



FREE KINDERGARTEN POLICY

Mandatory – Quality Area 7

Precious Gems Childcare Pty Ltd trading as "Kids Haven Childcare"

Quality Area 1.1.2	Each child's current knowledge, strength, ideas, culture, abilities and Interest
Quality Area 1.2.1	Educators are deliberate, purposeful & thoughtful in their decisions & action
Quality Area 1.2.2	Educators respond to children's ideas and play
Quality Area 4.2.1	Mngmt, Educators & Staff work & learn with mutual respect & Collaborate
Quality Area 5.1.2	Dignity and Rights of the Child
Quality Area 6.1.2	Parents Views are Respected
Quality Area 6.2.1	Transitions and continuity of learning

Legislative Requirements/ Educational & Care National Regulations

National Law Section 168	Ensuring that the educational program is stimulating and engaging, enhances children's learning and development, and is based on an approved learning framework
Regulation 73	Educational Program
Regulation 74	Documenting child assessment for educational program,
Regulation 75	Information on educational program to be kept available
Regulation 76	Information on educational program to be given to parents
Regulation 155	Interaction with children
Regulation 171	Kindergarten policy will be kept available for parents
Regulation 172(2)	Parents of children enrolled at the service are notified at least 14 days before making any change that will affect the fees charged or the way in which fees are collected.
Regulation 168(2)(j)	Interaction with children, including matters, set out in reg 155 and 156
Regulation 168(2)(n)	Payment of fees and provision of a statement of fees charged by the education and care service;

Related Service policies

*Child Safe Environment and Wellbeing
Environmental Sustainability
Interactions with Children
Participation of Volunteers and Students
Sun Protection
Water Safety*

*Code of Conduct
Inclusion and Equity
Nutrition, Oral Health and Active Play
Road Safety and Safe Transport
Supervision of Children
Kindergarten Policy*

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 funding within Kids Haven Childcare 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).

What free kindergarten means at our Kids Haven Childcare

Kids Haven Childcare has opted in to the Free Kindergarten initiative. Applicable parent fees are outlined below:

- Kindergarten in long day care for 3 and 4 -year-old children – parent fee will be reduced by the Free Kindergarten Funding

POLICY STATEMENT

1. VALUES

Kids Haven Childcare 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

2. 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 Kids Haven Childcare.

3. RESPONSIBILITIES

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	√	√	√	
Reimbursing families in full for enrolment deposits that have already been paid upon acceptance of enrolment	R	√			
Ensuring families are not charged any compulsory out-of-pocket levies or maintenance fees (voluntary fundraising and payments/donations are permitted)	R	√			
Ensuring families are only charged for optional kindergarten programs hours that are over and above the 15 funded hours per week (600 hours per year) and/or "wrap around" care <i>(refer to Definitions)</i>	R	√			

Ensuring any non-funded positions are enrolled in accordance with the Funding Guidelines (<i>refer to Sources</i>)	R	√			
Ensuring families that attend both sessional kindergarten and a long day care service nominate and document which service the child will participate in the funded kindergarten program	R	√		√	
Ensuring that any surplus funding is used for directly supporting the quality of the teaching and learning in the kindergarten program and/or attendance at the service, including vulnerable children and families not yet enrolled and/or towards the change management required for preparing for three-year-old expansion	R	√			
Ensuring any voluntary parent payments/donations are explicitly agreed to in writing and receipted	R	√			
Charging families only for an occasional special event/ excursions that occur outside the normal program/curriculum	R	√	√		
Ensuring that any child that is eligible for Early Start Kindergarten is still enrolled at the service and recorded on the KIM system	R	√	√		
Collecting all relevant information regarding those with entitlement to concessions and recording it on the KIM system	R	√	√		
Ensuring that the Free Kindergarten Fee Policy is readily accessible at the service (<i>Regulation 171</i>)	R	√			
Providing all parents/guardians with information about Free Kindergarten (<i>refer to Attachment 1</i>)	R	√			
Providing all parents/guardians with a statement of additional hours fees and charges (<i>refer to Attachments 2</i>) upon enrolment of their child, if applicable	R	√			
Providing all parents/guardians with an additional payment fee agreement (<i>refer to Attachments 3</i>), if applicable	R	√			
Reading the Kids Haven Childcare 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 Kids Haven Childcare				√	
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.		✓	✓		

3. SUBSIDIES

3.1 Kindergarten Programs and Fee Subsidy

The Victorian Government provides funding to support children to access a high-quality kindergarten program in the year before they start school. The funding is a contribution towards meeting the cost of the kindergarten program. Children are required to attend 15 hours per week/600 hours per year for the Kinder Program. 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*).

Kids Haven Childcare Kindergarten programs will run from Monday to Friday from 9:00 am to 4:30 pm. Children will have to attend a minimum of two days per week. The age eligibility: Children who turn three and four years old by the 30th of April the year before they start primary school or for the children who are applying for early entry to Kindergarten.

4. NO Jab NO Play

Before confirming a child's enrolment, early childhood services are required to obtain evidence that the child:

- is fully vaccinated for their age, or
- is on a recognised catch-up schedule if the child has fallen behind with their vaccinations, or
- has a medical reason not to be vaccinated.

Precious Gems Childcare have linked with Hume City Council and aligned with the municipal early year's plans. We intend to that parents who are within the area proximity and enrol on the registrar with Hume city council enrolments are referred to the trading service Kids Haven Childcare.

- Proof of Child's birth. Please provide **one** of the following:
 - A copy of the child's birth certificate
 - A copy of the child's passport
 - An Australian Immunisation Register (AIR) from the Services Australia website.

5. Early Start Kindergarten Grant

Three-year-old Aboriginal and Torres Strait Islander children, children in out of home care 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. We will work with the ccs to reduce families fees. Please contact us for further information.

Families who have been referred to a service connect case worker have been added to the list of those eligible for an Early Start Kindergarten grant.

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

To be eligible, your child must be three by 30 April in the year they start kindergarten, and:

- is from a refugee or asylum seeker background, or
- identify as Aboriginal or Torres Strait Islander, or
- 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.

6. Payment of fees

The Approved provider 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 each week and must be paid by the date indicated on the invoice. Each invoice will be accompanied by payment instructions. Receipts will be provided for all fee payments.

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

Fee exemption to support priority group children who cannot afford bond payments will be exempted.

7. 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.

8. 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:

- 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.

4. 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

9. DEFINITIONS

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.

10. Notification of fee changes during the year

Childcare fees will have an incremental increase that will be reviewed each year. This most likely this will occur at the start of the financial year in July. However, the approved provider may consider increments divided into two being first in July and second in January. This will be assessed and subject to competition fee rates and affordability for parents. 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. 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>

12. 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)).

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13. ATTACHMENTS

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- 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 Precious Gems Childcare trading as Kids Haven Childcare on 1 December 2022.

Review date: **01/01/2024**

ATTACHMENT 1. FREE KINDERGARTEN INFORMATION FOR FAMILIES

Kids Haven Childcare 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 Kids Haven Childcare

Kids Haven Childcare has opted in to the Free Kindergarten initiative. Applicable parent fees are outlined below:

- Kindergarten in long day care for 3 and 4 -year-old children – parent fee will be reduced by the Free Kindergarten Funding

Kids Haven Childcare will reimburse families in full for any kindergarten fee deposit (*refer to Definitions*) payments that have already been made upon acceptance of enrolment, excluding any voluntary parent donations/payments that you agree to in writing.

3. Other charges [only applicable to services that provide over and above the free 15 hours per week (600 hours per year); and/or wrap around care]

Other charges levied by Kids Haven Childcare 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/Board [delete whichever is not applicable] 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.

4. Additional hours and/or wrap around care fees

Kids Haven Childcare offers families [insert amount] 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 2023 fee (including the costs of regular incursions and excursions).

Kids Haven Childcare 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.

5. Fundraising and voluntary parent payment/donations

While **participation in fundraising/donation is voluntary**, the support of every family is encouraged. Fundraising activities are also an opportunity for families and communities to come together.

6. Subsidies

6.1 Child Care Subsidy (CCS)

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

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

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

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

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

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

Exclusions and exceptions: Not available for providers that primarily provide an early educational program to children in the year that is two years before grade one of school (preschool or kindergarten).

7. Payment of fees for extended hours/wrap around care [only applicable to services that provide over and above the 15 hours per week (600 hours per year) and/or wrap around care]

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

The approved provider 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 Centre Manager 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 for extended hours/wrap around care [only applicable to services that provide over and above the 15 hours per week (600 hours per year) and/or wrap around care]

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

- An initial reminder letter will be sent to parents/guardians with a specified payment date, and will include information on a range of support options available for the family.
- Where payment is still not received, families will be invited to attend a meeting to discuss the range of support options available and establish a payment plan.
- Failure to attend the meeting and continued non-payment may result in a second and final letter notifying parents/guardians that the child's place at the service may be withdrawn unless payment is made or a payment plan is entered into within a specified period of time. This letter will also include information on a range of support options available for the family.
- The approved provider will continue to offer support and will reserve the right to employ the services of a debt collector.
- If a decision is made to withdraw the child's place at the service, the parents/guardians will be provided with 14 days' notice in writing.
- No further enrolments of children from the parents/guardians will be accepted until all outstanding fees have been paid.

9. Refund of fees

The 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/Board [delete whichever is not applicable]). 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.

10. Support services

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

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

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

ATTACHMENT 2. STATEMENT OF ADDITIONAL HOURS AND OR WRAP AROUND CARE FEES

[only applicable to services that provide over and above the 15 hours per week (600 hours per year) and/or wrap around care]

[Place on service letterhead]

Kids Haven Childcare

Fee schedule 2023

Funded sessional kindergarten for three/four-year-olds

Hours: "[number of additional hours]" hours per week and/or

Hours: "[wrap around hours]" hours per week [delete if no applicable]

	Additional Hours	Wrap around care	Total (\$)
Term 1	[item and cost]	[item and cost]	[charge]
Term 2	[item and cost]	[item and cost]	[charge]
Term 3	[item and cost]	[item and cost]	[charge]
Term 4	[item and cost]	[item and cost]	[charge]
Total	[item and cost]	[item and cost]	[charge]

Payment of fees

Invoices will be issued [timeframe] and must be paid by the due date.

Child Care Subsidy (CCS)

For information on the Child Care Subsidy, *refer to Free Kindergarten Information for Families*.

Late collection charge

The approved provider 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*).

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

[only applicable to services that provide over and above the 15 hours per week (600 hours per year) and/or wrap around care]

[Year]

Please complete this form and return to Kids Haven Childcare by [Date]

Fee payment contract

Child's full name:

Parent's/guardian's full name:

- I/we acknowledge that the three-year-old 15 hours per week (600 hours per year) funded kindergarten program is fully funded by the state government, with the balance of additional hours over and above and/or wrap around care coming from fees paid by parents/guardians.
- I/we acknowledge that the four-year-old 15 hours per week (600 hours per year) funded kindergarten program is fully funded by the state government, with the balance of additional hours over and above and/or wrap around care coming from fees paid by parents/guardians.
- I/we agree to pay any additional fees for services above the 600 hours by the due date on the invoice.
- I/we understand that fees for 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 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 Centre Manager 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 Kids Haven Childcare Free Kindergarten Fee Policy