FEES – FUNDED KINDERGARTEN

QUALITY AREA 7 | ELAA VERSION 1.4

Northern Bay College Early Learning Centre

PURPOSE

This policy provides a clear set of guidelines for:

- the setting, payment and collection of fees
- ensuring the viability of Northern Bay College Early Learning Centre, by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by Northern Bay College Early Learning Centre.

POLICY STATEMENT

VALUES

Northern Bay College Early Learning Centre is committed to:

- providing responsible financial management of the service, including establishing fees that will result in a financially viable service, while keeping user fees at the lowest possible level
- providing a fair and manageable system for dealing with non-payment and/or inability to pay fees/outstanding debts
- ensuring there are no financial barriers for families wishing to access an early childhood program for their child/children
- maintaining confidentiality in relation to the financial circumstances of parents/guardians
- advising users of the service about program funding, including government support and fees to be paid by parents/guardians
- providing equitable access for families eligible for the Kindergarten Fee Subsidy and/or Early Start Kindergarten.

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge and parents/guardians attending Northern Bay College Early Learning Centre.

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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					
Ensuring that policies and procedures are in place for the payment of fees and the provision of a statement of fees charged by the service *(Regulation 168)* , and take reasonable steps to ensure those policies and procedures are followed *(Regulation 170)*	R	√			
Reviewing the current budget to determine fee income requirements	R	√			
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	√			
Implementing and reviewing this policy in consultation with parents/guardians, the nominated supervisor and staff, and in line with the requirements of DE's The Kindergarten Funding Guide *(refer to Sources)*	R	√			
Considering any issues regarding fees that may be a barrier to families enrolling at Northern Bay College Early Learning Centre and removing those barriers wherever possible	R	√			
Reviewing the effectiveness of the procedures for late payment and support offered	R	√			
Considering options for payment when affordability is an issue for families	R	√			
In long day care settings, 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 (CCS and ACCS can be accessed in combination with the Early Start Kindergarten grants)	R	√			
Providing communication to families explaining their access to one year of three-year-old and one of four-year-old funded kindergarten program	R	√			
Clearly communicating this policy and payment options to families in a culturally sensitive way, and in the family's first language where possible	R	√			
Ensuring that the Fees Policy is readily accessible at the service *(Regulation 171)*	R	√			
Providing all parents/guardians with fee information *(refer to Attachment 1)*	R	√			

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Providing all parents/guardians with a statement of fees and charges *(refer to samples in Attachments 2 and 3)* upon enrolment of their child	R	√			
Providing all parents/guardians with a fee payment agreement *(refer to samples in Attachments 4 and 5)*	R	√			
Ensuring fees are collected and receipted	R	√			
Ensuring that families are informed of the operating hours including term dates, planned closures and additional hours to account for closures.	R	√			
Ensuring families are informed of the total annual fee amount, including any applicable fees for e.g. excursions, levies and any additional hours	R	√			
Informing parents of any action that will be taken if fees are not paid *(Refer to Attachment 1)*	R	√			
Collecting all relevant information and maintaining relevant documentation regarding those with entitlement to concessions *(refer to Definitions)*	R	√		√	
Complying with the service's Privacy and Confidentiality Policy regarding financial and other information received, including in relation to the payment/non-payment of fees	R	√			
Notifying parents/guardians a minimum of 14 days of any proposed changes to the fees charged or the way in which the fees are collected *(Regulation 172(2))*, and ideally providing one term's notice.	R	√			
Addressing any complaints or concerns that have been raised regarding fees at the service in a timely manner	R	√			
Reading the Northern Bay College Early Learning Centre Fee information for families *(refer to Attachment 1)*, the Fee Payment Agreement *(refer to Attachments 4 and 5)* and the Statement of Fees and Charges *(refer to Attachments 2 and 3)*				√	
Signing and complying with the Fee Payment Agreement *(refer to Attachments 4 and 5)*				√	
Notifying the approved provider if experiencing difficulties with the payment of fees				√	
Providing the required documentation to enable the service to claim the Kindergarten Fee Subsidy and/or Early Start Kindergarten, if eligible *(refer to Attachment 1)*				√	

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BACKGROUND AND LEGISLATION

BACKGROUND

The Department of Education (DE) *(refer to Definitions)* provides funding for each child who is enrolled and attending a funded kindergarten program two years before school. Income from other sources, primarily fees, is required to meet all the additional costs incurred by the service in the delivery of the children's program. In addition, the Kindergarten Fee Subsidy (KFS) *(refer to Definitions)* enables eligible children to attend a funded kindergarten program free of charge or at low cost two years before school. KFS is not applicable to services that have opted into Free Kinder and / or LDC that don't invoice separately for kindergarten.

DE also funds Early Start Kindergarten (ESK). ESK enables children who are at least three years old by 30 April in the year they are enrolled to attend the kindergarten program and are from a refugee or asylum seeker background, or Aboriginal and/or Torres Strait Islander, or the family have had contact with child protection priority access to 15 hours of free kindergarten. Further program details are outlined in The Kindergarten Funding Guide *(refer to Sources)*.

Regulation 168(2) (n) of Education and Care Services National Regulations 2011 requires that funded kindergarten services have a comprehensive written fees policy, and the content of this policy must be communicated to families. The policy must include a written statement about the fees to be charged and the payment process. All families must be informed of applicable term and annual fees at the time of enrolment. Services must also advise eligible families of the Kindergarten Fee Subsidy *(refer to Definitions)* and/or or Early Start Kindergarten *(refer to Definitions)* arrangements. The fees charged must comply with the Kindergarten Fee Subsidy requirements *(refer to Definitions)* and/or or Early Start Kindergarten *(refer to Definitions)* and be responsive to the local community and the viability of the service. The Kindergarten Funding Guide *(refer to Sources)* outlines the criteria to be covered in the policy.

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Charter of Human Rights and Responsibilities 2006 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Disability Discrimination Act 1992 (Cth)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011: Regulation 168(2)(n)
- Equal Opportunity Act 1995 (Vic)
- National Quality Standard, including Quality Area 7: Governance and Leadership

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

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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.

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

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

- a Commonwealth Health Care Card
- a Commonwealth Pensioner Concession Card
- a Department of Veterans Affairs Gold Card or White Card
- Multiple Births (triplets of more)

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

- from a refugee or asylum seeker background, or
- Aboriginal and/or Torres Strait Islander, or
- the family have had contact with child protection.

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

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

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

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-yearold 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.

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High priority children: as defined in the Kindergarten Guide this includes:

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

Kindergarten Registration fee: A payment to cover administrative costs associated with the processing of a child's enrolment application for a place in a program at the service, if applicable. High priority families *(refer to Definitions)* **should not be charged** any fees or levies, unless it is for outside the funded hours

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.

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 a place within a program at the service.

Kindergarten fee deposit: A charge to secure a place that has been offered in a program at the service. This is deducted from term fees. This deposit should not act as a barrier for enrolment of vulnerable families

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

Late collection charge: 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)*

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).*

SOURCES AND RELATED POLICIES

SOURCES

- The Kindergarten Funding Guide (Department of Education): www.vic.gov.au/kindergarten-funding

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- The constitution of Northern Bay College Early Learning Centre

RELATED POLICIES

- Compliments and Complaints
- Delivery and Collection of Children
- Enrolment and Orientation
- Excursions and Service Events
- 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
- investigating what measures can be taken to reduce any barriers to access the program, especially for vulnerable and disadvantaged children
- monitor the number of families/children excluded from the service because of their inability to pay fees
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk *(Regulation 172 (2))*

ATTACHMENTS

- Attachment 1: Fee information for families
- Attachment 2: Statement of Fees and Charges – 3-year-old kindergarten program
- Attachment 3: Statement of Fees and Charges – 4-year-old kindergarten program
- Attachment 4: Fee Agreement – 3-year-old kindergarten program
- Attachment 5: Fee Agreement – 4-year-old kindergarten program

AUTHORISATION

This policy was adopted by the approved provider of Northern Bay College Early Learning Centre on 16th December 2025

REVIEW DATE: 16th December 2026

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ATTACHMENT 1. FEE INFORMATION FOR FAMILIES

Northern Bay College Early Learning Centre 2026

The below information is a guide and must be adapted to suit each individual service's requirements.

1. General information

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

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

DE also provides Early Start Kindergarten funding to assist eligible three-year-old Aboriginal and Torres Strait Islander children, from a refugee or asylum seeker background or the family have had contact with child protection, to access kindergarten programs.

Northern Bay College Early Learning Centre provides a range of support options to parents/guardians experiencing difficulty with payment of fees (see below).

Operation hours	**[Insert session days and times]**
Term 1	Rotational model Monday – Friday 9:00am-4:30pm
Term 2	Rotational model Monday – Friday 9:00am-4:30pm
Term 3	Rotational model Monday – Friday 9:00am-4:30pm
Term 4	Rotational model Monday – Friday 9:00am-4:30pm
Planned Closures	Victorian Public Holidays 2 professional development days TBA

2. How fees are set

As part of the budget development process, the approved provider sets fees each year for the programs of the service, taking into consideration:

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

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

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3. Other charges

Other charges levied by Northern Bay College Early Learning Centre are included on the Statement of Fees and Charges. These include:

Kindergarten fee deposit: This payment secures a child's place at the service and is payable on acceptance of enrolment. The deposit is retained as part payment on term fees. **Children/families experiencing vulnerability and/or disadvantage** *(refer to Definitions)* **and families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the deposit**. Families experiencing hardship should discuss any difficulties with the service.

- **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).*
- **Additional hours fees:** Northern Bay College Early Learning Centre offers families hours above the set 15 hours per week (600 hours per year). The additional hours fee is determined by the hourly program rate based on the scheduled [year] fee (including the costs of regular incursions and excursions).
- **Wrap around care fees**: Northern Bay College Early Learning Centre 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 before and after the kindergarten session.
- **Late collection charge**: The Approved provider 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 Approved provider.

4. Statement of fees and charges

A statement of fees and charges for three-year-old kindergarten and/or four-year-old will be provided to families on enrolment *(refer to Attachment 2 and 3)*.

5. Fundraising

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

6. Subsidies

6.1 Kindergarten Fee Subsidy

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

A child is eligible for the kindergarten fee subsidy:

- if the child identifies as Aboriginal and/or Torres Strait Islander (note: the parent, carer or legal guardian should not be asked to provide verification of this)
- if the child is identified on their birth certificate as being a multiple birth child (triplets or more).

or if the child individually holds, or has a parent, carer or legal guardian who holds one of the following:

- a Commonwealth Health Care Card (including
- Low Income Health Care Card, Foster Child
- Health Care Card and Ex-Carer Allowance Health Care Card)

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- a Commonwealth Pensioner Concession Card
- a department of Veterans' Affairs Gold Card or White Card
- Refugee visa (subclass 200)
- In-country Special Humanitarian visa (subclass 201)
- Emergency Rescue visa (subclass 203)
- Woman at risk visa (subclass 204)
- Global Special Humanitarian visa (subclass 202)
- Temporary Protection visa (subclass 785)
- Protection visa (subclass 866)
- Safe Haven Enterprise visa (Subclass 790)
- Bridging visas (BV) A-E (subclass 010, 020, 030, 050 and 051) only if issued for one of the substantive visas listed above

If a child or family has a humanitarian or refugee visa which is not in the above list, service providers should refer to the refer to the Commonwealth Department of Home Affairs website and contact their departmental regional office, as the child may be eligible for the KFS.

Services should sight the relevant concession card, visa, travel document or letter of visa status and record the expiry date on the child's enrolment record.

6.2 Early Start Kindergarten

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

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

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

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

6.3 Child Care Subsidy (CCS)

Child Care Subsidy (CCS) is an Australian Government subsidy that can assist eligible families with the cost of child care in long day care services. Northern Bay College is an approved care provider.

7. Payment of fees

The approved Provider 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 approved provider 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.

8. Unpaid fees

If fees are not paid by the due date, the following steps will be taken:

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- 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.
- 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.

9. Refund of fees

If a family becomes eligible for the Kindergarten Fee Subsidy during a term, a full refund of the applicable term fees (and fee deposit, where appropriate) will be provided. Fees may still apply for programs offering more than the required minimum hours per week.

In any other case, fees are non-refundable (exceptional circumstances may apply – these are at the discretion of the Approved Provider). There will be no refund of 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

10. 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.

11 Notification of fee changes during the year

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

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ATTACHMENT 2. STATEMENT OF FEES AND CHARGES

Three-year-old funded kindergarten

Northern Bay College Early Learning Centre

Fee schedule 2026

Three-year-old kindergarten

Hours: 15 hours per week

	Fees ($)	Other charges ($)	Total ($)	Families eligible for the Kindergarten Fee Subsidy		
				Fees ($)	Other charges ($)	Total ($)
Kindergarten fee deposit	N/A	N/A	N/A	N/A	N/A	N/A
Term 1	N/A	N/A	N/A	N/A	N/A	N/A
Term 2	N/A	N/A	N/A	N/A	N/A	N/A
Term 3	N/A	N/A	N/A	N/A	N/A	N/A
Term 4	N/A	N/A	N/A	N/A	N/A	N/A
Total	N/A	N/A	N/A	N/A	N/A	N/A

Payment of fees

Invoices will be issued and must be paid by the due date.

Kindergarten fee deposit

Parents/guardians are required to pay the fee deposit on offer of a place. This payment is retained and deducted from term fees. Payment will secure the child's place in the four-year-old kindergarten program. **Children/families experiencing vulnerability and/or disadvantage** *(refer to Definitions)* **and families eligible for the Kindergarten Fee Subsidy** (see below) **are not required to pay the deposit**. Families experiencing hardship should discuss any difficulties with the service.

Kindergarten Fee Subsidy

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

Early Start Kindergarten

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

Children turning three during the year

Children can only commence the program when they have turned three. Fees to be paid upon commencement.

Late collection charge

The Approved p[rovider reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child *(refer to Fee information for families*).

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ATTACHMENT 3. STATEMENT OF FEES AND CHARGES

Four year old funded kindergarten

Northern bay College Early Learning Centre

Fee schedule 2026

Four-year-old kindergarten

Hours 21 hours per week

	Fees ($)	Other charges ($)	Total ($)	Families eligible for the Kindergarten Fee Subsidy		
				Fees ($)	Other charges ($)	Total ($)
Kindergarten fee deposit	N/A	N/A	N/A	N/A	N/A	N/A
Term 1	N/A	N/A	N/A	N/A	N/A	N/A
Term 2	N/A	N/A	N/A	N/A	N/A	N/A
Term 3	N/A	N/A	N/A	N/A	N/A	N/A
Term 4	N/A	N/A	N/A	N/A	N/A	N/A
Total	N/A	N/A	N/A	N/A	N/A	N/A

Payment of fees

Invoices will be issued [timeframe] and must be paid by the due date.

Kindergarten fee deposit

Parents/guardians are required to pay the fee deposit on offer of a place. This payment is retained and deducted from term fees. Payment will secure the child's place in the four-year-old kindergarten program. **Children/families experiencing vulnerability and/or disadvantage** *(refer to Definitions)* **and families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the deposit**. Families experiencing hardship should discuss any difficulties with the service.

Kindergarten Fee Subsidy

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

Late collection charge

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

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ATTACHMENT 4. FEE AGREEMENT FOR THREE-YEAR-OLD KINDERGARTEN PROGRAM

This attachment is for all 3 year old children attending a 3 year old program and for any 3-year-old child that is eligible for ESK and will be attending a 4 year old kinder program

2026

Please complete this form and return to Northern Bay College Early Learning Centre before commencement of care

Fee payment contract

Child's full name: _____

Parent's/guardian's full name: _____

- I/we acknowledge that the three-year-old kindergarten program is partly funded by the state government, with the balance of funds coming from fees paid by parents/guardians
- I/we understand that I/we am/are entitled to obtain the Kindergarten Fee Subsidy if I/we meet one of the criteria. If my/our eligibility lapses, then I/we understand that full payment of fees is required from the beginning of the following term.
- I/we understand that I/we am/are entitled to obtain the Early Start Kindergarten if I/we meet one of the criteria (as per below).
- I/we agree to pay fees by the due date on the invoice.
- I/we acknowledge that if fees are not paid by the due date, the Approved Provider will implement the late payment of fees procedures, as outlined in the Fees Information for Families which could result in the withdrawal of my/our child's place at the service and no further enrolments being accepted until the outstanding fees are paid.
- I/we understand that term fees are non-refundable.
- I/we agree that if my/our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify the "[responsible position]" to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's Fee information for families, which outlines the procedures for payment of fees.

Early Start Kindergarten

Early Start Kindergarten gives eligible children 15 hours of free or low-cost kindergarten a week for two years before starting school. To be eligible, the child must be three by 30 April in the year they start kindergarten and meet one of the following criteria:

- be from a refugee or asylum seeker background
- identify as Aboriginal or Torres Strait Islander
- the family have had contact with child protection.

Kindergarten Fee Subsidy

The Kindergarten Fee Subsidy is provided by DE and enables eligible children to attend 15 hours of kindergarten free of charge. Your child is eligible for the kindergarten fee subsidy:

- if your child identifies as Aboriginal and/or Torres Strait Islander
- if your child is identified on their birth certificate as being a multiple birth child (triplets or more).
- a Commonwealth Health Care Card
- a Commonwealth Pensioner Concession Card
- a Department of Veterans Affairs Gold Card or White Card
- Refugee or Asylum Seeker visa (200-204, 786 or 866) or bridging visas for Refugee or Asylum Seeker visas

Please indicate below which concession you are eligible for as outline in the criteria above.
Concession: _____

Signature (parent/guardian): _____ Date: _____

Note: invoices, receipts and collection of fees will be in accordance with the Northern Bay College Early Learning Centre *Fees Policy*.

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ATTACHMENT 5. FEE PAYMENT AGREEMENT FOUR-YEAR-OLD KINDERGARTEN PROGRAM -

2026

Please complete this form and return to Northern Bay College Early Learning Centre before commencement of care

Fee payment contract

Child's full name: _____

Parent's/guardian's full name: _____

- I/we acknowledge that the four-year-old kindergarten program is partly funded by the state government, with the balance of funds coming from fees paid by parents/guardians.
- I/we understand that I/we am/are entitled to obtain the Kindergarten Fee Subsidy if I/we meet one of the criteria. If my/our eligibility lapses, then I/we understand that full payment of fees is required from the beginning of the following term.
- I/we agree to pay fees by the due date on the invoice.
- I/we understand that term fees are non-refundable.
- I/we acknowledge that if fees are not paid by the due date, the Approved provider will implement the late payment of fees procedures, as outlined in the Fee Information for Families, which could result in the withdrawal of my/our child's place at the service and no further enrolments until the outstanding fees are paid.
- I/we agree that if my/our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify the [responsible position] to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's Fee information for families, which outlines the procedure for payment of fees.

Kindergarten Fee Subsidy
The Kindergarten Fee Subsidy is provided by DE and enables eligible children to attend 15 hours of kindergarten free of charge. Your child is eligible for the kindergarten fee subsidy:

- if your child identifies as Aboriginal and/or Torres Strait Islander
- if your child is identified on their birth certificate as being a multiple birth child (triplets or more).
- a Commonwealth Health Care Card
- a Commonwealth Pensioner Concession Card
- a Department of Veterans Affairs Gold Card or White Card
- Refugee or Asylum Seeker visa (200-204, 786 or 866) or a bridging visas for Refugee or Asylum Seeker visas

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

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

Please indicate below which concession you are eligible for as outlined in the criteria above
Concession: _____

Signature (parent/guardian): _____ Date: _____

Note: invoices, receipts and collection of fees will be in accordance with the Northern Bay College Early Learning Centre *Fees Policy*

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