

FEES - FREE KINDER AND LONG DAYCARE

QUALITY AREA 7



PURPOSE

This policy will provide clear guidelines for:

- how services comply with the Free Kinder initiative.
- the setting, payment and collection of fees in a long daycare program
- ensuring the viability of Emma McLean Kindergarten and Daycare , by setting appropriate fees and charges for the after kinder care and long daycare programs
- the equitable and non-discriminatory application of fees across the long daycare programs provided by Emma McLean Kindergarten and Daycare .



POLICY STATEMENT

VALUES

Kindergarten: Emma McLean Kindergarten and Daycare 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.

Long Daycare/Additional Care: Emma McLean Kindergarten and Daycare 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
- maintaining confidentiality in relation to the financial circumstances of parents/guardians
- advising users of the service about program government funding and fees to be paid by 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 Emma McLean Kindergarten and Daycare .

RESPONSIBILITIES	Contractors, volunteers and students	Parents/guardians	Early childhood teacher, educators and all other staff	Nominated supervisor and persons in day-to-day charge	Approved provider and persons with management or control
	R indicates legislation requirement, and should not be deleted				
1. Reviewing the current budget to determine fee income requirements				√	R
2. 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
3. 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>), and take reasonable steps to ensure those policies and procedures are followed (<i>Regulation 170</i>)				√	R
4. Ensuring that families are informed of the operating hours including term dates, planned closures and additional hours to account for closures.				√	R
5. Ensuring families are informed of the total annual fee amount, including any applicable fees for e.g. excursions and any additional hours				√	R
6. Collecting all relevant information and maintaining relevant documentation regarding those with entitlement to concessions, where applicable		√		√	R
7. 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
8. In the long day care programs, where Child Care Subsidy or Additional Child Care Subsidy is applicable, ensure that all subsidies a child is eligible for are applied to reduce cost to families				√	R
9. Ensuring families are only charged for the long daycare programs hours and/or the after kinder care hours (<i>refer to Definitions</i>) that are over and above the 15 funded kindergarten hours per week (600 hours per year)				√	R
10. Providing communication to families explaining their access to one year of three-year-old and one of four-year-old funded kindergarten program				√	R
11. Reviewing the effectiveness of the procedures for late payment and support offered				√	R

12. Considering options for payment when affordability is an issue for families	R	√			
13. Clearly communicating this policy and payment options to families in a culturally-sensitive way, and where possible in the family's first language	R	√			
14. Addressing any complaints or concerns that have been raised regarding fees at the service in a timely manner	R	√			
15. Ensuring families that attend long daycare at Emma McLean Kindergarten and Daycare and sessional kindergarten at another service nominate and document which service the child attends the funded kindergarten program.	R	√		√	
16. 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 in the funded kindergarten programs only.	R	√			
17. Ensuring any voluntary parent payments/donations are explicitly agreed to in writing and receipted	R	√			
18. Providing all parents/guardians with information about Free Kinder <i>(refer to Attachment 1)</i>	R	√			
19. Charging families only for special events / excursions that occur outside the normal program/curriculum	R	√	√		
20. Ensuring fees are receipted via XAP	R	√			
21. Collecting all relevant information regarding those with entitlement to concessions and recording it on the Arrival system	R	√	√		
22. Ensuring that the <i>Fees Policy</i> is readily accessible at the service <i>(Regulation 171)</i>	R	√			
23. Providing all parents/guardians with fee information <i>(refer to Attachment 1)</i>	R	√			
24. Statement of fees and charges <i>(refer to Attachments 2)</i> to be displayed at the service.	R	√			
25. Informing parents of any action that will be taken if fees are not paid	R	√			
26. Reading the Emma McLean Kindergarten and Daycare 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> , if applicable				√	
27. Providing agreement in writing if any additional payments are made to the Emma McLean Kindergarten and Daycare				√	
28. Notifying the approved provider if experiencing difficulties with the payment of additional hours fees				√	
29. Providing agreement in writing if any additional payments are made to the Emma McLean Kindergarten and Daycare				√	
30. 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	√	√	√	

31. Notifying parents/guardians a minimum of 14 days of any proposed changes to the fees charged for long daycare and before kinder care, or the way in which the fees are collected (<i>Regulation 172(2)</i>),	R	✓			
32. 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	✓	✓	✓	
33. Informing the approved provider of any complaints or concerns that have been raised regarding fees at the service		✓	✓		
34. Referring parents'/guardians' questions in relation to this policy to the approved provider.		✓	✓		
35. Signing the direct debit request form and complying with all terms and conditions to enable fees to be debited from your nominated account and receipted via the families XAP profile.				✓	
36. Signing and complying with all declarations on the child's enrolment form				✓	

BACKGROUND AND LEGISLATION



BACKGROUND

Kindergarten

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 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 Kinder supports families to access a funded kindergarten program by:

- providing a free 15-hour program to three and four-year-old children enrolled in a sessional kindergarten program

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.

Long Daycare/Child Care

Childcare services providing approved child care (*refer to Definitions*) must abide by the *Family Assistance Legislation Amendment (Jobs for Families Child Care Package) Act 2017* (*refer to Legislation and standards*). The Commonwealth Government supports working parents/guardians in making early childhood education and care more affordable and accessible through the Child Care Package (The Package). The Package includes the Child Care Subsidy (*refer to Definitions*) and Child Care Safety Net

(refer to Definitions). Together, they enable parents/guardians to participate in the workforce by making early childhood education and care affordable and accessible.

The Child Care Subsidy helps by assisting families with their childcare fees and provides greater assistance to low and middle-income families

The Child Care Safety Net provides families and services extra support if they are vulnerable and disadvantaged, or located in a regional or remote community. The Child Care Safety Net includes:

- **The Additional Child Care Subsidy:** which provides extra payment on top of the Child Care Subsidy for families who need more help.
- There are four different payments:
 - For families who need help to support their children's safety and wellbeing
 - For grandparents who care for their grandchildren
 - For families experiencing significant financial stress
 - For parents transitioning from welfare to work
- **The Community Child Care Fund:** helps services stay open and available to children in disadvantaged, regional and remote communities.
- **The Inclusion Support Program:** provides support to Early Childhood Education and Care services to build their capacity and capability to include children with additional needs in mainstream services.
- **Subsidised Care for Low Income Families:** who earn \$69,390 or less a year can access 24 hours of subsidised care per child per fortnight without having to meet the activity test.

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, including Quality Area 7: Governance and Leadership
- Family Assistance Legislation Amendment (Jobs for Families Child Care Package) Act 2017
- Child Care Subsidy Minister's Rules 2017
- Child Care Subsidy Secretary's Rules 2017
- A New Tax System (Family Assistance) Act 1999
- A New Tax System (Family Assistance) (Administration) Act 1999

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

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.

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.

Centrelink: The agency that delivers payments and services to parents/guardians on behalf of the Australian Government

Child Care Safety Net: Child Care Safety Net provides families and services extra support if they are vulnerable and disadvantaged, or located in a regional or remote community. Supporting children to access quality early childhood education and care services

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

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 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 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.

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. (*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) in the long daycare programs and the after kinder care programs at the service.

Fundraising Levy: a voluntary payment/donation for items not directly related to the provision of the children's program. Attendance is not conditional on this payment.

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 3 and 4-year-old children enrolled at a sessional service

Funded Kindergarten: 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.

Late collection fee: A charge that may be imposed by the approved provider when parents/guardians are late to collect their child/children from the program (*refer to Attachment 1*)

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 2032, 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.

After Kinder Care: care that is provided to the sessional kindergarten children outside of the 15 hours per week program. After Kinder Care fees are not funded by the Victorian Government but may be covered by CCS (*refer to Definitions*).

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
- Resources for Funded Kindergartens: www.vic.gov.au/kindergarten-funding-guide
- The constitution of Emma McLean Kindergarten and Daycare
- Child Care Package: Commonwealth child care fee assistance including the Child Care Subsidy (CCS) and Additional Child Care Subsidy (ACCS): www.dese.gov.au

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
- 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 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)*).



ATTACHMENTS

- Attachment 1: Free Kinder fee information for families
- Attachment 2: Long Daycare and After Kinder Care fee information for families
- Attachment 3: Statement of fees and charges



AUTHORISATION

This policy was adopted by the approved provider of Emma McLean Kindergarten and Daycare on October 2025

REVIEW DATE: October 2026

ATTACHMENT 1. FEE INFORMATION FOR FAMILIES – (FREE KINDERGARTEN)

1 GENERAL INFORMATION

Kindergarten programs for three and four-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 \$2,627 for each child enrolled in a participating funded kindergarten program. DE 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.

SESSIONAL KINDERGARTEN

Term dates:

Term 1: Wednesday 28th January 2026 – Thursday 2nd April 2026

Term 2: Monday 20th April 2026 – Friday 26th June 2026

Term 3: Monday 13th July 2026 – Friday 18th September 2026

Term 4: Monday 5th October 2026 – Thursday 17th December 2026

Green 3-year-old	Orange 3-year-old	Yellow 3-year-old	Red 4-year-old	Blue 4-year-old	Pink 4-year-old
Tues & Thurs 8am – 3:30pm	Mon & Fri 8am – 3:30pm	Wed & Fr 8am – 3:30pm	Tues & Thurs 8am – 3:30pm	Mon & Wed 8am – 3:30pm	Tues & Thurs 8am – 3:30pm

AFTER KINDER CARE

4-year-old - After Kinder Care 3:30pm-6.00pm (Monday – Thursday)

3-year-old - After Kinder Care 3:30pm-6.00pm (Monday – Friday)

SCHOOL HOLIDAY PROGRAM

Kindergarten sessions do not run during school holidays. We do have limited availability for long daycare/holiday program during the school holidays for families who still require their children to attend. These are charged at the same rate as long daycare.

LONG DAYCARE

Full Days 8.00am - 6.00pm Monday to Friday

The long daycare program runs through the school holidays

Planned Closures

All Public Holidays, 1 Staff Professional Development day, and for a three (3) week period over the Christmas/New Year period .

2. WHAT FREE KINDER MEANS AT OUR SERVICE

Emma McLean Kindergarten and Daycare has opted into the Free Kinder initiative.

- Funded sessional kindergarten for 3-year-old children (15 hours per week) – NO PARENT FEE REQUIRED

Funded sessional kindergarten for 4-year-old children (15 hours per week) - NO PARENT FEE REQUIRED

3. OTHER CHARGES

Other charges levied by Emma McLean Kindergarten and Daycare are included on the Statement of Fees and Charges, displayed at the service. These include:

Excursion/service event charge: At times throughout the year an excursion(s) or event(s) may be arranged where it is considered relevant to the service's program and the children's interests.

A \$10 - \$15 charge for each event, depending on the cost of the excursion or event. The charge will be relayed to the families and added to their fee statement. (*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.

After Kinder Care fees: (available to children enrolled in the 3 and 4-year-old sessional kindergarten programs)

Emma McLean Kindergarten and Daycare offers an After Kinder Care program outside of the 15 hours per week (600 hours per year) in the sessional kindergarten programs. Numbers are capped and availability is not guaranteed. After Kinder Care is available to all families that have a place in one of the sessional kindergarten programs and must be pre-booked on a permanent basis. Fees will be applied even when the child is absent for any reason.

Daily Fees: Children enrolled in the sessional kindergarten programs have access to additional days in the long daycare program (space permitting) outside of their 15 hours per week (600 hour per year) of funded kindergarten. The additional days will be charged according to the daily fee rate as outlined in the statement of fees and charges and fees will be applied even when the child is absent for any reason.

4. FUNDRAISING AND VOLUNTARY PARENT CONTRIBUTION

Not all service costs are covered by DE per capita funding and the fees charged. We ask that our families pay a fundraising fee in lieu of regular fundraising events. A voluntary contribution of \$50 per family per year is requested to help pay for additional items and equipment purchases for the centre. Whilst the fundraising fee is voluntary the support of every family is encouraged. The centre does however conduct a small number of community events such as the children's disco and bunnings sausage sizzle which provide an opportunity for our families and the community to come together.

The fundraising contribution and all monies associated with fundraising can be deposited into the following account.

Fundraising Account Deposit all fundraising monies into this account

BSB: 063152 Account #: 10045940 Account Name: Emma McLean Kindergarten and Daycare

Note: Please use your **child's name** as the reference.

5. UNPAID FEES

The Committee of Management reserves the right to employ the services of a debt collector for unpaid fees.

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.

Families will be ineligible for any future places at the centre until all debts have been cleared.

6. REFUND OF FEES

In any other case, daily fees and fees for 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
- 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.
 - where a family chooses not to send their child to the program for the maximum number of hours for which they are enrolled.

7. HOW FEES ARE PROCESSED

All fees are processed via direct debit from your chosen method ie; direct debit from your nominated bank account or credit card

Please note: An administration fee applies for each direct debit transaction and a surcharge applies if you choose to have your payments processed using your credit card.

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

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.

10. FEE RELIEF

In exceptional circumstances families can apply for fee relief, applications can be made in writing to the Committee of Management and are assessed on a case-by-case basis.

ATTACHMENT 2

FEE INFORMATION FOR FAMILIES - (LONG DAYCARE AND AFTER KINDER CARE FEES)

37. 1. GENERAL INFORMATION Emma McLean Kindergarten and Daycare abides by the [Family Assistance Legislation Amendment \(Jobs for Families Child Care Package\) Act 2017](#) (*refer to Legislation and standards*). The Child Care Subsidy helps by assisting families with their child care fees and provides greater assistance to low and middle-income families. The Child Care Safety Net provides families and services extra support if they are vulnerable and disadvantaged or located in a regional or remote community.

Hours of Operation	8am-6pm Monday-Friday
Planned Closures	All Public Holidays; 1 Staff Professional Development days and for a three (3) week period over the Christmas/New Year period

2. HOW FEES ARE SET

As part of the budget development process, Emma McLean Kindergarten and Daycare set fees each year for the programs of the service, taking into consideration:

- the financial viability of the service;
- the level of government funding provided;
- 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 Child Care Package: www.dese.gov.au/child-care-package

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. FEES AND OTHER CHARGES

Excursion/service event charge: At times throughout the year an excursion(s) or event(s) may be arranged where it is considered relevant to the service's program and the children's interests.

A \$10 - \$15 charge for each event, depending on the cost of the excursion or event. (*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.

After Kinder Care fees: After kinder care is only available to the children enrolled in a sessional kindergarten program.

After Kinder Care must be pre-booked on a permanent basis and fees will be applied even when the child is absent for any reason.

Numbers are capped and availability is not always guaranteed.

Daily Fee: Fee charged per day to access the long daycare program.

4. PAYMENT OF FEES (LONG DAYCARE AND AFTER KINDER CARE PROGRAMS)

Emma McLean Kindergarten and Daycare Committee of Management will regularly review payment options and procedures to ensure that they are inclusive and sensitive to families' cultural and financial situations. A Direct Debit Authorisation Request form must be completed when submitting the online enrolment form. All fees will be processed via your chosen method ie; direct debit from your nominated bank account or credit card on a weekly basis.

Please note: An administration fee applies for each direct debit transaction and a surcharge applies if you choose to have your payments processed using your credit card.

The *Privacy and Confidentiality Policy* of the service will be complied with at all times in relation to a family's financial/personal circumstances.

For children who commence in the long daycare program later than the scheduled start date:

Children are not able to commence before their 3rd birthday. Where families wish to hold a place at the service, full daily fees are required for all days booked prior to the child's 3rd birthday/start date.

Note: CCS cannot be applied for the days prior to the child's start date.

If the child is already 3 years of age they are able to commence the program immediately

Payment is required for all permanent bookings even if the child is absent from the centre for illness, holiday, or for any other reason.

Payment is NOT required when the centre is closed for public holidays for those children whose permanent bookings fall on these days.

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

5. STATEMENT OF FEES AND CHARGES

A statement of fees and charges will be displayed at the service (*refer to Attachment 2*).

6. EXTENDED HOLIDAYS AND FEES

Families are responsible for fees whether children are present in the centre or on extended leave.

Children in our long day care programs who are absent for 4 weeks or greater, have an opportunity to make available the days that their child would normally attend to other families within the centre. With enough notice, the centre can advertise the days available to other families for the period of leave. Fees will not be charged to your account for any day that is taken up by another family as long as the session remains full for that day. (ie; if the number of children absent meets the number of children requiring additional care, fees will not be charged to the families in order of notification of their impending leave for that day). Emma McLean does not provide any guarantee that any of the days absent will be filled, but we will support the process for families on extended leave and do our best to sell the days available.

7. DISHONoured PAYMENTS

It is the responsibility of the family to ensure that there are sufficient cleared funds in their nominated account to enable the direct debit to be honoured. ****"Day to Debit" will be on a Tuesday once a week.*

If a direct debit is returned by your nominated financial institution as unpaid you will be responsible for all fees and charges including and not limited to, charges and/or collection fees from your nominated Financial Institution, any Quickpay fees and charges, any fees of solicitors and collection agents appointed by QuickPay.

11.8. UNPAID FEES

The Committee of Management reserves the right to employ the services of a debt collector for unpaid fees. 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.

Families who have been passed onto debt collection will be ineligible for any future places at the centre until all debts have been cleared.

9. PUBLIC HOLIDAYS

The service is closed on all gazetted public holidays. Fees will be charged for all public holidays that fall within the operational week.

10. REFUND OF FEES

Fees are non-refundable (exceptional circumstances may apply – these are at the discretion of the Committee of Management).

There will be no refund of fees in the following circumstances:

- a child's short-term illness
- family holiday during operational times
- closure of the service for staff training days
- closure of the service due to extreme and unavoidable circumstances.
- where a family chooses not to send their child to the program for the maximum number of hours for which they are enrolled.

11. FUNDRAISING AND VOLUNTARY PARENT CONTRIBUTION

We ask that our families pay a fundraising fee in lieu of regular fundraising events. A voluntary contribution of \$50 per family per year is requested to help pay for additional items and equipment purchases for the centre. Whilst the fundraising fee is voluntary the support of every family is encouraged. The centre does however conduct a small number of community events such as the children's disco and bunnings sausage sizzle which provide an opportunity for our families and the community to come together.

The fundraising contribution and all monies associated with fundraising can be deposited into the following account.

Fundraising Account Deposit all fundraising monies into this account

BSB: 063152 Account #: 10045940 Account Name: Emma McLean Kindergarten and Daycare

Note: Please use your **child's name** as the reference.

12. 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.

13. 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.

ATTACHMENT 3. STATEMENT FEES AND CHARGES 2025

SESSIONAL KINDERGARTEN FEES

Emma McLean Kindergarten and Daycare has opted into the Free Kinder initiative.

Funded sessional kindergarten for 3 and 4 -year-old children (15 hours per week) – *NO PARENT FEE REQUIRED*

LONG DAYCARE & AFTER KINDER CARE FEES

Fees will be processed via your chosen method ie; direct deposit or credit card on a weekly basis.

Please note: A small administration fee applies for each direct debit transaction and a surcharge applies if you choose to use a credit card.

Monday – Friday

Full Day (Daily Fee)	8.00am-6.00pm Long Daycare / Holiday Program	\$130.00
4-Year-Old After Kinder Care	3.30pm-6.00pm Blue Group (Monday and & Wednesday)	\$45.00
4-Year-Old After Kinder Care	3.30pm-6.00pm Red Group (Tuesday & Thursday)	\$45.00
4-Year-Old After Kinder Care	3.30pm-6.00pm Pink Group (Tuesday & Thursday)	\$45.00
3-Year-Old After Kinder Care	3.30pm-6.00pm Green Group (Tuesday and & Thursday)	\$45.00
3-Year-Old After Kinder Care	3.30pm-6.00pm Yellow Group (Wednesday and Friday)	\$45.00
3-Year-Old After Kinder Care	3.30pm-6.00pm Orange Group (Monday & Monday and Friday)	\$45.00

EXCURSION/SERVICE EVENT FEE

At times throughout the year an excursion or event may be arranged where it is considered relevant to the service's program and the children's interests.

A \$10 - \$15 charge for each event, depending on the cost of the excursion or event. (*refer to Excursions and Service Events Policy*).

PUBLIC HOLIDAYS

The service is closed on all gazetted public holidays. Fees will not be charged for all public holidays that fall within the operational week.

LATE COLLECTION FEE

A fee of \$25.00 for the first 10 minutes or part thereof and then \$10.00 for every additional 5 minutes, or part thereof, from the conclusion of the child/ren's session time. Families will be issued with 1 warning before the late collection charge is applied.

If the family is more than 30 minutes late in collecting their child, the late collection charge will apply immediately. No warning will be given.