

# FEES - FREE KINDER

QUALITY AREA 7 | ELAA VERSION 1.3



## PURPOSE

This policy provides a clear set of guidelines and procedures for:

- How Yarrambat Plenty Pre School comply with the Free Kinder funding requirements.



## POLICY STATEMENT

The safety, health, wellbeing, rights and best interests of every child are the paramount consideration and must guide all decisions, actions and practices of educators within the education and care service.

## VALUES

Yarrambat Plenty Pre School 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 Yarrambat Plenty Pre School.

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					
1. 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	√	√	√	
2. 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> ,	R	√			



and take reasonable steps to ensure those policies and procedures are followed ( <i>Regulation 170</i> )					
3. Ensuring that families are informed of the operating hours including term dates, planned closures and additional hours to account for closures.	R	√	√		
4. Ensuring families are informed of the total annual fee amount, including any applicable fees for e.g. excursions and any additional hours	R	√			
5. Ensuring families are not charged any compulsory out-of-pocket levies or maintenance fees (voluntary fundraising and payments/donations are permitted)	R	√			
6. 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	√			
7. Ensuring any non-funded positions are enrolled in accordance with the Kindergarten Funding Guidelines ( <i>refer to Sources</i> )	R	√			
8. Providing communication to families explaining their access to one year of three-year-old and one of four-year-old funded kindergarten program	R	√			
9. Ensuring families that attend both sessional kindergarten and a long day care service <b>nominate and document</b> at which service the child will participate in the funded kindergarten program	R	√		√	
10. Ensuring that any surplus funding is used in line with acceptable uses of kindergarten funding, including to promote increased participation and/or enhance program quality	R	√			
11. Ensuring any voluntary parent payments/donations are explicitly agreed to in writing and receipted	R	√			
12. Charging families only for an occasional special event/ excursions that occur outside the normal program/curriculum	R	√	√		
13. Ensuring that any child that is eligible for Early Start Kindergarten is enrolled at the service and recorded on the Arrival system	R	√	√		
14. Collecting all relevant information regarding those with entitlement to concessions and recording it on the Arrival system	R	√	√		
15. Ensuring that the <i>Fees - Free Kinder Policy</i> is readily accessible at the service ( <i>Regulation 171</i> )	R	√			
16. Providing all parents/guardians with information about Free Kinder ( <i>refer to Attachment 1</i> )	R	√			
17. Providing all parents/guardians with a statement of additional hours fees and charges to families that have opted in to the additional hours/wrap around care ( <i>refer to Attachments 2</i> ) upon enrolment of their child, if applicable	R	√			

18. <b>NOTE:</b> parents must also be advised that enrolling for hours over 15 is <b>optional</b> and families can choose to only enrol for 15 hours and receive this program at no cost.					
19. Providing all parents/guardians with an additional hours payment fee agreement ( <i>refer to Attachments 3</i> ), if applicable	R	√			
20. Informing parents of any action that will be taken if additional hours fees are not paid ( <i>refer to Attachments 3</i> )	R	√			
21. Reading the Yarrambat Plenty Pre School 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> ) if applicable				√	
22. Signing and complying with the Additional Hours Fee Payment Agreement ( <i>refer to Attachments 3</i> ), if applicable				√	
23. Ensuring any additional hours fees are collected and receipted	R	√			
24. Notifying the approved provider if experiencing difficulties with the payment of additional hours fees				√	
25. Providing agreement in writing if any additional payments are made to the Yarrambat Plenty Pre School				√	
26. 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	√	√	√	
27. 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	√			
28. 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	√	√	√	
29. Informing the approved provider of any complaints or concerns that have been raised regarding additional hours fees at the service		√	√		
30. 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 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 and 4-year-old kindergarten programs.

**Free Kinder Fees** | Date Reviewed June 26

450 Ironbark Road, Yarrambat, VIC 3091.

Ph: 9436 1182

[Yarrambat.plenty.kin@kindergarten.vic.gov.au](mailto:Yarrambat.plenty.kin@kindergarten.vic.gov.au) ABN: 195 9834 9422



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

- providing a free 15-hour program to four-year-old children enrolled at a sessional service
- providing a free 5-to-15-hour program to three-year-old children enrolled at a sessional service (subject to the length of funded program offered)
- 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 kindergarten children 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 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) if applicable:** 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](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

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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 registration and 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. A service may charge for one-off excursions/incursions, and registration fees (sometimes called waitlist fees). Waitlist fees are returned to families once they have accepted a kindergarten place.

**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 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, that have opted into the initiative.

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

- providing a free 15-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:** For service's that have not opted for Free Kinder, 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.

**Pre-Prep priority cohort:** From 2026, between 16 and 25 hours of Pre-Prep will be available to:

- Aboriginal and Torres Strait Islander children
- children from a refugee or asylum seeker background
- children who have had contact with Child Protection
- children who were supported by Early Start Kindergarten (ESK) or Access to Early Learning (AEL) in their Three-Year-Old Kindergarten year.

Pre-Prep hours for this group of [priority cohort children increase to up to 30 hours from 2028](#).

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**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.

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## 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 [Service Name]

### 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
  - 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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## ATTACHMENTS

- Attachment 1: Free Kinder 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



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## AUTHORISATION

This policy was adopted by the approved provider of Yarrambat Plenty Pre School on 09/06/2026.

**REVIEW DATE:** June 9<sup>th</sup> 2027

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## ATTACHMENT 1. FREE KINDER INFORMATION FOR FAMILIES

Yarrambat Plenty Pre School 2026

### 1. General information

Kindergarten programs for four-year-old and three-year-old children in Victorian Government funded services will be free as part of the Best Start, Best Life reform.

Free Kinder provides families with a free program in sessional services and a fee offset in long day care services.

DE also provides funding to assist eligible three-year-old Aboriginal and Torres Strait Islander children, Asylum seeker and refugee children and children known to Child Protection, to access kindergarten programs.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>3 Year Old Wombats</b> (Room.2)		9.15am – 2.15pm		9.15am – 2.15pm	
<b>3 &amp; 4 Year Old Kookaburras</b> (Room.1)	8.30am – 1.30pm		8.30am – 1.30pm		8.30am – 1.30pm
<b>4 Year Old Kangaroos</b> (Room.1)		8.30am – 4pm		8.30am – 4pm	
<b>4 Year Old Possums</b> (Room.2)	9.15am – 2.15pm		9.15am – 2.15pm		9.15am – 2.15pm
<b>Extended Care</b> (Room.1)	1.30pm – 4.30pm		1.30pm – 4.30pm		1.30pm – 4.30pm

	Operation hours
<b>Term 1</b> – 28 <sup>th</sup> January - 3 <sup>rd</sup> April	<i>Monday</i> 7.30am-4.30pm
<b>Term 2</b> – 20 <sup>th</sup> April – 26 <sup>th</sup> June	<i>Tuesday</i> 7.30am-4.30pm
<b>Term 3</b> – 13 <sup>th</sup> July – 18 <sup>th</sup> September	<i>Wednesday</i> 7.30am-4.30pm
<b>Term 4</b> – 5 <sup>th</sup> October – 18 <sup>th</sup> December	<i>Thursday</i> 7.30am-4.30pm
	<i>Friday</i> 7.30am-4.30pm
<b>Planned Closures</b>	Thursday 4 <sup>th</sup> June and Monday 2 <sup>nd</sup> November
<b>Additional Hours account for closure</b>	

### 2. What Free Kinder means at our service

Yarrambat Plenty Pre School has opted in to the Free Kinder initiative. Applicable parent fees are outlined below:

- Funded sessional kindergarten for 3-year-old children (up to 15 hours per week) – no parent fee
- Funded sessional kindergarten for 4-year-old children (15 hours per week) - no parent fee

### 3. Other charges

Other charges levied by Yarrambat Plenty Pre School are included on the Statement of Fees and Charges, that will be provided to families upon enrolment.

These include:

#### **Additional hours and/or wrap around care fees**

Yarrambat Plenty Pre School 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 after the kindergarten session.

Families have the option of only enrolling for 15 hours and being charged no additional fees.

**Free Kinder Fees** | Date Reviewed June 26

#### 4. 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.

#### 5. Payment of fees for additional hours/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 Committee of Management will regularly review payment options and procedures to ensure that they are inclusive and sensitive to families' cultural and financial situations.

Fees will be invoiced to parents/guardians directly and must be paid by the date indicated on the invoice. Each invoice will be accompanied by payment instructions. The first term's fees must be received in full prior to the child commencing at the service. For children enrolled after the commencement of a term, a pro rata invoice will be issued and must be paid in full within 14 days of the child's commencement at the service. Receipts will be provided for all fee payments.

Parents/guardians experiencing difficulty in paying fees are requested to contact the Pre School Treasurer or Pre School 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.

#### 6. Unpaid fees for additional hours/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 Committee of Management 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.

#### 7. Refund of fees

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

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

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

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

#### 8. Support services

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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.

**9. Notification of fee changes during the year for additional 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.

# Yarrambat Plenty Preschool

## Extended Care Program - Terms & Conditions



Yarrambat Plenty Preschool is delighted to offer an Extended Care program to our enrolled families. This program is designed to provide additional support and convenience, ensuring that our children receive the highest quality care beyond regular preschool hours.

Our Extended Care Program is thoughtfully developed in response to valuable feedback from parents who have expressed a need for extended care services at our preschool. We aim to accommodate these requests to better support the diverse scheduling needs of our families.

These sessions feature mixed-age groups, combining children from both the 3 and 4-year-old classes. This arrangement allows children to broaden their social circles and develop new friendships, fostering a diverse and inclusive environment for learning and play.

### 1. PROGRAM SCHEDULE

Our goal is to offer a cost-effective option for parents while maintaining the high-quality care education that is central to our Preschool. Each year, fees are carefully reviewed and adjusted if necessary to ensure they remain fair, competitive and reflective of commitment to providing an exceptional service to our families.

As an additional service operated by the Preschool, it is necessary to charge fees to adequately resource the program and cover all operational costs, including staffing, insurance, registrations, utilities, and more.

We are pleased to be able to confirm that we are continuing to maintain our fees based on an hourly rate of \$10.00 supporting a program led by a Qualified Teacher, with the support of an Assistant Educator.

Monday	Tuesday	Wednesday	Thursday	Friday
1.30pm - 4.30pm	N/A	1.30pm - 4.30pm	N/A	1.30pm - 4.30pm

**Note:** Your cost will be based on your child's start time at the program which will be different for Possums and Kookaburras.

### 2. PROGRAM INFORMATION

**What to bring:** Since your child will already have what they need from the sessional class, the only additional item we request is snacks. Please note that we are unable to provide onsite food for the children.

**Allergies and Medication:** Medical information for individual children is equally accessible to the Extended Care Program as it is for the sessional preschool class. Educators have the same information and the necessary training to handle any medical situations specific to certain children.

**Parent Communication:** All parent communication, including regular updates on your children's activities, will be provided through OWNA.

**Parent pick up:** Is via the front doors (where the ramp is) and as the class operates from Room 1, you will need to access via the door to your left. If it is locked please knock or ring the doorbell and a staff member will let you in. Children can be collected at any time before the session ends at 4.30pm and must be signed out using the available iPad.

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**Photo/Video Consent:** Your preferences from the sessional classes will also be applied in the Extended Care Program.

#### 4. FEE BREAKDOWN

<b>Kookaburras</b>	
Rate is \$10.00 per hour   Sessions are 3 hours per day (\$30.00)   Sessions are 3 times per week (\$90.00)	
<b>Term 1</b>	<ul style="list-style-type: none"> <li>21 sessions x \$30.00 per day = \$630.00 - 1 Public Holiday discounted by 25% (\$22.50)</li> <li>Total cost for Term 1 based on the above calculations = <b>\$652.50 • Fees due Friday 23rd January 2026</b></li> </ul>
<b>Term 2</b>	<ul style="list-style-type: none"> <li>30 Sessions x \$30.00 per day = \$900.00 - 1 Public Holiday which is discounted by 25% (\$22.50)</li> <li>Total cost for Term 2 based on the above calculations = <b>\$922.50 • Fees due Friday 10th April 2026</b></li> </ul>
<b>Term 3</b>	<ul style="list-style-type: none"> <li>30 sessions x \$30.00 per day = \$900.00 - 0 public holidays</li> <li>Total cost for Term 3 based on the above calculations = <b>\$900.00</b></li> <li><b>Fees due Friday 3rd July 2026</b></li> </ul>
<b>Term 4</b>	<ul style="list-style-type: none"> <li>31 sessions x \$30.00 = \$930.00 - 0 public holidays</li> <li>Total cost for Term 1 based on the above calculations = <b>\$930.00</b></li> <li><b>Fees due Friday 25th September 2026</b></li> </ul>
<b>Possums</b>	
Rate is \$10.00 per hour   Sessions are 2 hours & 15 minutes per day (\$22.50)   Sessions are 3 times per week (\$67.50)	
<b>Term 1</b>	<ul style="list-style-type: none"> <li>21 sessions x \$22.50 per day = \$472.50 - 1 Public Holiday discounted by 25% (\$16.90)</li> <li>Total cost for Term 1 based on the above calculations = <b>\$489.40 • Fees due Friday 23rd January 2026</b></li> </ul>
<b>Term 2</b>	<ul style="list-style-type: none"> <li>30 Sessions x \$22.50 per day = \$675 - 1 Public Holiday which is discounted by 25% (\$16.90)</li> <li>Total cost for Term 2 based on the above calculations = <b>\$691.90 • Fees due Friday 10th April 2026</b></li> </ul>
<b>Term 3</b>	<ul style="list-style-type: none"> <li>27 sessions x \$22.50 per day = \$607.50 - 0 public holidays</li> <li>Total cost for Term 3 based on the above calculations = <b>\$607.50 • Fees due Friday 3rd July 2026</b></li> </ul>
<b>Term 4</b>	<ul style="list-style-type: none"> <li>31 sessions x \$22.50 = \$697.50 - 0 public holidays</li> <li>Total cost for Term 1 based on the above calculations = <b>\$697.50</b></li> <li><b>Fees due Friday 25th September 2026</b></li> </ul>

Calculations are correct at the time of printing. Should there be any changes you will be given ample notice.

### Additional information:

Please note that the Extended Care Program will not be operating on the following pupil-free days: → **March 9th 2026** → **June 8th 2026** → **November 2nd 2026** → **December 18th 2026**

**Note:** There is a possibility of an additional pupil free day in Term 3 due to staff professional development requirements, however if this impacts the Extended Care Program, invoices will be amended accordingly and ample notice provided to families .

## 5. PAYMENTS

- a) To secure your child's spot, the 2026 Extended Care Program Agreement must be signed and returned by 1st December 2025.
- b) The first term's fees are due by **Friday 23rd January 2026**.
- c) Invoices for fees will be sent out a term in advance, and must be paid in full by the due date.
- d) Payment methods include; direct deposit (no fees), website (fees), card (fees)

Bank details are: Yarrambat Preschool, Bendigo Bank, 633-000, 130278005

*\*Please use your child's surname as the reference.*

## 6. LATE AND UNPAID PAYMENTS

- a) Payments not received by the due date will incur a \$25 late fee if no alternative payment arrangements have been agreed upon between the family and the Preschool prior to the due date.
  - b) Accounts overdue by more than 60 days will be subject to collection procedures in accordance with the Yarrambat Plenty Preschool Fee Policy.
  - c) In instances where accounts are more than 60 days overdue, and we have not had communication from you about your intentions with the account, we will refer the debt to an external collection agency.
- D We reserve the right to withdraw a child's place in the extended care program if fees remain unpaid for more than 60 days, and after two official reminder notices have been issued.

## 7. CONDITIONS

- a) Enrollments are based on a yearly commitment. To ensure the program's financial viability, we expect families to maintain their enrollment and continue payments throughout the entire year.
- b) Refunds for early departures due to extenuating circumstances may be considered by the Preschool's Committee of Management, on a case by case basis.
- c) Children who are unwell or showing symptoms of illness will not be permitted to attend the service. Parents will be called if staff witness any signs of illness in your child.
- d) In the event that children are collected late from Extended Care, a late fee of \$1 per minute applies.
- e) To maintain the viability of the Extended Care Program, it is essential that enrollment numbers stay at a sustainable level. If enrollments drop below the required minimum, we may need to reassess the program, which could affect all families using the service. Session times and the continuation of the program depend on

meeting these enrollment numbers. Should any changes be necessary, we will inform parents and guardians as soon as possible.

- f) Parents are bound by the same kindergarten policies, procedures and authorisations provided within their child's preschool enrolment documentation.
- g) Fees are still applicable regardless of whether a child is unable to attend a session due to illness or holidays.
- h) The program does not operate on public holidays, however fees are still charged. We provide a 25% discount for public holidays.
- i) The program does not operate during Victorian Public School Holidays.
- j) Child Care Subsidy (CCS) is not currently applicable, families are responsible for the full costs of the extended care program for their children.

**Reason:** *CCS is for services that primarily provide childcare. As YPPS is a service that primarily provides early education to children in a sessional kindergarten setting, we do not qualify for CCS approval.*

## 8. REFUNDS & CANCELLATIONS

- a) Refunds for extended care sessions are not available due to any of the following circumstances: •
  - illness
    - public holidays
    - family holiday during operational times
    - closure of the service due to extreme and unavoidable circumstances
    - where a family chooses not to send their child for the maximum hours for which they are enrolled.
- b) Refunds are available under the following conditions:
  - closure of the service for one or more days when a qualified staff member is absent and a qualified reliever is not available
  - In the unlikely event that the service must cease operation due to student numbers dropping below the viable threshold, refunds will be issued for any unused sessions, effective from the date the program is discontinued.
- c) Cancellations must be made in writing and the following conditions apply:
  - If you need to withdraw from the Extended Care Program part way through the year, refunds cannot be given for any unused portion of the Term fees made, due to the financial structure of the program.
  - If a family withdraws from the program and later wishes to rejoin, the gap in fees between the departure and return must be covered. This is to ensure fairness for all families who have maintained their places in the program. In rare and extenuating circumstances, the Committee of Management may consider alternative arrangements.

## 9. ENROLMENT

At the time of enrolling your child at Yarrambat Plenty Preschool you were asked to express if you had interest in utilising our Extended Care Program. Now that you have been allocated your Preschool Group we are able to offer you a place in the Extended Care Program.

If you would like to proceed with securing a place in the program, it is requested that you read and sign the **2026 YPPS Extended Care Program Agreement** and return to the Preschool Manager by **Monday 1st December 2025** as spots are limited.

At the start of the preschool year, parents will be contacted again to reconfirm their child's place in the program. We will also provide further details about the program, including staffing, programming and any other relevant information.

**Note:** the program does not commence until the settling in schedule has concluded at the beginning of the year, this is projected to be Friday 13th February 2026.

## 10. PRIVACY

We collect and use your information as described in our Privacy Policy. By using our services, you consent to this policy. This policy is available upon request from the Preschool Manager.

## 11. CHANGES TO TERMS

From time to time, it may be necessary to update these terms. Any changes will be communicated through OWNA, and a copy will be provided to the families of enrolled children.

## 12. CONTACT INFORMATION

For any questions or support, please contact the Preschool Manager on 03 9436 1182 or via [manager@yarrambatplentypreschool.com.au](mailto:manager@yarrambatplentypreschool.com.au)

The Manager may refer any queries to the Preschool's Committee of Management if necessary.

## 13. TERM 1 FEES

As per the details under the scheduling section Fees are due to be paid prior to the commencement of each term.

Term 1 Fees are due Friday 23rd January 2026.

Bank details are:

Bendigo Bank  
Yarrambat Preschool BSB  
633-000  
ACC 130278005

*\*Please use your child's surname as the reference.*

**Note:** Please don't make a deposit until you have received a confirmation letter from the preschool confirming your child/ren's place in the program.

## 14. COMMITTEE OF MANAGEMENT

The service is managed by the Yarrambat Plenty Preschool Committee of Management, a group of volunteer parents and community members who work together to ensure we provide the best possible service. These parents are elected at the Preschool's AGM and take on these roles while balancing their family commitments and day jobs. We deeply appreciate your understanding that this is not a business, but a community-driven program created to support our preschool families. Your support and patience mean a lot as we strive to offer the best care and resources for our children. Thank you.



# Yarrambat Plenty Preschool

## Extended Care Program - Terms & Conditions Parent Agreement

### Acknowledgment and Agreement

Please tick all the boxes and sign below to confirm your understanding of the following:

- I have received a copy of the Yarrambat Plenty Preschool's Extended Care Program Terms and Conditions and agree to the requirements contained within.
- I understand that fees are billed a term in advance. .
- I am aware that the program operates Mondays, Wednesdays and Fridays between 1.30pm and 4.30pm.
- I understand that it is my responsibility to ensure my child is picked up promptly by 4:30 PM.
- A late pick-up fee of \$1 per minute will apply for any pick-ups after 4:30 PM to cover the additional costs incurred due to staff overtime.
- I understand that I am required to maintain payments in advance at all times for the Extended Care Program. I acknowledge that failure to keep payments up to date may result in the suspension of services until the account is brought current.

### Authorisation

By signing this form, I acknowledge that I have read, understood, and agreed to all the terms and conditions of this year's Extended Care Program. I understand my responsibilities as a parent/guardian and the services provided by the program, including how it operates.

Child's Name \_\_\_\_\_

Child's Class \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date signed \_\_\_\_\_

