

FEES - FREE KINDER

QUALITY AREA 7 | ELAA VERSION 1.1



PURPOSE

This policy will provide clear guidelines for:

- how services comply with the Free Kinder initiative.



POLICY STATEMENT

VALUES

Ascot Vale Progress Kindergarten 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 Ascot Vale Progress Kindergarten.

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				
	R	√	√	√	
	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 and any additional hours	R	√			
Ensuring families are not charged any compulsory out-of-pocket levies or maintenance fees (voluntary fundraising and payments/donations are permitted)	R	√			
Ensuring families are only charged for optional kindergarten programs hours that are over and above the 15 funded hours per week (600 hours per year) and/or “wrap around” care (<i>refer to Definitions</i>)	R	√			
<ul style="list-style-type: none"> Ensuring families that are eligible for priority access will be able to access the additional hour per week at no cost. Note: The service will contact eligible families on enrolment to advise this option is available. 	R	√			
Ensuring any non-funded positions are enrolled in accordance with the Kindergarten Funding Guidelines (<i>refer to Sources</i>)	R	√			
Ensuring families that attend both sessional kindergarten and a long day care service nominate and document which service the child will participate in the funded kindergarten program	R	√		√	
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	√			
Ensuring any voluntary parent payments/donations are explicitly agreed to in writing and receipted	R	√			
Charging families only for an occasional special event/ excursions that occur outside the normal program/curriculum	R	√	√		
Ensuring that any child that is eligible for Early Start Kindergarten is still enrolled at the service and recorded on the KIM system	R	√	√		
Collecting all relevant information regarding those with entitlement to concessions and recording it on the KIM system	R	√	√		
Ensuring that the <i>Fees - Free Kinder Policy</i> is readily accessible at the service (<i>Regulation 171</i>)	R	√			
Providing all parents/guardians with information about Free Kinder (<i>refer to Attachment 1</i>)	R	√			
<p>Providing all parents/guardians with a statement of additional hours fees and charges (<i>refer to Attachments 2</i>) upon enrolment of their child, if applicable</p> <p>NOTE: parents should also be advised that enrolling for hours over 15 is optional and families can choose to only enrol for 15 hours and receive this program at no cost.</p>	R	√			
Providing all parents/guardians with an additional fee payment fee agreement (<i>refer to Attachments 3</i>), if applicable	R	√			

Informing parents of any action that will be taken if fees are not paid	R	√			
Reading the Ascot Vale Progress Kindergarten Free Kinder information for families (<i>refer to Attachment 1</i>), the Statement of Additional Hours Fees and Charges (<i>refer to Attachments 2</i>), and the Additional Hours Fee Payment Agreement (<i>refer to Attachments 3</i>) if applicable				√	
Signing and complying with the Additional Hours Fee Payment Agreement (<i>refer to Attachments 3</i>), if applicable				√	
Notifying the approved provider if experiencing difficulties with the payment of additional hours fees				√	
Providing agreement in writing if any additional payments are made to the Ascot Vale Progress Kindergarten				√	
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	√	√	√	
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	√			
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	√	√	√	
Informing the approved provider of any complaints or concerns that have been raised regarding fees at the service		√	√		
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 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 four-year-old children enrolled at a sessional service
- providing a free 5-to-15-hour program to three-year-old children enrolled at a sessional service (subject to the length of funded program offered)
- offsetting the funded kindergarten program component of parent fees for three and four-year-old children enrolled at a long day care service

Free kinder supports every Victorian child to get the best start in life no matter where they live. Research shows that play-based learning is a powerful way to support children's learning and development. Two years of early learning is a crucial part of their educational journey, these benefits last into the school years and beyond.

Regulation 168(2) (n) of the Education and Care Services National Regulations 2011 requires that funded services have a comprehensive written fees policy, and the content of this policy must be communicated to families. Any voluntary parent donations and/or fundraising must comply with the Free Kinder subsidy guidelines and be responsive to the local community.

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

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

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- 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.

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.

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*)

Fees: A charge for program hours over and above the 15 funded hours per week (600 per year) and/or wrap around care.

Free Kinder: A Victorian Government Best Start, Best Life initiative providing Free Kinder programs for four-year-old and three-year-old children in funded services, that have opted into the initiative.

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

- providing a free 15-hour program to 4-year-old children enrolled at a sessional service
- providing a free 5 to 15-hour program to 3-year old children enrolled at a sessional service (subject to the length of funded program offered)
- offsetting the funded kindergarten program component of parent fees for 3 and 4-year-old children enrolled at a long day care service.

Funded Kindergarten: 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.

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.

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.

Wrap around care/Additional Hours: Care that is provided by a kindergarten service to kindergarten children outside of the 15 hours per week program. Wrap around care/additional hours fees are not funded by the Victorian Government and are not 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 Ascot Vale Progress Kindergarten

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
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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
- Attachment 2: Statement of additional hours and/or wrap around fees
- Attachment 3: Additional hours and/or wrap around care fee payment agreement

Authorisation: This policy was adopted by the approved provider of Ascot Vale Progress Kindergarten on (Ongoing review with DE)



REVIEW DATE: May 2026

Version	Date adopted by Committee	Notes
1	28 October 2015	Incorporates the latest version of the Fees Policy produced by Early Learning Association Australia, being version 3, 2014.
2	11 October 2016	Incorporates the latest version of the Fees Policy produced by Early Learning Association Australia and including minor amendments.
3	19 February 2018	Incorporates the latest version of the Fees Policy produced by Early Learning Association Australia and including minor amendment of a reference change from Dept Health & Human Services to Family Assistance Office and DEECD to DET Committee examined policy and procedures to ensure its relevance and to encompass any fee alteration for 2018. Changes were recorded as payment dates and name of 3 year old group.
4	14 September 2018	There were some wording changes surrounding collection of fees and other administrative matters, but the amendment mainly occurred to include the fees for 2019 calendar year.
5	July 2020	Amendments related to changing dates for fees for 2021
6	July 2022	Amendments related to ELAA Policy Works Catalogue update. Changes 3 Year old fees and processes due to funding of 3 Year Old Kinder. CHANGES ADDED based on Ratification UPDATE
7	September 2023	Update as per ELAA Policyworks Catalogue. Main change is requirement for the service to ID families as this no longer occurs in the CRS process. Ensuring compliance with free kinder initiatives and new wording.
8	March, 2025	Attachment 1 updated to reflect funding changes and new wording around Free Kinder and Donations
9	July 2025	Attachments amended to include offer of additional hours/wrap around care in 4-year-old kinder groups – fees, terms and conditions, fee payment agreement. Table amended to reflect this offer and priority access. Reviewing with DE KIA.

ATTACHMENT 1. 2026 FREE KINDER INFORMATION FOR FAMILIES

1. General information

Kindergarten programs for three-year-old children and Kindergarten or 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.

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.

Operation hours	Session Times
Session Days and Times	<u>Amber Group</u> (3 year old kinder): Thursday 8.30am – 4.00pm <u>Cherry Group</u> (4 year old kinder): Monday 8.30am – 4.00pm and Tuesday 8.30am – 4.00pm (Additional hours/wrap around care may be available as per Attachment 2) <u>Yellow Group</u> (4 year old kinder) Wednesday 8.30am – 4.00pm and Friday 8.30am – 4.00pm (Additional hours/wrap around care may be available as per Attachment 2)
	Term Dates
Term 1	Wednesday 29 th January – Thursday 2 nd April Organisational Days and Starting Dates for children to be advised in December 2025
Term 2	Monday 20 th April – Friday 26 th June
Term 3	Monday 13 th July – Friday 18 th September
Term 4	Mon 5 th October – Thursday 17 th December Closure for Organisational Day - Friday 18 th December
Planned Closures	Thursday 23 rd April and Friday 26 th June
Additional Hours account for closure	Not Applicable

2. What Free Kinder means at our service

Progress Kindergarten has opted in to the Free Kinder initiative. Applicable parent fees are outlined below:

- Funded sessional kindergarten for 3-year-old children (7.5 hours per week) – no parent fee
- Funded sessional kindergarten for 4-year-old children (15 hours per week) - no parent fee

3. Pre-Prep (see Definitions)

From 2026, all Victorian funded early childhood education services will start to deliver Pre-Prep to eligible children from priority cohorts across the state. Pre-Prep will launch to eligible children from priority cohort groups in 2026 and 2028. From 2026, between 16 and 25 hours of Pre-Prep will be available to:

- Aboriginal and Torres Strait Islander children

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

4. Other charges (over and above the free kinder hours per week)

Other charges levied by Ascot Vale Progress Kindergarten include:

- **Excursion/service event charge (outside of the weekly program):** 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 about any charges (*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 late in collecting a child from the service. This charge will be set at a level determined by the Committee of Management (*refer to Statement of additional hours/wrap around care fees below*). ***This fee will apply to when children not registered for additional hours are collected after 4pm.***
- **Additional Hours and/or Wrap Around Care fees:** The Department of Education and Training (DET) provides funding for each child enrolled and attending kindergarten in the year before school as a contribution toward the costs of providing the program and also provides funding in relation to the Free Kinder initiative. Wrap around care/additional hours fees are not funded by the Victorian Government and are not covered by CCS.

As part of the budget development process, the Committee of Management sets charges and fees for any additional hours/wrap around care, taking into consideration the following:

- The costs associated with providing this service
- The financial viability of the service
- Reasonable expenditure to ensure meeting program quality and standard
- Requirements of the Free Kindergarten Funding Guide (Department of Education and Training) available from the DET website: www.education.vic.gov.au

These fees are detailed in the Statement of Additional Hours/wrap Around Care fees below.

5. Additional Hours and/or Wrap Around Care

- In order to comply with the Pre-Prep requirements for priority cohorts, Ascot Vale Progress Kindergarten aims to offer eligible families 1 hour above the 15 hours of 4-year-old kindergarten per week (600 hours per year) from 2026.
- Depending on interest from families and financial viability, all families in **Cherry Group and Yellow Group** may be offered the option of additional hours. This will be discussed with families and the outcome advised by the start of Term 1, 2026.
- The additional hours/wrap around care option does not apply to the 3-year-old kindergarten program (**Amber Group**).
- The additional hour will be applied in 30 minute increments at the end of each daily session ie: from 4pm to 4.30pm. Families may choose to opt in for the additional time on one day or both days. Families will be required to nominate their choice upon enrolment at the service.
- Families have the option of only enrolling for 15 hours of 4-year-old kindergarten and being charged no additional fees ie: finish at 4pm.
- Families that are eligible for priority access will be able to access the additional hour per week at no cost. The service will contact eligible families on enrolment to advise this option is available.
- If families wish to cancel their child's enrolment in the additional hours/wrap around care program this must be done 4 weeks prior to the commencement of each term.

6. Payment of fees for Additional Hours/Wrap Around care

- Fees are payable for hours over and above 15 hours of 4-year-old kindergarten per week (600 hours per year)
- 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.
- Fees are due and payable **in advance** at the start of each term. An invoice will be issued 4 weeks prior to the start of term.
- Invoices must be paid in full prior to the child accessing the additional hours/wrap around care.
- 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 Director 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.

7. Refund of fees

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 or organisational 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 additional hours/wrap around care on any given day.

8. Unpaid fees for Additional Hours/Wrap Around Care

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

- An initial reminder letter will be sent to parents/guardians with a specified payment date and will include information on a range of support options available for the family.
- Where payment is still not received, families will be invited to attend a meeting to discuss the range of support options available and establish a payment plan.
- Failure to attend the meeting and continued non-payment may result in a second and final letter notifying parents/guardians that the child's place in the additional hours program 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 in the additional hours program, 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. Fundraising and voluntary family donations

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.

Progress Kindergarten accepts and welcomes donations from families and community members. These donations help us provide a supportive, high-quality and engaging environment for the children. All children will receive the same level of education and care, regardless of any voluntary contributions made by family.

Any funds raised through fundraising or voluntary donations are allocated to expenses, resources and equipment that directly benefit the children and our educational program.

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 for Additional Hours/Wrap Around care

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

ATTACHMENT 2. STATEMENT OF ADDITIONAL HOURS FEES AND CHARGES

Ascot Vale Progress Kindergarten - Fee schedule 2026

Funded sessional kindergarten for three-year-olds

Ascot Vale Progress Kindergarten offers 7.5 hours of free kindergarten per week. No additional hours are available in the 3-year-old kindergarten program.

Funded sessional kindergarten for four-year-olds

Cherry Group - Ascot Vale Progress Kindergarten offers 15 hours of free kindergarten per week. An additional hour per week may be available for a fee.

Yellow Group - Ascot Vale Progress Kindergarten offers 15 hours of free kindergarten per week. An additional hour per week may be available for a fee.

The terms, conditions and fee payment arrangements will be the same for both groups.

Number of Additional Hours/Wrap Around Care: The additional hour will be applied in 30 minute increments at the end of each daily session ie: from 4pm to 4.30pm.

Families may opt in for additional time on one day or on both days however this must be specified on enrolment and prior to the commencement of Term 1, 2026. Depending on numbers and ratios there may be the option to opt in during 2026, however the availability of places cannot be guaranteed. Note: Casual bookings will not be available.

	Additional Hour/Wrap Around Care 30 minutes (one day)	Additional Hours/Wrap Around Care 60 minutes (2 days)
Term 1	Cherry \$120 per term/Yellow \$135 per term	Cherry \$240 per term/Yellow \$270 per term
Term 2	Cherry \$150 per term/Yellow \$150 per term	Cherry \$300 per term/Yellow \$300 per term
Term 3	Cherry \$150 per term/Yellow \$150 per term	Cherry \$300 per term/Yellow \$300 per term
Term 4	Cherry \$165 per term/Yellow \$165 per term	Cherry \$330 per term/Yellow \$330 per term
Total Per Year	Cherry \$585 per year/Yellow \$600 per year	Cherry \$1170 per year/Yellow \$1200 per year

Payment of fees

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

Child Care Subsidy (CCS)

Ascot Vale Progress Kindergarten is not eligible for Child Care Subsidy (CCS).

Late collection charge

The Committee of Management reserves the right to implement a late collection charge when parents/guardians are late in collecting a child (*refer to Free Kinder Information for Families*). **This includes children collected after 4pm who are not registered for additional hours care.**

The late collection charge for any session will be charged at \$10 per 15 minute increment.

ATTACHMENT 3. ADDITIONAL HOURS AND/OR WRAP AROUND CARE FEE PAYMENT AGREEMENT

2026 Fee Payment Agreement

Please complete this form and return to Ascot Vale Progress Kindergarten by [Date]

Fee payment contract

Child's full name:

Parent's/guardian's full name:

- I/we acknowledge that the four-year-old 15 hours per week (600 hours per year) funded kindergarten program is fully funded by the state government, with the balance of additional hours over and above and/or wrap around care coming from fees paid by parents/guardians.
- I/we agree to pay any additional fees for services above the 600 hours by the due date on the invoice.
- I/we understand that fees for additional hours/wrap around care each term are non-refundable 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 or organisational days
 - closure of the service due to extreme and unavoidable circumstances
 - where a family chooses not to send their child to the additional hours/wraparound care on any given day.
- I/we acknowledge that if fees for additional hours are not paid by the due date, the Committee of Management will implement the late payment of fees procedures, as outlined in the Free Kinder Information for Families, which could result in the withdrawal of my/our child's place in the additional hours/wrap around care program and no further enrolment in this program 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 Director to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's Fees Free Kindergarten policy and , which outlines the procedure for payment of fees.

Signature (parent/guardian):

Date:

Note: Invoices, receipts and collection of fees will be in accordance with the Ascot Vale Progress Kindergarten *Fees – Free Kindergarten Policy*.