

# APEX PRESCHOOL CENTRE FEES POLICY

## QUALITY AREA 7

### PURPOSE

This policy provides a clear set of guidelines for:

- the setting and collection of fees
- ensuring the viability of Apex Preschool Centre INC, by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by Apex Preschool Centre INC.

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### POLICY STATEMENT

#### VALUES

Apex Preschool Centre INC is committed to:

- providing responsible financial management of the service, including establishing fees that will result in a financially viable service, while keeping user fees at the lowest possible level
- providing a fair and manageable system for dealing with non-payment and/or inability to pay fees/outstanding debts
- 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
- advising users of the service about program funding, including government support and fees to be paid by parents/guardians
- providing equitable access for families eligible for the Kindergarten Fee Subsidy and/or Early Start Kindergarten.

#### SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge and parents/guardians attending Apex Preschool Centre INC.

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#### **R** Indicates regulatory requirement

**A**

☐ **I**ndicates Service requirement

RESPONSIBILITIES	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
Reviewing the current budget to Determine fee income requirements	R	<input type="checkbox"/>			
Developing a fee policy that balances the parent's/guardian's capacity to pay, with providing a high-quality program and maintaining service viability	R	<input type="checkbox"/>			
Implementing and reviewing this policy in consultation with parents/guardians, the nominated supervisor, and staff, and in line with the requirements of DE's The Kindergarten Funding Guide <i>(refer to Sources)</i>	R	<input type="checkbox"/>			
Considering any issues regarding fees that may be a barrier to families enrolling at Apex Preschool Centre INC and removing those barriers wherever possible	R	<input type="checkbox"/>			
Reviewing the effectiveness of the procedures for late payment and support offered	R	<input type="checkbox"/>			
Considering options for payment when affordability is an issue for families	R	<input type="checkbox"/>			
Providing communication to families explaining their access to one funded kindergarten program per child, per year.	R	√			
Clearly communicating this policy and payment options to families in a culturally sensitive way, and in the family's first language where possible	R	<input type="checkbox"/>			

Ensuring that the <i>Fees Policy</i> is readily accessible at the service ( <i>Regulation 171</i> )	R	<input type="checkbox"/>			
Providing all parents/guardians with fee information ( <i>refer to Attachment 1</i> )	R	<input type="checkbox"/>			
Providing all parents/guardians with a statement of fees and charges ( <i>refer to samples in Attachments 2 and 3</i> ) upon enrolment of their child	R	<input type="checkbox"/>			
Providing all parents/guardians with a fee payment agreement if not funded by DE ( <i>refer to samples in Attachments 4 and 5</i> )	R	<input type="checkbox"/>			
Collecting all relevant information and maintaining relevant documentation regarding those with entitlement to concessions ( <i>refer to Definitions</i> )	R	<input type="checkbox"/>		<input type="checkbox"/>	
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 fees	R	<input type="checkbox"/>			
Notifying parents/guardians a minimum of 14 days of any proposed changes to the fees charged or the way in which the fees are collected ( <i>Regulation 172(2)</i> ), and ideally providing one term's notice.	R	<input type="checkbox"/>			
Addressing any complaints or concerns that have been raised regarding fees at the service in a timely manner	R	<input type="checkbox"/>			
Reading the Apex Preschool Centre INC Fee information for families ( <i>refer to Attachment 1</i> ), the Fee Payment Agreement ( <i>refer to Attachments 4 and 5</i> ) and the Statement of Fees and Charges for unfunded place( <i>refer to Attachments 2 and 3</i> )				<input type="checkbox"/>	
Signing and complying with the Fee Payment Agreement ( <i>refer to Attachments 4 and 5</i> )				<input type="checkbox"/>	

Notifying the approved provider if experiencing difficulties with the payment of fees				<input type="checkbox"/>	
Providing the required documentation to enable the service to claim the Kindergarten Fee Subsidy and/or Early Start Kindergarten, if eligible ( <i>refer to Attachment 1</i> ).				<input type="checkbox"/>	
BOLD tick <input type="checkbox"/> indicates legislation requirement					

## BACKGROUND AND LEGISLATION

### BACKGROUND

The Department of Education and Training (DE) (*refer to Definitions*) provides funding for each child who is enrolled and attending a funded kindergarten program two years before school. Income from other sources, primarily fees, is required to meet all the additional costs incurred by the service in the delivery of the children's program. In addition, the Kindergarten Fee Subsidy (*refer to Definitions*) enables eligible children to attend a funded kindergarten program free of charge two years before school.

DE also funds Early Start Kindergarten for three-year-old Aboriginal and Torres Strait Islander children, children from refugee or asylum seeker background and children known to Child Protection, to access kindergarten programs as outlined in The Kindergarten Funding Guide (*refer to Sources*).

*Regulation 168(2) (n) of Education and Care Services National Regulations 2011* requires that funded kindergarten services have a comprehensive written fees policy, and the content of this policy must be communicated to families. The policy includes a written statement about the fees to be charged (if not funded by DE) and the payment process. All families will be informed of any applicable fees at the time of enrolment. Services must also advise eligible families of the Kindergarten Fee Subsidy (*refer to Definitions*) and/or or Early Start Kindergarten (*refer to Definitions*) arrangements. The fees charged must comply with the Kindergarten Fee Subsidy requirements (*refer to Definitions*) and/or or Early Start Kindergarten (*refer to Definitions*) and be responsive to the local community and the viability of the service. The Kindergarten Funding Guide (*refer to Sources*) outlines the criteria to be covered in the policy.

### 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, including Quality Area 7: Governance and Leadership

## 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.

**Children/families experiencing vulnerability and/or disadvantage (in relation to this policy):** children are vulnerable if the capacity of parents and family to effectively care, protect and provide for their long-term development and wellbeing is limited. Some factors which may contribute to a child experiencing vulnerability include: a child with a disability; living in a family with a low income, or one which is experiencing problems with housing, domestic violence, substance abuse, or mental health; known to child protection; in statutory out-of-home care; Aboriginal and/or Torres Strait Islander, having a culturally and linguistically diverse background; having a young or sole parent, or a parent with a disability (adapted from the Kindergarten Funding Guide)

**Concession:** A Commonwealth Government entitlement providing concessions for low-income earners and other eligible people. This includes one of the following:

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

**Early Start Kindergarten (ESK):** Early Start Kindergarten provides eligible children with 15 hours of free or low-cost kindergarten each week led by a qualified Victorian Institute of Teaching (VIT) registered teacher. ESK is available to children who are at least three years old by 30 April in the year they are enrolled to attend the program and are:

- from a refugee or asylum seeker background, or
- Aboriginal and/or Torres Strait Islander, or
- known to child protection.

These children can also access free year-before-school kindergarten through the ESK Extension Grant regardless of whether they have accessed ESK in the previous year.

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

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

**High priority families:** as defined in the Kindergarten Guide this includes:

- Children at risk of abuse or neglect, including children in Out-of-Home Care
- Aboriginal and/or Torres Strait Islander children
- Asylum seeker and refugee children
- Children eligible for the Kindergarten Fee Subsidy
  - A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, or multiple birth children (triplets, quadruplets)
- Children with additional needs, defined as children who:
  - require additional assistance in order to fully participate in the kindergarten program.
  - require a combination of services which are individually planned.
  - have an identified specific disability or developmental delay.

**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:** No fee charge for a place within a program at the service.

**Kindergarten fee deposit:** The service no longer charge fee deposit as the kindergarten program is fully funded by the DE

**Kindergarten Fee Subsidy (KFS):** A state government subsidy paid in addition to per capita grants to subsidise the costs of parent fees and enable eligible children to attend a funded kindergarten for 15 hours free of charge (The Kindergarten Funding Guide (*refer to Sources*))

**Late collection charge:** Apex Preschool Centre has no charges to late collection of child/ren. However, it is mandatory that parents/family's pickup their child early or inform the kindergarten of any changes that will cause late collection of child. refer to Attachment 1)

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## SOURCES AND RELATED POLICIES

### SOURCES

- The Kindergarten Funding Guide (Department of Education and Training): [www.education.vic.gov.au](http://www.education.vic.gov.au)
- The constitution of Apex Preschool Centre INC

### RELATED POLICIES

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

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## 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.
- investigating what measures can be taken to reduce any barriers to access the program, especially for vulnerable and disadvantaged children.
- monitor the number of families/children excluded from the service because of their inability to pay fees.
- keep the policy up to date with current legislation, 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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### Attachment 1: Fee information for families

- Attachment 2: Statement of Fees and Charges – 3-year-old kindergarten program
- Attachment 3: Statement of Fees and Charges – 4-year-old kindergarten program
- Attachment 4: Fee Agreement – 3-year-old kindergarten program
- Attachment 5: Fee Agreement – 4-year-old kindergarten program

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## AUTHORISATION

This policy was adopted by the approved provider of Apex Preschool Centre INC on June 2025

**REVIEW DATE:** June 2026

## ATTACHMENT 1. FEE INFORMATION FOR FAMILIES

Apex Preschool Centre INC 2022

### 1. General information

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

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

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

Apex Preschool Centre INC provides a range of support options to parents/guardians experiencing difficulty with payment of fees (see below).

Operation hours	[Insert session days and times]
<b>Term one</b>	15 hours Session Monday-Friday 8.30am-1.30pm
<b>Term two</b>	15 hours Session Monday-Friday 8.30am-1.30pm
<b>Term three</b>	15 hours Session Monday-Friday 8.30am-1.30pm
<b>Term four</b>	15 hours Session Monday-Friday 8.30am-1.30pm
<b>Planned Closures</b>	Two child free pupil day and all VIC public holidays

### 2. How fees are set

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

- the financial viability of the service



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

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

### 3. Other charges

- **Excursion/service event charge:** At times throughout the year an additional excursion(s) or event(s) may be arranged where it is considered relevant to the service's program and the children's interests. At this time, any additional costs to families are taken into consideration before a decision is made (*refer to Excursions and Service Events Policy*).
- **Volunteering Donation:** - For our preschool to continue to maintain and provide safe learning space, the preschool requests your support through donations and volunteering of your time. This can be made in various forms, including:

- Monetary donations to help purchase soil, plants, tools, and other gardening essentials
- Donations of gardening supplies such as seeds, mulch, compost, and hand tools
- Volunteer time to assist with planting, weeding, and general upkeep of the garden

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### 4. Fundraising

Not all service costs are covered by DE per capita funding and the fees charged. Fundraising is undertaken to meet the balance and/or pay for additional items for the service. While participation in fundraising is voluntary, the support of every family is encouraged. Fundraising activities are also an opportunity for families and communities to come together.

### 5. Subsidies

#### 6.1 Kindergarten Fee Subsidy

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

Your child is eligible for the kindergarten fee subsidy:

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

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

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

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

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

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

## 5.2 Early Start Kindergarten

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

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

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

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

## 6. Payment of fees for Unfunded kinder: -

The Committee of Management/Board 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 [responsible position] 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.

## 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 Notification of fee changes during the year

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

## ATTACHMENT 2. STATEMENT OF FEES AND CHARGES

### Free funded Three-year-old kindergarten

Three-year-old kindergarten

Hours: 15 hours per week

	Fees (\$)	Other charges (\$)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Other charges (\$)	Total (\$)
Term one	0					
Term two	0					
Term three	0					
Term four	0					
Total						

### Kindergarten Fee Subsidy

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

### Early Start Kindergarten

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

### Children turning three during the year.

Children can only commence the program when they have turned three. Fees to be paid upon commencement if not eligible for Free fund kindergarten program.

The Committee of Management/Board reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child (*refer to Fee information for families*).

**ATTACHMENT 3. STATEMENT OF FEES AND CHARGES**  
**Four-year-old funded kindergarten**

Apex Preschool Centre INC  
Fee schedule  
Four-year-old kindergarten

Hours: 15 hours per week

	Fees (\$)	Other charges (\$)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Other charges (\$)	Total (\$)
Term one	0					
Term two	0					
Term three	0					
Term four	0					
Total						