at, or by, the Annual General Meeting (AGM) held in November, the year prior to commencement.
- Fees will be invoiced quarterly, and must be paid by the due date.
- Term fees are non-refundable.

Kindergarten fee deposit

Parents/guardians are required to pay the fee deposit on offer of a place. This payment is retained and deducted from term fees. Payment will secure the child’s place in the four-year-old kindergarten program. **Children/families experiencing vulnerability and/or disadvantage (refer to Definitions) and families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the deposit.** Families experiencing hardship should discuss any difficulties with the service.

Kindergarten Fee Subsidy

Families who are eligible for the Kindergarten Fee Subsidy (refer to Fee information for families) will not be required to make fee payments.

Late fees

If fees aren’t paid by the last day of term a \$25 late fee will apply.

Late collection charge

The Committee of Management will implement a late collection charge when parents/guardians are late in collecting a child from the service. This charge will be set at a level determined by the Committee of Management. If a child is collected 5 minutes late, a fee of \$5 will be charged, with an additional \$5 for every five minutes late thereafter.

ATTACHMENT 4. FEE AGREEMENT FOR THREE-YEAR-OLD KINDERGARTEN PROGRAM

This attachment is for all 3 year old children attending a 3 year old program and for any 3-year-old child that is eligible for ESK and will be attending a 4 year old kinder program

To be returned by the Woodridge Annual General Meeting 25th November 2023

Fee payment contract

Child's full name: _____

Parent's/guardian's full name: _____

- I/we acknowledge that the three-year-old kindergarten program is partly funded by the state government, with the balance of funds coming from fees paid by parents/guardians
- I/we understand that I/we am/are entitled to obtain the Kindergarten Fee Subsidy if I/we meet one of the criteria. If my/our eligibility lapses, then I/we understand that full payment of fees is required from the beginning of the following term.
- I/we understand that I/we am/are entitled to obtain the Early Start Kindergarten if I/we meet one of the criteria (as per below).
- I/we agree to pay fees by the due date on the invoice.
- I/we acknowledge that if fees are not paid by the due date, the Committee of Management will implement the late payment of fees procedures, as outlined in the Fees Information for Families which could result in the withdrawal of my/our child's place at the service and no further enrolments being accepted until the outstanding fees are paid.
- I/we understand that term fees are non-refundable.
- 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 to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's Fee information for families, which outlines the procedures for payment of fees.

Early Start Kindergarten

Early Start Kindergarten gives eligible children 15 hours of free or low-cost kindergarten a week for two years before starting school. To be eligible, the child must be three by 30 April in the year they start kindergarten and meet one of the following criteria:

- be from a refugee or asylum seeker background
- identify as Aboriginal or Torres Strait Islander
- your family has had contact with Child Protection.

Kindergarten Fee Subsidy

The Kindergarten Fee Subsidy is provided by DET and enables eligible children to attend 15 hours of kindergarten free of charge. Your child is eligible for the kindergarten fee subsidy:

- if your child identifies as Aboriginal and/or Torres Strait Islander
- if your child is identified on their birth certificate as being a multiple birth child (triplets or more).
- a Commonwealth Health Care Card
- a Commonwealth Pensioner Concession Card
- a Department of Veterans Affairs Gold Card or White Card
- Refugee or Asylum Seeker visa (200-204, 786 or 866) or bridging visas for Refugee or Asylum Seeker visas

Please indicate below which concession you are eligible for as outline in the criteria above.

Concession: _____

Signature (parent/guardian): _____

Date: _____

Note: invoices, receipts and collection of fees will be in accordance with the Woodridge Pre-school Fees Policy.

ATTACHMENT 5. FEE PAYMENT AGREEMENT FOUR-YEAR-OLD KINDERGARTEN PROGRAM -

To be returned by the Woodridge Annual General Meeting 25th November 2023

Fee payment contract

Child's full name: _____

Parent's/guardian's full name: _____

- I/we acknowledge that the four-year-old kindergarten program is partly funded by the state government, with the balance of funds coming from fees paid by parents/guardians.
- I/we understand that I/we am/are entitled to obtain the Kindergarten Fee Subsidy if I/we meet one of the criteria. If my/our eligibility lapses, then I/we understand that full payment of fees is required from the beginning of the following term.
- I/we agree to pay fees by the due date on the invoice.
- I/we understand that term fees are non-refundable.
- I/we acknowledge that if fees are not paid by the due date, the Committee of Management will implement the late payment of fees procedures, as outlined in the Fee 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 [responsible position] to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's Fee information for families, which outlines the procedure for payment of fees.

Kindergarten Fee Subsidy

The Kindergarten Fee Subsidy is provided by DET and enables eligible children to attend 15 hours of kindergarten free of charge. Your child is eligible for the kindergarten fee subsidy:

- if your child identifies as Aboriginal and/or Torres Strait Islander
- if your child is identified on their birth certificate as being a multiple birth child (triplets or more).
- a Commonwealth Health Care Card
- a Commonwealth Pensioner Concession Card
- a Department of Veterans Affairs Gold Card or White Card
- Refugee or Asylum Seeker visa (200-204, 786 or 866) or a bridging visas for Refugee or Asylum Seeker visas

Early Start Kindergarten extension grants: provides a free or low cost year-before-school kindergarten program for children:

- not eligible for the Kindergarten Fee Subsidy
- who participated in Access to Early Learning in the previous year or are from a refugee or asylum seeker background, or Aboriginal and/or Torres Strait Islander, or known to Child Protection. A child is not required to access ESK in the previous year to access the ESK extension grant.

Please indicate below which concession you are eligible for as outlined in the criteria above

Concession: _____

Signature (parent/guardian): _____

Date: _____

Note: invoices, receipts and collection of fees will be in accordance with the Woodridge Pre-school *Fees Policy*