



## FREE KINDERGARTEN FEES POLICY

**Policy number:** CSK02

**Version:** 2

**Responsible person:** BoG Chair

**Approved by BoG on:** 25th November 2022

**Schedule review date:** 10-2023

*Mandatory – Quality Area 7*

### Purpose

This policy will provide clear guidelines for:

- free kindergarten funding for funded sessional kindergarten programs.
- the application of surplus funding within Hampton Park Community Kindergarten (HPCK) ensuring it is only used to ensure the quality of program delivery and development of children enrolled in HPCK

### Policy Statement

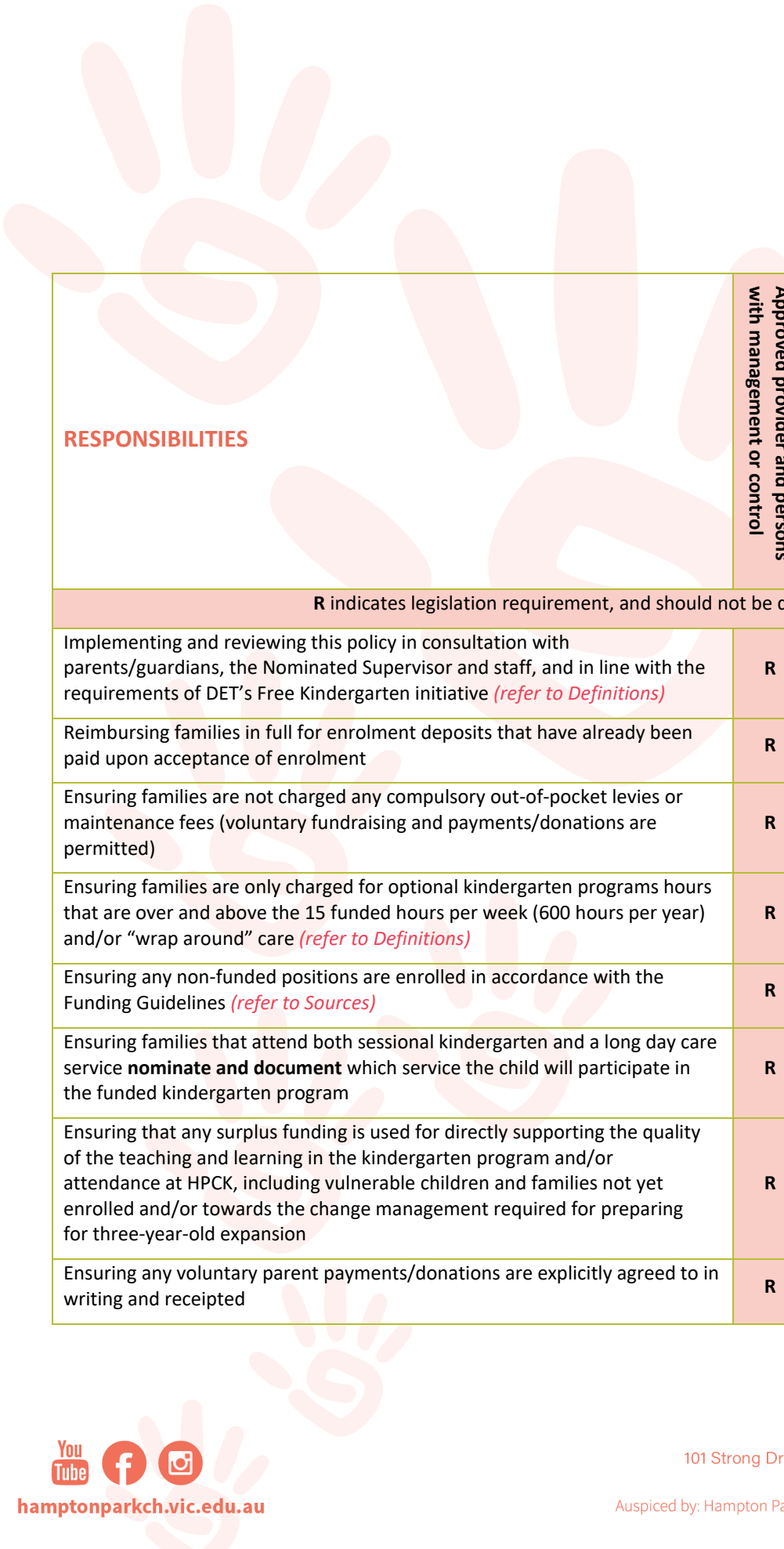
#### Values

Hampton Park Care Group Inc. (Hampton Park Community House) is committed to:

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

#### Scope

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



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 <b>nominate and document</b> 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 HPCK, 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 HPCK 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 HPCH ( <a href="#">Regulation 171</a> )	R	√			
Providing all parents/guardians with information about Free Kindergarten ( <a href="#">refer to Attachment 1</a> )	R	√			
Providing all parents/guardians with a statement of additional hours fees and charges ( <a href="#">refer to Attachments 2</a> ) upon enrolment of their child, if applicable	R	√			
Providing all parents/guardians with an additional payment fee agreement ( <a href="#">refer to Attachments 3</a> ), if applicable	R	√			
Reading the [Company] Free Kindergarten information for families ( <a href="#">refer to Attachment 1</a> ), the Statement of Additional Hours Fees and Charges ( <a href="#">refer to Attachments 2</a> ), and the Additional Hours Fee Payment Agreement ( <a href="#">refer to Attachments 3</a> ) if applicable				√	
Signing and complying with the Additional Hours Fee Payment Agreement ( <a href="#">refer to Attachments 3</a> ), 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 [Company]				√	
Complying with HPCH'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 ( <a href="#">Regulation 172(2)</a> ), 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 ( <a href="#">refer to Sources</a> )	R	√	√	√	
Informing the approved provider of any complaints or concerns that have been raised regarding fees at HPCK		√	√		
Referring parents'/guardians' questions in relation to this policy to the approved provider.		√	√		

## Background and Legislation

### Background

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

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

- providing a free 15-hour program to four-year-old children enrolled at HPCK's sessional service.
- providing a free 5-to-15-hour program to three-year-old children enrolled at HPCK's sessional service

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

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

### Legislation and Standards

Relevant legislation and standards include but are not limited to:

- Charter of Human Rights and Responsibilities 2006 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Disability Discrimination Act 1992 (Cth)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011: Regulation 168(2)(n)
- Equal Opportunity Act 1995 (Vic)
- National Quality Standard
- The most current amendments to listed legislation can be found at:
- Victorian Legislation – Victorian Law Today: [www.legislation.vic.gov.au](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.

**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](http://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.

**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 HPCH'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 HPCH. 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 HPCH.

**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 HPCH is not conditional on this payment.

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

## Sources and Related Policies

### Sources

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

The Kindergarten Funding Guide (Department of Education and Training): [www.education.vic.gov.au](http://www.education.vic.gov.au)

Resources for Funded Kindergartens: <https://www.education.vic.gov.au>

[The constitution of Hampton Park Care Group Inc.](#)



## Related Policies

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

## Evaluation

In order to assess whether the values and purposes of the policy have been achieved, Hampton Park Care Group Inc. 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 HPCH'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)*).

## Authorisations:

Signature of BoG Chair:



Date: 25 November 2023

