



2025 STATEMENT OF FEES AND CHARGES

3 YEAR OLD KINDERGARTEN

HOURS: 12 HOURS PER WEEK

	Fees (\$)	Voluntary Contribution (\$)	Total (\$)	Families with Eligible Concessions (KFS & ESK)		
				Fees (\$)	Voluntary Contribution (\$)	Total (\$)
Deposit	Refunded or Credited to Voluntary Contribution		\$200.00	Refunded or Credited to Voluntary Contribution		\$200.00
Term 1	-	\$50.00		-	\$50.00	\$50.00
Term 2	-	\$50.00	\$50.00	-	\$50.00	\$50.00
Term 3	-	\$50.00	\$50.00	-	\$50.00	\$50.00
Term 4	-	\$50.00	\$50.00	-	\$50.00	\$50.00
Total	\$0.00	\$200.00	\$200.00	\$0.00	\$200.00	\$200.00

Under the "Free Kinder" initiative, Yarraleen Preschool has a significant shortfall in its annual budget. As a result of this shortfall, we are urging families to make a voluntary contribution to allow our service to continue to provide its exceeding educational program.

4 YEAR OLD KINDERGARTEN

HOURS: 18 HOURS PER WEEK

	Fees (\$)	Voluntary Contribution (\$)	Total (\$)	Families with Eligible Concessions (KFS & ESK)		
				Fees (\$)	Voluntary Contribution (\$)	Total (\$)
Deposit	Refunded or Credited to Voluntary Contribution		\$200.00	Refunded or Credited to Voluntary Contribution		\$200.00
Term 1	\$462.50	\$50.00	\$512.50	\$300.00	\$50.00	\$350.00
Term 2	\$462.50	\$50.00	\$512.50	\$300.00	\$50.00	\$350.00
Term 3	\$462.50	\$50.00	\$512.50	\$300.00	\$50.00	\$350.00
Term 4	\$462.50	\$50.00	\$512.50	\$300.00	\$50.00	\$350.00
Total	\$1,850.00	\$200.00	\$2,050.00	\$1,200	\$200.00	\$1,400.00

HOURS: 16 HOURS PER WEEK

	Fees (\$)	Voluntary Contribution (\$)	Total (\$)	Families with Eligible Concessions (KFS & ESK)		
				Fees (\$)	Voluntary Contribution (\$)	Total (\$)
Deposit	Refunded or Credited to Voluntary Contribution		\$200.00	Refunded or Credited to Voluntary Contribution		\$200.00
Term 1	\$280.00	\$50.00	\$330.00	\$180.00	\$50.00	\$230.00
Term 2	\$280.00	\$50.00	\$330.00	\$180.00	\$50.00	\$230.00
Term 3	\$280.00	\$50.00	\$330.00	\$180.00	\$50.00	\$230.00
Term 4	\$280.00	\$50.00	\$330.00	\$180.00	\$50.00	\$230.00
Total	\$1,120.00	\$200.00	\$1,320.00	\$720.00	\$200.00	\$920.00

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FEES & CHARGES

(For further information please refer to the Fee policy).

Yarraleen Preschool is committed to:

- Supporting the Victorian Government's Free Kindergarten initiative;
- Increasing access to quality kindergarten programs for all 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.

FREE KINDERGARTEN INITIATIVE

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.

1. **What free kindergarten means at our service**

Yarraleen Preschool has opted into the Free Kindergarten 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

2. **Other charges**

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

These include:

- **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](#)).

- **Late collection charge**

The Committee of Management 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 Committee of Management.

3. **Additional hours**

We offer extended hours 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.

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 extended hours**

Fees are payable for hours over and above 15 hours per week.

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 Administration 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 extended hours**

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

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 extended hours

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.

Whilst our kinder has opted into the "Free Kinder" initiative, not all service costs are covered by the Department of Education's funding.

Fees for 2024 have been reviewed and approved by our Committee of Management. The fees set, take into consideration the market median of our local area, our ability to continue with the excellent educational program led by our experienced staff as well as maintaining a financially viable service.