

## Fee Policy 2025

### Quality Area 7

#### PURPOSE

This policy will provide clear guidelines for how Yackandandah Kindergarten complies with the Free Kinder initiative.

#### POLICY STATEMENT

#### VALUES

Yackandandah 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 Yackandandah Kindergarten.

<b>RESPONSIBILITIES</b>	Approved provider and persons with management or	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
<b>R</b> indicates legislation requirement, and should not be deleted					
Implementing and reviewing this policy in consultation with parents/guardians, the nominated supervisor and staff, and in line with the requirements of DE’s Free Kinder initiative ( <i>refer to Definitions</i> )	R	Ö	Ö	Ö	
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> ), and take	R	Ö			

reasonable steps to ensure those policies and procedures are followed ( <i>Regulation 170</i> )					
Ensuring that families are informed of the operating hours including term dates, planned closures and additional hours to account for closures.	R	Ö			
Ensuring families are informed of the total annual fee amount, including any applicable fees for e.g. excursions and any additional hours	R	Ö			
Ensuring families are not charged any compulsory out-of-pocket levies or maintenance fees (voluntary fundraising and payments/donations are permitted)	R	Ö			
Ensuring any non-funded positions are enrolled in accordance with the Kindergarten Funding Guidelines ( <i>refer to Sources</i> )	R	Ö			
Providing communication to families explaining their access to one year of three-year-old and one year of pre prep program	R	Ö			
Ensuring families that attend both sessional kindergarten/pre prep and a long day care service <b>nominate and document</b> which service the child will participate in the funded kindergarten/pre prep program	R	Ö		Ö	
Ensuring any voluntary parent payments/donations are explicitly agreed to in writing and receipted	R	Ö			
Charging families only for an occasional special event/ excursions that occur outside the normal program/curriculum	R	Ö	Ö		
Ensuring that any child that is eligible for Early Start Kindergarten is still enrolled at the service and recorded on the KIM/ARRIVAL system	R	Ö	Ö		
Collecting all relevant information regarding those with entitlement to concessions and recording it on the KIM/ARRIVAL system	R	Ö	Ö		
Ensuring that the <i>Fees – Pre-Prep Policy</i> is readily accessible at the service ( <i>Regulation 171</i> )	R	Ö			
Providing all parents/guardians with information about Free Kinder ( <i>refer to Attachment 1</i> )	R	Ö			
Providing all parents/guardians with a statement of additional hours fees and charges ( <i>refer to Attachments 2</i> ) upon enrolment of their child <b>NOTE:</b> parents should also be advised that enrolling for hours over 15 in a 3-year-old kindergarten is optional and families can choose to only enrol for 15 hours and receive this program at no cost.	R	Ö			
Providing all parents/guardians with an additional hour's payment fee agreement ( <i>refer to Attachments 3</i> )	R	Ö			
Informing parents of any action that will be taken if additional hours fees are not paid ( <i>refer to Attachments 3</i> )	R	Ö			
Reading the Yackandandah Kinder Free Kinder 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> )					Ö
Signing and complying with the Additional Hours Fee Payment Agreement ( <i>refer to Attachments 3</i> )					Ö
Ensuring any additional hour's fees are collected and receipted by the approved provider	R	Ö			
Notifying the approved provider if experiencing difficulties with the payment of additional hours fees					Ö
Providing agreement in writing if any additional payments are made to the Yackandandah Kindergarten					Ö

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	Ö	Ö	Ö	
Notifying parents/guardians a minimum of 14 days of any proposed changes to the additional hour's fees charged, or the way in which the fees are collected ( <i>Regulation 172(2)</i> ), ideally providing one term's notice.	R	Ö			
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	Ö	Ö	Ö	
Informing the approved provider of any complaints or concerns that have been raised regarding additional hours fees at the service		Ö	Ö		
Referring parents'/guardians' questions in relation to this policy to the approved provider.		Ö	Ö		

## 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 old kindergarten and Pre-Prep.

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

- providing up to free 30-hours of Pre-Prep to four-year-old children enrolled at a sessional service
- providing a free 5-to-15-hour program to three-year-old children enrolled at a sessional service (subject to the length of funded program offered)
- offsetting the funded kindergarten program component of parent fees for three and four-year-old children enrolled at a long day care service.

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

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

### LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

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

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

- Victorian Legislation – Victorian Law Today: [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au)
- Commonwealth Legislation – Federal Register of Legislation: [www.legislation.gov.au](http://www.legislation.gov.au)

## DEFINITIONS

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

**Additional Hours/Wrap around care:** care that is provided by a kindergarten service to 3-year-old kindergarten children only outside of the 15 hours per week program. Wrap around care fees are not funded by the Victorian Government but may be covered by CCS (*refer to Definitions*).

**Approved Child Care:** Approved childcare services are services that have Australian Government approval to receive the Child Care Subsidy (*refer to Definitions*) on behalf of eligible parents. Approved childcare 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 childcare. Payments are paid directly to approved childcare providers. Further information can be found at: [www.education.gov.au/child-care-subsidy](http://www.education.gov.au/child-care-subsidy)

**Early Start Kindergarten (ESK):** A funding program that provides eligible children 15 hours of free or low-cost kindergarten program each week for two years before starting school. To be eligible a child must be 3 by 30 April in the year they start kindergarten and be from a refugee or asylum seeker background, or identify as Aboriginal or Torres Strait Islander, or the family has had contact with child protection. Details are available at: [www.vic.gov.au/early-start-kindergarten](http://www.vic.gov.au/early-start-kindergarten) If a child is eligible for ESK, they should be enrolled in ESK, even where Free Kinder and/or 15 hours per week of funded three-year old kindergarten is offered. This ensures eligible children have priority access to 15 hours of funded kindergarten provided by an early childhood teacher and that service providers receive additional funding and support. ESK enrolments contribute to School Readiness Funding (SRF) calculations for service providers. It also allows the Department to continue to monitor efforts to engage the most vulnerable children in kindergarten across Victoria and provide additional targeted support where required through SRF or Early Childhood LOOKOUT.

**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 Kinder 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 & Service Events Policy*)

**Fees:** A charge for program hours over and above the 15 funded hours of 3-year-old kindergarten 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, which have opted into the initiative.

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

- providing up to free 30-hour program to 4-year-old children enrolled at a sessional service.
- providing a free 5 to 15-hour program to 3-year old children enrolled at a sessional service (subject to the length of funded program offered)
- offsetting the funded kindergarten program component of parent fees for 3 and 4-year-old children enrolled at a long day care service.

**Funded Kindergarten:** The Victorian Government provides funding to support children to access a high-quality kindergarten program in the two years before they start school. The funding is a contribution towards meeting the cost of the kindergarten program. Funded kindergartens charge fees to help meet the cost of running kindergarten programs. Fees are set by individual kindergartens and depend on things like how many hours children attend and whether there are extra costs such as excursions.

**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.

**Pre-Prep:** Four-Year-Old Kindergarten will gradually transition to Pre-Prep over the next decade from 2025. Funded kindergarten hours will double from 15 to up to 30 hours a week. Pre-Prep will be delivered through sessional kindergartens and long-day-care centres. By 2036, children across Victoria will have access to 1,800 hours of funded kindergarten before school, comprising 600 hours of Three-Year-Old Kindergarten and 1,200 hours of Pre-Prep.

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

## **SOURCES AND RELATED POLICIES**

### **SOURCES**

Best Start Best Life: <https://www.vic.gov.au/give-your-child-the-best-start-in-life>

The Kindergarten Funding Guide (Department of Education): [www.vic.gov.au/kindergarten-funding-guide](http://www.vic.gov.au/kindergarten-funding-guide)

Resources for Funded Kindergartens: <https://www.vic.gov.au/resources-funded-kindergartens>

The constitution of Yackandandah Kindergarten

### **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.
- notify 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: Fees and charges information for families

Attachment 2: Funded Program Agreement – four year old partly State Government funded program.

Attachment 3: Funded Program Agreement – three year old partly State Government funded program.

Attachment 4: Non-Funded Program Fees Payment Agreement

Attachment 5: Fees Schedule for non-funded programs

### **AUTHORISATION**

This policy was originally adopted by the approved provider Yackandandah Kindergarten in 2013.

**LATEST REVIEW DATE: May 2025**

**NEXT REVIEW DATE: 2026**

## **FURTHER PROCEDURAL INFORMATION:**

### **The Approved Provider, in consultation with the Kindergarten Sub-Committee is responsible for:**

- Implementing and adhering to the Fees Policy Guidelines as outlined in Attachment 1.
- Implementing and reviewing this policy, in consultation with the families and staff and in line with the requirements of the DET *Victorian Kindergarten, Policy, Procedures and Funding Criteria*.
- Developing a fees policy that balances the capacity of the families' capability to pay, providing a high-quality program and maintaining service viability.
- Considering any issues regarding fees that may be a barrier to families enrolling at Yackandandah Kindergarten and removing those barriers wherever possible.
- Ensuring the Fees Policy is accessible to all families upon enrolment of their child and making the Fees Policy readily accessible at the service.
- Documenting the type of concession card and expiry date of eligible concession card holders
- Complying with the kindergarten's Privacy Policy in regard to any information received relating to the financial situation of families and the payment/non-payment of fees.
- Notifying families within 28 days of any changes to the arrangements for the payment of fees
- Ensuring a notice outlining the fees charged by Yackandandah Kindergarten is displayed prominently in the main entrance.
- Ensuring all families are aware of how to make their payments.

### **The Business Manager at Yackandandah Primary School in conjunction with the Kindergarten Administration Officer is responsible for:**

- Ensuring term fees are invoiced and issued, collected and receipted in line with the Fees Policy
- Responding to enquiries from families regarding fee payments

### **The Kindergarten Staff and Administration Officer are responsible for:**

- Informing the committee of any complaints or concerns that have been raised regarding the service fees.
- Referring families' questions in relation to this policy to the Committee
- Assisting the Program Director as required in sighting supporting documentation for Families' eligibility to access the kindergarten fee subsidy.
- Ensuring that at the time of interview and application process, it is verbalised to families that upon signing their enrolment application and acceptance of offer, they are acknowledging they have read, understood and commit to the Kindergarten's Enrolment and Fee Policies terms regarding payment of non-funded program fees and the fee expectations for non-attendance.

### **The families are responsible for:**

- Reading the Fees Policy prior to accepting a place at Yackandandah Kindergarten
- Signing, returning to the kinder and complying with the Fees Payment Agreement form
- Notifying the Business Manager/Director/Principal/Approved Provider if experiencing difficulties with the payment of fees

## **Payment of Fees**

Fees can either be paid by:

- Direct deposit into the Yackandandah Primary School's Bank Account. Details are: Westpac Bank BSB: 033-222 Account No. 018848 OR
- Cash or cheque at the Yackandandah Primary School Office – EFTPOS facilities are not available.

A receipt will be sent home to families after payment has been receipted into the Educa finance system.

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## ATTACHMENT 1.

### Fee and charges information for families.

#### YACKANDANDAH KINDERGARTEN

##### 1. Why fees are necessary

Whilst the State Government fully funds Department of Education and Training (DET) kindergarten program costs for two years before school, Services such as Yackandandah Kindergarten who offer non-funded, stand-alone additional and school readiness program days do charge fees to provide such extra programs. The balance of costs is met through fundraising activities.

Yackandandah Kindergarten 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 Yackandandah Primary School Council sets fees for the programs for the following year (prior to letters of offer being sent out), taking into consideration the:

- The financial viability of the service
- The level of govt funding provided for the program, including the Kindergarten Fee Subsidy
- 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 Fee Subsidy – Fees Policy* (details can be found in *The Kindergarten Guide*, available under *early childhood / service providers* on the DET website:

[www.education.vic.gov.au](http://www.education.vic.gov.au)

Fees set for the year would only be reviewed in extraordinary circumstances; for example, if attendance rates fall below the budget 'break even' point. Families will be given notice one term in advance of any required fee increase. -Families- will be provided an option of requesting a payment plan.

##### 3. Other Charges

Other charges levied by Yackandandah Kindergarten are included on the Statement of Fees and Charges. These include:

- **Maintenance Levy:** This fee has been established as a family contribution to the maintenance of our kindergarten grounds rather than rely on parent rosters for general weekly upkeep.
- **IT Levy:** This fee relates to the use of iPads by the children and the Storypark communication medium used by staff to share photos, stories and observations of the children and communicating with parents.
- **Voluntary Fundraising Contribution:** Introduced to allow equitable sharing of the fundraising load across the whole parent body.
- **Late Collection Charge:** The committee reserves the right to implement a late collection of children charge when parents/guardians are frequently late in collecting a child/ren. In these situations, the following procedures will apply:
  - The qualified staff member will inform the parents/guardians/carer that if late collection continues the committee will be notified and the family will be charged a late fee.

Late fees will be applied at the Principal's discretion using the following guidelines as per the Delivery and Collection of children policy:

- An initial \$10 fee will be applied if parent/guardians or carers are 10 minutes late to pick-up their child.
- \$1 per minute will apply for each following minute between 11 and 20 minutes and \$3 for per minute will apply for any time following 20 minutes.
- Parents will be required to sign a 'Late Pick Up Form' acknowledging that they were late and confirming the time in question to allow charges to be calculated.
- A photocopy of the form will be provided to parents for their record and for attaching charge details.
- The fee amount is to be paid directly to Yackandandah Kinder as per normal procedures.
- The original form will be forwarded to the administration officer.
- On receipt of Late Pickup Fee charge, a receipt will be issued.
- If the charge is not paid it will be added to the family in question's next kinder term fees.

#### 4. Statement of Fees and Charges

The Kindergarten Handbook is provided to parents at the time of seeking enrolment application forms [either in person or via our website]. This details the Kinder fees and charges for funded and non-funded programs.

#### 5. Fundraising

Fundraising is important as it pays for additional/expensive resources while bringing together families and the wider community. Participation in fundraising is voluntary however the support of every family eases the load. The committee will ensure that fundraising income is not included in the calculation of the program fees and that families will be informed about expenditure of fundraising income.

#### 6. Subsidies

##### 6.1 Kindergarten Fee Subsidy (fully State Government funded programs only)

We are a service who have opted in for the 15 hours per week free kindergarten. Therefore, the Kindergarten Fee Subsidy (KFS) formerly provided by DE and applicable to families who hold cards such as listed below, is no longer applicable to Yackandandah Kindergarten, as the State Government is offering 15 hours per week fully funded kindergarten to 3yo & 4yo children.

Families who hold any of the below listed concessions, are asked to declare this on their enrolment application paperwork.

• Health Care Card / Foster Care Health Care Card or ex-carer Allowance Health Care Card	• Department of Veteran's Affairs Gold Card or White Card
• Pensioner Concession Card	• In-country Special Humanitarian Visa (subclass 201)
• Bridging Visas A-E	• Global Special Humanitarian Visa (subclass 202)
• Refugee Visa (subclass) 2000	• Temporary Humanitarian Concern Visa (subclass 786)
• Protection Visa (subclass 866)	• Temporary Protection Visa (subclass 786)
• Emergency Rescue Visa (subclass 203)	• Safe Haven Enterprise Visa (subclass 79)
• Woman at Risk Visa (subclass 204)	• Aboriginal or Torres Strait Islander children
• Humanity Stay Visa (subclass 449)	• Triplets or quadruplets attending a funded program in the same year
• Immicard [current or expired]	

##### 6.2 Early Start Kindergarten Fee Subsidy

Aboriginal and Torres Strait Islander children and children known to Child Protection are eligible to attend a funded early childhood program that is planned and delivered by a qualified early childhood teacher free of charge. The service receives funding for children who meet the eligibility criteria.

The child:

- Has been identified by family at enrolment as being Aboriginal or Torres Strait Islander, or is known to Child Protection;
- Turns three years of age on or before 30 April of the year of enrolment; and

To obtain the Early Start Kindergarten funding, supporting documentation *must* be sighted by the Program Director prior to or at commencement or when the child becomes eligible.

## 7. Payment of Fees

The School Council 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 from Yackandandah Primary School and must be paid by the date indicated on the invoice. 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 commencement at the service.

Parents/guardians who elect to hold a place (for holidays or a late start) must pay the full term fees to hold that place. Receipts will be provided for all fee payments.

Once a family formally confirms that they accept the offered place for their child in any of our non-funded programs (Bush Kinder, 4yo School Readiness or a 3yo fee paying program day) they will be charged for all of Term One. Families must ensure they are committed to the placement as they will be charged even if the child does not attend. This charge is necessary as staff are employed, and resources purchased, based on acceptance, not on later attendance.

As per our Fee Policy, we will consider extenuating circumstances on a case-by-case basis. These circumstances will be considered by the approved provider of the Kindergarten – Yackandandah Primary School Council. Extenuating circumstances may include moving interstate or a significant distance away. Extenuating circumstances would not include changing your mind to attend an alternative setting.

Please note: withdrawing from all kinder/pre-kinder enrolment requires 2 weeks' notice. If families decide to withdraw their child from the following Term, a written notice must be sent on Week 8 or earlier.

### **METHOD OF PAYMENT**

Payment can be made by cash, money order or cheque (made out to "Yackandandah Primary School"), directly to the school office, or by direct deposit to the Yackandandah Primary School account.

Yackandandah Primary School's banking details appear on the relevant invoice, in the enrolment handbook, and on the website. The child's invoice reference code should be specified when making a direct deposit payment.

Any fee incurred due to dishonoured cheques will be payable to the kinder by the drawer of the cheque.

### **DIFFICULTY IN PAYING FEES**

Families experiencing difficulty in paying fees are requested to contact the Business Manager at Yackandandah Primary School to arrange suitable alternative payment arrangements. The *Privacy and Confidentiality Policy* will be complied with at all times in relation to a family's financial/personal circumstances.

### **LATE PAYMENT / NON-PAYMENT OF FEES DURING THE CALENDAR YEAR**

If families have not communicated to the Business Manager or Principal reasons for late or non-payment of fees, the following procedures will be implemented:

**Step 1:** In Week 3 of the Term, a friendly 'reminder notice' stating fees are overdue and providing 10 working days for payment, will be mailed to families.

**Step 2:** If payment has not been received by the specified date or no contact has been made with the Principal or Business Manager, a second and final demand for full payment within 7 days will be mailed to the families to ensure the child's place at kindergarten is not forfeited.

**Step 3:** If the family fails to make a payment, the Principal will telephone the family on Week 6 of the Term to discuss alternative payment options and to develop an agreed payment plan which will be signed and copied to both parties.

**Step 4:** If the payment plan agreed to and signed by both parties is not adhered to, the matter will be referred by the Principal to the School Council for direction. The School Council reserves the right to cancel the child's place at the kindergarten and to not allow further placements in non-funded programs until all outstanding monies are paid. If, at the committee's discretion, a decision is made to cancel the child's place at the kindergarten, the family will be provided 14 days' written notice by Service Provider via registered mail.

It is the kindergarten's policy that if fees are not paid or no payment plan is in place, enrolment will be withdrawn by the Kinder/YPS Council if:

- Term 1 fees are not paid by the start of Term 2
- Term 2 fees are not paid by the start of Term 3
- Term 3 fees are not paid by the start of Term 4

#### **NON-PAYMENT OF FEES FROM ONE YEAR TO THE NEXT**

It is the kindergarten's policy that if the previous year's fees are not fully paid, your enrolment application for a non-funded program in the next year will not be confirmed until debt is cancelled.

#### **REFUND OF FEES**

Non-funded program fees are non-refundable (exceptional circumstances may apply and are at the discretion of School Council).

There will be no refund of 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 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.

### **8. Children turning 3 years of age during the year**

Payment in full from the first day of term one will apply if a place is reserved for a child turning three during the year (but before 29 April). Such children can only commence the program when they have turned three years of age or if a responsible adult accompanies the child during the session.

#### **Definitions**

**Registered Care:** provided by nannies, grandparents, relatives or friends, kindergartens, occasional care centres and outside school hours care centres that are registered with the Family Assistance Office. Eligible families can receive some reimbursement of costs when using a registered care provider.

**Health Care Card:** a commonwealth government entitlement for low-income earners (incorporating the foster child health care card, the ex-carer allowance (child) health care card and the low-income health care card).

**Kindergarten Fee Subsidy (KFS):** a now defunct former State Government subsidy paid directly to the funded organisation to enable eligible families to attend a kinder program free of charge or at minimal cost prior to 2023.

**AGREEMENT STATEMENT  
FULLY STATE GOVERNMENT FUNDED 4YO KINDERGARTEN PROGRAM**

***This form must be completed IF YOU ARE ENROLLING YOUR CHILD IN THE FULLY FUNDED DEPARTMENT OF EDUCATION KINDERGARTEN PROGRAM.***

Given name of child: \_\_\_\_\_

Parent's/guardian's/Carer's full names: \_\_\_\_\_

- I/We acknowledge the termly fees for this Department of Education 15 hours/pw 4yo pre-school program are met by the State Government of Victoria.
- I/We understand that if we hold one of the concessions listed below, that we are to declare this below for the purposes of DoE reporting regulations.

Signed (parent/guardian/Carer): \_\_\_\_\_ Date: \_\_\_\_\_

Signed (parent/guardian/Carer): \_\_\_\_\_ Date: \_\_\_\_\_

**CONCESSION CARD HOLDERS**

Health Care Card Holders / Foster Care Health Care Card or ex-carer Allowance Health Care Card  
Pensioner Concession Card Holders /  
Department of Veteran's Affairs Gold Card or White Card holders /  
Bridging Visas A-E / Refugee Visa (subclass 200) /  
In-country Special Humanitarian Visa (subclass 201) /  
Global Special Humanitarian Visa (subclass 202) /  
Temporary Humanitarian Concern Visa (subclass 786) /  
Protection Visa (subclass 866) /  
Emergency Rescue Visa (subclass 203) /  
Woman at Risk Visa (subclass 204) /  
Humanity Stay Visa (subclass 449) /  
Temporary Protection Visas (subclass 785 & 786) /  
Safe Haven Enterprise Visa (subclass 79) /  
Current or expired ImmiCard /  
Aboriginal or Torres Strait Islander children /  
Approved exemption from the Department Education  
Triplets or quadruplets attending a funded program in the same year.

**Concession Type:**

Supporting documentation will need to be sighted on commencement at Yackandandah Kindergarten by the Administration Officer or Director.

*If your eligible card status changes over the year, please advise the Kinder. The eligibility of concessions may vary from time to time. Up to date information can be found in The Kindergarten Guide (Department of Education and Training) available under early childhood / service providers on the DET website: [www.education.vic.gov.au](http://www.education.vic.gov.au)*

**AGREEMENT STATEMENT  
FULLY STATE GOVERNMENT FUNDED 3YO PRE-KINDERGARTEN PROGRAM**

***This form must be completed IF YOU ARE ENROLLING YOUR CHILD IN THE FULLY FUNDED DEPARTMENT OF EDUCATION PRE-KINDERGARTEN PROGRAM.***

Given name of child: \_\_\_\_\_

Parent's/guardian's/Carer's full names: \_\_\_\_\_

- I/We acknowledge the termly fees for this Department of Education 15 hours/pw 3yo pre-kindergarten program are met by the State Government of Victoria.
- I/We understand that if we hold one of the concessions listed below, that we are to declare this below for the purposes of DoE reporting regulations.

Signed (parent/guardian/Carer): \_\_\_\_\_ Date: \_\_\_\_\_

Signed (parent/guardian/Carer): \_\_\_\_\_ Date: \_\_\_\_\_

**CONCESSION CARD HOLDERS**

Health Care Card Holders / Foster Care Health Care Card or ex-carer Allowance Health Care Card  
Pensioner Concession Card Holders /  
Department of Veteran's Affairs Gold Card or White Card holders /  
Bridging Visas A-E / Refugee Visa (subclass 200) /  
In-country Special Humanitarian Visa (subclass 201) /  
Global Special Humanitarian Visa (subclass 202) /  
Temporary Humanitarian Concern Visa (subclass 786) /  
Protection Visa (subclass 866) /  
Emergency Rescue Visa (subclass 203) /  
Woman at Risk Visa (subclass 204) /  
Humanity Stay Visa (subclass 449) /  
Temporary Protection Visas (subclass 785 & 786) /  
Safe Haven Enterprise Visa (subclass 79) /  
Current or expired ImmiCard /  
Aboriginal or Torres Strait Islander children /  
Approved exemption from the Department Education  
Triplets or quadruplets attending a funded program in the same year.

**Concession Type:**

Supporting documentation will need to be sighted on commencement at Yackandandah Kindergarten by the Administration Officer or Director.

*If your eligible card status changes over the year, please advise the Kinder. The eligibility of concessions may vary from time to time. Up to date information can be found in The Kindergarten Guide (Department of Education and Training) available under early childhood / service providers on the DET website: [www.education.vic.gov.au](http://www.education.vic.gov.au)*

## NON-FUNDED PROGRAM FEE PAYMENT AGREEMENT

**COVERING THE NON-FUNDED BUSH KINDER PROGRAM, 4YO SCHOOL READINESS NON-FUNDED KINDERGARTEN PROGRAM OR 3YO FEE-PAYING PROGRAM DAY**

*This form must be completed IF YOU ARE ALSO ENROLLING YOUR CHILD IN EITHER OF THE ABOVEMENTIONED NON-FUNDED PROGRAMS.*

Given name of child: \_\_\_\_\_

Parent's/guardian's/Carer's full names: \_\_\_\_\_

- I/We acknowledge that the Bush Kinder and 4yo School Readiness Programs are not funded by the state government - the fees for these non-funded programs are to be paid fully by parents/guardians. Yackandandah Kindergarten relies on fees to operate the programs, as per our enrolment and fee policy
- I/We understand that term fees are non-refundable except in accordance with Attachment 1, Section 7 of the Fees Policy.
- I/We acknowledge that once we have formally confirmed our acceptance of a place for our child in any of the non-funded programs [ie Bush Kinder, 4yo School Readiness or a 3yo fee-paying program day], the subsequent fee invoice issued by YPS will reflect a full termly charge. If we change our mind after formal acceptance and decide not to enrol our child for that non-funded program, we understand we are still liable to pay the term cost in full. *[Extenuating circumstances will be considered by management]*
- **I/We agree to pay fees by the due date on the fee invoice.**
- I/We agree that if our financial circumstances change and we are unable to pay as agreed, we will contact the Yackandandah Primary School Business Manager to discuss alternative payment options.
- I/We acknowledge that if fees are not paid by the due date, and we have failed to contact the Yackandandah Primary School Business Manager to discuss alternative payment options, the committee will implement the late payment of fees procedures (Attachment 1, Section 7 of the Fee Policy), which could result in the cancellation of my child's place at the kindergarten should fees remain unpaid.
- **I/We acknowledge that we have read the Fees Policy in this enrolment form, and we agree to abide by the policy.**
- I/We understand that there are no concessions for this program.

Signed (parent/guardian/carer): \_\_\_\_\_ Date: \_\_\_\_\_

Signed (parent/guardian/carer): \_\_\_\_\_ Date: \_\_\_\_\_

## ATTACHMENT 5

### Fees Schedule

#### 4yo School Readiness Non-Funded Programs [subject to program operating]

Fee Type	Description	Amount
Term Fee	Term Fees per term which are not refundable.	<b>In 2025:</b> \$688.80 (for 4 year olds: 7.5 hours/wk) per term per child  <b>In 2026:</b> \$712.90 (for 3year old & 4 year olds: 7.5 hours/wk) per term per child

- No Health Care Card subsidy available to the School Readiness non-funded program.
- Multiple Child Enrolment discount structure:  
Families with two or more children enrolled at Yackandandah Kindergarten will be given a 20% discount off the second or further child's full term fees only. Any further application for discounted fees should be directed to the Principal for consideration.

### Fees Schedule

#### Bush Kinder Non-Funded Program

Fee Type	Description	Amount
Term Fee	Term Fees per term which are not refundable.	\$688.80 (for 7.5 hours/wk) per term per child  <b>In 2026:</b> \$712.90 (for 3year old & 4 year olds: 7.5 hours/wk) per term per child

- No Health Care Card subsidy available to the Bush Kinder non-funded programs.
- Multiple Child Enrolment discount structure:  
Families with two or more children enrolled at Yackandandah Kindergarten will be given a 20% discount off the second or further child's full term fees only. Any further application for discounted fees should be directed to the Principal for consideration.