

FEES POLICY

Mandatory – Quality Area 7

DOCUMENT NUMBER: EWPS-SM-03

RELEASED: OCTOBER 2009

REVISED: 2022

TO BE REVIEWED: 2023

This policy was adapted from:

Policy Works Manual – National Quality Framework, Fees Policy

1. PURPOSE

This policy will provide clear guidelines for:

- free kindergarten funding for funded sessional kindergarten programs
- the application of surplus funding within Eltham Woods Preschool 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 extended care fees

2. POLICY STATEMENTS

VALUES

Eltham Woods Preschool 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, Nominated Supervisor, Certified Supervisor, educators and parents/guardians with an enrolled child, or who wish to enrol a child at Eltham Woods Preschool.

3. PROCEDURES

The Approved provider and persons with management or control as well as the Nominated Supervisor and persons in day-to day charge are responsible f

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 DET's Free Kindergarten initiative (<i>refer to Definitions</i>)	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 "Extended" 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 Eltham Woods Preschool 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 approved provider if experiencing difficulties with the payment of additional hours fees				√	
Providing agreement in writing if any additional payments are made to the Eltham Woods 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>), 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 (<i>refer to Sources</i>)	R	√	√	√	
Informing the approved provider of any complaints or concerns that have been raised regarding fees at the service		√	√		
Referring parents'/guardians' questions in relation to this policy to the approved provider.		√	√		

4. 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)

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

5. 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 Policy Works catalogue.

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

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 Extended 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.

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

6. 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 Eltham Woods Preschool

Eltham Woods Preschool policies

- Complaints and Grievances Policy
- Delivery and Collection of Children Policy
- Enrolment and Orientation Policy
- Excursions and Service Events Policy
- Inclusion and Equity Policy
- Privacy and Confidentiality Policy

7. 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)).

8. ATTACHMENTS

- Attachment 1: Free Kindergarten information for families
- Attachment 2: Statement of Extended Care Fees
- Attachment 3: Extended Care Fee Payment Agreement

9. AUTHORISATION

This policy was adopted by the Approved Provider of Eltham Woods Preschool in 2022.
Review Date: 07/11/2022

10. POLICY CHANGE RECORD

Date	Revision Description	Authority
May 2009	Fees Policy, Policy Summary and Payment Agreement released	EWPS Committee
Mar 2016	New Fees Policy reviewed and introduced based on ELAA template	EWPS Committee
Oct 2017	Fee changes	EWPS Committee
April 2018	Fee changes	EWPS Committee

Mar 2019	Late Payment fee added	EWPS Committee
Sept 2019	Fees changes and policy reviewed based on ELAA template	EWPS Committee
May 2020	<ul style="list-style-type: none"> • Amendment to refunding extended care fees due to COVID-19 • Amendment to additional funding for Term 2, Term 3 and term 4 fees has been provided from the government fees have been waved • All attachment dates changed from 2019 to 2020 	EWPS EXEC Committee
2021	Updates to funded 3 YO kinder	EWPS Committee
May 2022	Fees updated and policy reviewed based on ELAA template	EWPS Committee
Nov 2022	Fees updated and policy reviewed based on ELAA template	EWPS Committee

ATTACHMENT 1. FREE KINDERGARTEN INFORMATION FOR FAMILIES

Eltham Woods Preschool 2022-2023

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.

This investment will save families up to \$2,500 for each child enrolled in a participating funded kindergarten program.

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

Eltham Woods Preschool has opted in to the Free Kindergarten initiative. Applicable parent fees are outlined below:

- Funded sessional kindergarten for 3-year-old children (up to 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 Eltham Woods Preschool are included on the Statement of Fees and Charges, that will be provided to families upon enrolment.

These include:

- **Excursion/service event charge (outside of the 15 hours per week program):** At times throughout the year an additional excursion(s) or event(s) may be arranged where it is considered relevant to the service's program and the children's interests. At this time any additional costs to families are taken into consideration before a decision is made (*refer to Excursions and Service Events Policy*).
- **Late collection charge:** The approved provider/Committee of Management [reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child from the service. This charge will be set at a level determined by the approved provider/Committee of Management

4. Additional hours / Extended care fees

Eltham Woods Preschool 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 have signed up to the Wedge tail Eagle Tuesday/Thursday 4-5:30 extended care service.

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. Payment of fees for extended care hours

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

The approved provider/Committee of Management will regularly review payment options and procedures to ensure that they are inclusive and sensitive to families' cultural and financial situations.

Fees will be invoiced to parents/guardians directly and must be paid by the date indicated on the invoice. Each invoice will be accompanied by payment instructions. 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 within 14 days of the child's commencement at the service. Receipts will be provided for all fee payments.

Parents/guardians experiencing difficulty in paying fees are requested to contact the Treasurer (treasurer.ewps@gmail.com) or Accountant (tracey@kinderbooks.com.au) 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

7. Unpaid fees for extended care

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

- An initial reminder letter will be sent via e-mail to parents/guardians advising that a late payment fee will be incurred if fees are not paid by a specified payment date
- Where payment is still not received, a late payment fee of \$25 will be applied and an invoice re-emailed
- Where a payment is still not received, families will be contacted by the treasurer to discuss a range of support options available and establish a payment plan.
- Where no contact has been established between the parents/guardians and either the Committee of Management or the Accountant, a letter/e-mail notifying the parents/guardians that their child's place at Eltham Woods Preschool may be forfeited.
- If a decision to forfeit the child's place at Eltham Woods Preschool has been made, the parents/guardians will be provided with 14 days' notice in writing. The 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
- No further enrolments of children from the parents/guardians will be accepted until all outstanding fees have been paid

8. Refund of fees

The enrolment deposit (*refer to Definitions*) will be fully refunded to families only when the child commences at the service. Non-refundable waitlist fees (*refer to Definitions*) paid will be retained.

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

- a child's short-term illness
- public holidays
- family holiday during operational times
- closure of the service for one or more days when a qualified educator is absent, and a qualified reliever is not available
- closure of the service for staff training days
- closure of the service due to extreme and unavoidable circumstances.

In addition, there will be no refund where a family chooses not to send their child to the program for the maximum number of hours for which they are enrolled.

9. Support services

Families experiencing financial hardship often require access to family support services. Information on these services may be available from the kindergarten service provider or alternatively families may contact the local council.

10. Notification of fee changes during the year for extended hours/wrap around care

Fees set for the year would only be reviewed in extraordinary circumstances, for example, if attendance rates fall below the budget 'break even' point. Parents/guardians will be notified one term in advance of any required fee increase and will be offered the option to request a payment plan.

11. Children turning three during the year of enrolment

Children can only commence the program when they have turned three. A prorated invoice will be provided from the date of commencement.

ATTACHMENT 2. STATEMENT OF EXTENDED CARE FEES

Eltham Woods Preschool

2022-2023

Statement of Fees and Charges

Hours: 6 "Extended Care" hours per week

	Fees (\$)
Extended Care fee deposit	\$500.00*
Term 1	\$500.00
Term 2	\$500.00
Term 3	\$500.00
Term 4	\$0.00
Total	\$2000.00

Payment of fees

Invoices will be issued each term and must be paid by the due date.

Term Fees are non-refundable

Extended Care fee deposit

Parents/guardians are required to pay the fee deposit on offer of a place. This payment is retained and deducted from term 4 fees. Payment will secure the child's place in the four-year-old Extended Care Wedge tailed Eagles group.

Families experiencing hardship should discuss any difficulties with the service.

Late collection charge

The approved provider/Committee of Management reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child (*refer to Free Kindergarten Information for Families*).

This covers the cost of staff overtime. If the child is collected 5 minutes late, a fee of \$5 will be charged, with an additional \$5 for every 5 minutes thereafter.

ATTACHMENT 3. ADDITIONAL HOURS AND/OR WRAP AROUND CARE FEE PAYMENT AGREEMENT

2023

Please complete this form and return to Eltham Woods Preschool by 31/01/2023

Fee payment contract

Child's full name:

Parent's/guardian's full name:

- 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 over and above and/or extended 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 additional hours each term are non-refundable.
- I/we acknowledge that if fees for additional hours are not paid by the due date, the approved provider/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 Treasurer (treasurer.ewps@gmail.com) or Accountant (tracey@kinderbooks.com.au) 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 Eltham Woods Preschool Free Kindergarten Fee Policy.