

FEES – PRE-PREP

QUALITY AREA 7 | ELAA VERSION 1.0



PURPOSE

This policy will provide clear guidelines for:

- how services comply with the Free Kinder initiative.



POLICY STATEMENT

VALUES

Botany Park Preschool 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 Botany Park Preschool.

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>), and take reasonable steps to ensure those policies and procedures are followed (<i>Regulation 170</i>)	R	√			
3. Ensuring that families are informed of the operating hours including term dates, planned closures and additional hours to account for closures.	R	√			
4. Reimbursing families in full for enrolment deposits that have already been paid upon acceptance of enrolment	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 any non-funded positions are enrolled in accordance with the Kindergarten Funding Guidelines (<i>refer to Sources</i>)	R	√			
7. Providing communication to families explaining their access to one year of three-year-old and one year of Pre-Prep program	R	√			
8. Ensuring families that attend both sessional kindergarten/pre prep and a long day care service nominate and document which service the child will participate in the funded kindergarten/pre prep program	R	√		√	
9. 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	√			
10. Ensuring any voluntary parent payments/donations are explicitly agreed to in writing and receipted	R	√			
11. Charging families only for an occasional special event/ excursions that occur outside the normal program/curriculum	R	√	√		
12. Ensuring that any child that is eligible for Early Start Kindergarten is still enrolled at the service and recorded on the KIM system	R	√	√		
13. Collecting all relevant information regarding those with entitlement to concessions and recording it on the KIM system	R	√	√		
14. Ensuring that the <i>Fees – Pre-Prep Policy</i> is readily accessible at the service (<i>Regulation 171</i>)	R	√			
15. Providing all parents/guardians with information about Free Kinder (<i>refer to Attachment 1</i>)	R	√			

16. Reading the Botany Park Preschool Free Kinder information for families (<i>refer to Attachment 1</i>).				√	
17. 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	√	√	√	
18. 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	√			
19. 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	√	√	√	
20. 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 old kindergarten and Pre-Prep.

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

- providing up to free 30-hours of Pre-Prep 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)

Fees - Pre-Prep | Date Reviewed March 26

Version 1.0

- National Quality Standard

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.

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.

Waitlist fee: A fee for when families register their child directly with a service (not part the councils central 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.

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*)

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 up to 30 hours of free Pre-Prep for eligible children in the year before school
- 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: 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.

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.

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: <https://www.vic.gov.au/resources-funded-kindergartens>
- The constitution of Botany Park Preschool

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)*).

ATTACHMENTS



- Attachment 1: Free Kinder information for families



AUTHORISATION

This policy was adopted by the approved provider of Botany Park Preschool in March 2026.

REVIEW DATE: MARCH 2029

ATTACHMENT 1. FREE KINDER INFORMATION FOR FAMILIES

Botany Park Preschool [2026]

1. General information

Kindergarten programs for three-year-old children and Pre-Prep for four-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.

2026 Victorian school term dates

Term	Start date	Finish date
Term 1	Tuesday 27 January (students start Wednesday 28 January in government schools)	Thursday 2 April
Term 2	Monday 20 April	Friday 26 June
Term 3	Monday 13 July	Friday 18 September
Term 4	Monday 5 October	Friday 18 December



Botany Park Preschool

2026

Group	Monday	Tuesday	Wednesday	Thursday	Friday
3-Year-Old		8:00am- 12:00pm 4hrs	8:15am- 2:15pm 6hrs		8:15am- 1:15pm 5hrs
4-Year-Old	8:15am- 2:15pm 6hrs	12:30pm- 4:30pm 4hrs		8:15am- 1:15pm 5hrs	

2. What Free Kinder means at our service

Botany Park Preschool 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 (up to 130 hours per week) - no parent fee

Botany Park Preschool will reimburse families in full for any kindergarten/Pre-Prep fee deposit (*refer to Definitions*) payments that have already been made upon acceptance of enrolment, excluding any voluntary parent donations/payments that you agree to in writing.

3. 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.

