

Enrolment Policy

Sep 2025

The Approved Provider or Nominated Supervisor are responsible for the placement of children within our Service. The individual needs of children will be given careful consideration to ensure that our Service is equipped to meet these needs.

Parents/guardians are required to complete an enrolment application prior to placement being offered and register for childcare subsidy with Services Australia (formerly Centrelink) to determine if the parent or guardian is eligible for the subsidy. From September 2025 the Service will begin to use digital enrolment forms using the OWNA software. This will enable more up to date information to be available at all times. In the event of a power outage or emergency digital enrolment forms can be accessed online via the OWNA software by the Approved Provider or Nominated Supervisor or staff member or educator and are password protected to ensure security.

The enrolment application outlines the information required by our Service to meet the Education & Care Services National Law Act & National Regulations 2010. All information on the enrolment form is required to be completed to ensure a smooth transition for children into our service. There are additional requirements for children applying to access the Funded Kindergarten Program – see enrolment form. Enrolment forms contain relevant terms and conditions of the Service and must be signed by a parent/guardian prior to the placement commencing.

From 2 July 2018 enrolments must include a digital or hard copy Complying Written Agreement Form (CWA Form) provided by the Service signed by the parent/guardian. An enrolment must also be confirmed by the parent/guardian via Services Australia (formerly Centrelink). This is a requirement under the Government's Child Care Subsidy rules. See the following pages for more information.

The process of enrolment, placement and orientation of children is as follows:

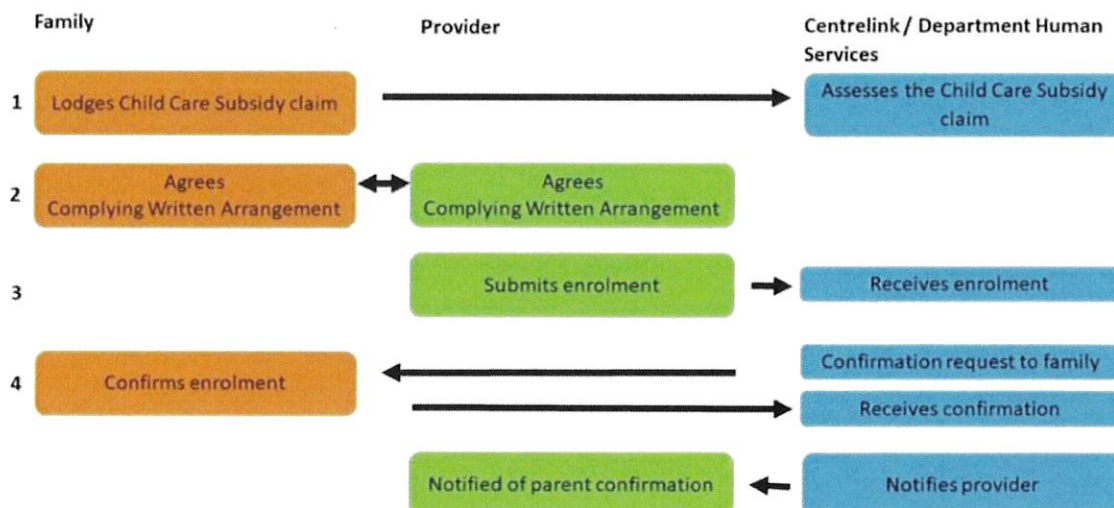
- (i) On enquiry and/or commencement of childcare or kindergarten, parents will be provided with an information pack including.
 - Welcome Letter
 - Parent information
 - Current Enrolment Forms link including Child Information Sheets if available (in some circumstances where a waiting list applies current enrolment forms or links will not be provided until a placement becomes available)
 - Fee Schedule
 - Fee Policy
 - Direct debit arrangement form or Centrepay Form (available on commencement)
 - A link to the Services Code of Conduct & Policies and Procedures including Child Safe Environment/Child Safety & Wellbeing/Child Safe Standards Policy and Child Protection Policy, Mobile Phone and Personal Device Policy, Technology and Online Safety Policy and Tobacco, Vaping, Drug and Alcohol Policy.
- (ii) Requests for childcare or kindergarten will be assessed to ascertain priority of access – refer Priority of Access Policy.

- (ii) If a placement becomes available a member of the Young Adventurers staff will contact the parent/guardian either personally, or by phone, to ensure that all relevant factors are considered in determining the placement. And parents will be invited to visit the service for a brief tour. At this time the parent/guardian will have five working days to accept the placement directly with the Service or the offer will expire. This is to ensure the expedient placement of children from our waiting list.
- (iii) Once a placement offer is accepted arrangements will be made for authorisation from the parent/guardian to pay two weeks fees in advance using the Services compulsory direct debit system or another alternative fee-paying arrangement such as a Centrepay agreement. If at this time the childcare subsidy is not yet in place parents/guardians will be required to pay full fee. Any childcare subsidy amounts forwarded from Services Australia (formerly Centrelink) for a family will be credited to the account.

Formal enrolment process:

- Family lodges a Child Care Subsidy claim with Services Australia/Department of Human Services
- Services Australia/Department of Human Services assesses the Child Care Subsidy claim
- The Service submits a proposed enrolment to Centrelink/Department of Human Services.
- Services Australia/Department of Human Services receive the enrolment and sends a confirmation request to the parent or guardian via the MyGov app.
- The parent or guardian agrees to the placement by confirming the enrolment details in their MyGov account or Services Australia online account.
- Services Australia/Department of Human Services receives the confirmation from parent or guardian and will notify the Service Provider.
- At commencement of placement parents claiming childcare subsidy will also be required to sign a digital or hard copy Complying Written Arrangement (CWA) form.
- The parent or guardian will be required to pay the first two weeks of childcare fees in advance to the Service prior to the child commencing their placement unless alternative arrangements have been made with the Service.
- The Service then lodges a claim with Services Australia/Department of Human Services for the family's eligible childcare subsidy to be paid directly to the service following the submission of attendance data to Services Australia/Department of Human Services on a regular basis.

Enrolment process



Minor variations in the enrolment such as extra casual days can be added to an enrolment without the need for a new CWA Form however any permanent changes to a booking such as more or less days will require a new CWA Form to be signed by both the parent or guardian and Service and submitted to Services Australia (formerly Centrelink) Department of Human Services for approval.

In some cases, a parent or guardian will not be eligible for childcare subsidy payments such as when their income is above the threshold or they do not have permanent residency or if their child is not up to date with their immunisations. Parents or guardian must still contact Services Australia (formerly Centrelink) to determine their eligibility. If Services Australia (formerly Centrelink)/Department of Human Services determine a parent, or guardian is not eligible for childcare subsidy payments then the Service's full fee will apply. Children who are not up to date with their immunisations and aren't on an approved catch-up schedule are not able to enrol in an early childhood service – refer Immunisation Policy for more information.

Staff may request at any time for a new enrolment form be completed such as when a parent or guardian's circumstances or address/contact details change. For more information on the enrolment process see the following diagram or go to www.education.gov.au/childcare

A copy of children's enrolment forms will be provided to the educators at the Service in order to ensure a child's health care needs and emergency contact information is available to educators.

Upon enrolment, parents will be added to the Services OWNA software where the Services Policy Book can be accessed.

Immunisation – see information over page

Cancelling care – see Cancelling Childcare or Kindergarten policy



Fee Policy

July 2025-June 2026

Position Statement

Young Adventurers fees are payable two weeks in advance at all times.

Our preferred method of fee payment is via Direct Debit utilising our chosen Third-Party Direct Debit system Fat Zebra with payments occurring on a Friday. The Direct Debit authorisation form available via the OWNA app must be completed prior to your child's enrolment start date. Alternate fee payment arrangements may be available upon request. Payments are scheduled to occur on a fortnightly basis however weekly or monthly payment options are available by request. It is the parents/guardian's responsibility to ensure there is enough money in their account to cover these charges on this day.

Two subsequent declined payments may result in your placement being cancelled until arrangements are made to recover your due fees. Please note the Third-Party Debit company Fat Zebra charge families a dishonoured payment fee for declined transactions which is non-refundable. Our service will cover the set up costs and weekly transaction fees for all direct debits excluding any failed payment fees.

Two weeks' notice in writing must be given to alter or cancel your bookings. If this is not adhered to normal fees will be charged for the period.

Your child's booked days cannot be swapped for staffing and placement reasons however if additional days become available, they may be offered to families upon request in which case the additional fee will be added to your next direct debit transaction. should be mindful of the number of eligible childcare subsidy hours available to them through Services Australia before using additional days outside of your regular booking. This information is available on your MyGov app.

From 1st July 2019 we have updated our Holiday Discount Fee to now include a \$10 discount off your full fee for any absences that are marked by parents using the OWNA app for both holidays or illnesses by 9am. 2 weeks' notice is no longer required prior to the child's absence to access the discount – however this discount is not applicable to children enrolled in the Kindergarten program as they already receive discounted fees. The discount does not apply to public holidays unless your child is absent immediately prior to or following a public holiday.

As we bill in advance the fee may need to be backdated and credited to the account following the absence period. We encourage parents to still record upcoming holidays in the OWNA app as this helps us plan in advance for staffing and meals & to ensure the discount is applied.

FREE Kinder funding policy

Young Adventurers is proud to be supporting the Victorian Governments FREE Kindergarten initiative as part of the Government's Best Start, Best Life reform launched in 2023.

From 2023, Free Kinder will be available for all Victorian 3 and 4 year old children at participating services in both standalone (sessional) services and long day care (childcare) settings – a saving of up to \$2,627 per child, every year (sessional services) and *\$2,101 per child (*as at 1/6/25) every year (long day care/childcare settings).

Having Free Kinder supports every Victorian child to get the best start in life no matter where they live. FREE Kinder reduces the financial barriers for families wishing to access an early childhood program for their child/children.

Young Adventurers will receive funding directly from the Victorian Government, offsetting the funded kindergarten program component of parent fees for three and four-year-old children enrolled at a long day care service.

In line with existing policies for per capita funding, children must only receive Free Kinder funding at one service. If a child attends more than one service that offers a funded kindergarten program (e.g. a sessional service for some days and a long day care service on other days), the family must nominate which service they will receive their funded kindergarten program and therefore their Free Kinder funding. If a family nominates the sessional service to receive their FREE Kinder allocation for the child, a full Childcare daily fee will be applied for days booked at Young Adventurers.

Long day care centres will be required to pass on the full amount to parents as a direct reduction in their out-of-pocket fees up to *\$2,101. The Free Kinder offset will be applied to family's fees in line with their usual billing schedule (i.e. weekly or fortnightly). The amount will be clearly stated on the invoice as "Victorian Government Free Kinder Offset".

Children attending a kindergarten program within a long day care setting, will receive a *\$2,101 FREE Kinder subsidy (*as at 1/6/25) paid by the State Government to the Provider Young Adventurers which will be used to directly offset the kindergarten program component of your child's out-of-pocket fees up to \$2,101 (up to 15 hours per week for the Kindergarten program).

To maximise the financial benefit for families, the FREE Kinder offset to fees will be applied after CCS has been applied and paid to the Provider.

This will provide a free program for most families and a significantly reduced cost for other families, depending on service fees, number of days attended, and the amount of Commonwealth subsidy received.

For families that attract a lower childcare subsidy percentage the FREE Kinder funding may be exhausted by the middle to end of Term 3.

Once the full FREE Kinder funding has been applied to your child's out-of-pocket fees (for the 15 hour a week Kindergarten program), families who have used all of their FREE Kinder funding will be required to pay a heavily discounted daily fee of \$25 per day (usually \$85 per day) for each Kinder day. This fee will cover meals and other expenses usually incurred on a daily basis and not otherwise covered by the FREE Kinder funding. will be able to claim childcare subsidy on the \$25 fee if eligible for childcare subsidy therefore reducing the fee even further.

For families that attract a higher childcare subsidy percentage any surplus money remaining after covering the child's out-of-pocket fees will be applied as a credit to the parent's account to be used to subsidise any other fees such as fees incurred using Before and/or After Kinder care or childcare fees until the full FREE Kinder funding has been exhausted.

If a parent has no remaining out-of-pocket fees to be credited and there still remains a surplus of FREE Kinder funding for the child, any remaining funding will be used by the Provider Young Adventurers as permitted by the terms and conditions provided by the Department of Education to ensure the quality of program delivery and development of children enrolled at the service.

who are unable to claim any childcare subsidy will still benefit from the full FREE Kinder funding applied to directly offset their Kindergarten fees (up to 15 hours per week) and will be required to pay a heavily discounted daily fee of \$25 per day (usually \$85 per day) for each Kinder day once the FREE Kinder funding is exhausted (up to 15 hours per week). This fee will cover meals and other expenses usually incurred on a daily basis and not otherwise covered by the FREE Kinder funding.



Young Adventurers Childcare & Kindergarten Centre

Young Adventurers Fees from 1st July 2025 are as follows:

Child Care \$159 per day (valid from 1st July 2025)

Absence notified using OWNA app: Holiday/Illness Discount Fee \$10 discount off the full Child Care Fee per child per day for absences marked by parents by 9am (excludes Kinder enrolled children who already have discounted fees).

Casual booking \$159 per day (valid from 1st July 2025)

Full time (5 day discount) \$159 per day and \$139 on the 5th day

Kindergarten – a term fee applies see attached Fee Schedule 2025-2026

Late Collection Fee \$30 per child per day & additional \$1 per child per minute after centre closing time

Fees are payable for ALL days booked, including any absences due to illness, holidays or public holidays. Invoices will be emailed or can be sent at any time on request.

All meals are provided & included in your fees. This includes children accessing the Kindergarten program. Nappies are also provided & included in your fees if required.

Our centre closes annually for the period between Christmas Day and New Year. will not be charged during this closure period. Closure dates are displayed in the centre foyer.

Child Care may be available before & after a Kindergarten session – a fee applies see attached Fee Schedule 2025-2026.

Kinder program The kindergarten program will only be offered during school terms however families who require care during school holidays can retain their usual booking and will be charged the usual full childcare daily fee. It is a requirement of the Kindergarten Funding from the Department of Education that any child enrolled to attend the Kindergarten program must attend for a minimum 15 hours per week and as such a minimum two day booking is required for all Kindergarten enrolments. A minimum two-day booking applies to children enrolled in the kinder program only.

Casual bookings Casual bookings may be available by contacting the Service at any time during opening hours or can be booked using the OWNA app. can view their child's current bookings in advance on the OWNA app & can set notifications to inform them if a vacancy arises in their child's room, book casual days & mark their child as absent via the OWNA app.

Subsidies The Family Assistance Office provides Childcare subsidies to eligible families including Kindergarten families to assist with the cost of childcare. Please contact Services Australia to check your eligibility prior to enrolment. It is the family's responsibility to register for any subsidies directly with Services Australia.

Fees are estimated in advance & in goodwill. Occasionally Services Australia may cancel or withhold subsidy payments from the Service for families due to outstanding tasks or issues between Services Australia and the family. If this results in subsidies not being paid by Services Australia to the Service for a family, then the family will be required to pay the outstanding amount to the Service. Please note our Service is unable to contact Services Australia on a family's behalf and has no control over how much subsidy is paid. This is managed between a family and Services Australia & information should be accessible for families from Services Australia via the MyGov app. We recommend families check their MyGov app regularly to see if they have any tasks or messages from Services Australia. must respond to Services Australia requests for information including ensuring their child's immunisations are up to date to avoid having subsidy payments cancelled.

Late Collection Fees – It is a legal requirement that children must be collected from our service by 6pm (at Young Adventurers Yana Street centre) and by 5:45pm (at Young Adventurers on Chapman) and that no children are to remain on the premises after this time. A late fee of \$30.00 per child will apply after 6pm (or 5:45pm at Young Adventurers on Chapman) with an additional \$1 per child per minute charged. If you are going to be late for any reason, please contact the educators at our Centre prior to 6pm (or 5:45pm at Young Adventurers on Chapman). If your child is not collected by closing time and no contact has been made between the parent or one of your nominated emergency contacts Police may be notified. Our operating permit and insurance are valid between the hours of 8am to 6pm (and between 7:45am and 5:45pm at Young Adventurers on Chapman) and cannot be extended for any period outside of these hours. Please allow enough time to arrive, greet your child and staff, exchange information about your child's day and sign your child out therefore leaving the premises by the designated times for the centre. Failure to pick up your child by 6pm (or 5:45pm at Young Adventurers on Chapman) may result in instant termination of your enrolment with the two weeks' notice period waived.

If at any stage you have financial difficulties, please speak to the Director. If fees lapse by 2 weeks and no special arrangements have been made your child's place will be considered vacant and may be offered to another child. experiencing hardship may be able to apply to Services Australia for increased subsidies (Additional Childcare Subsidy Hardship).

Fee review Fees will be reviewed in March each year. will be given two weeks' notice of any changes to the current fee schedule. Enquiries regarding fees can be made to the owner/Approved Provider: Marg Hartshorn on 50329729.



2025-2026 Fee Schedule

CHILD CARE: \$159 per day (valid from 1st July 2025)

ABSENCE NOTIFIED USING OWNA APP: HOLIDAY ABSENCE/ILLNESS

DISCOUNT: A \$10 discount off the full Child Care Fee of \$159 per child per day (excludes Kinder enrolled children who already have discounted fees).

FULL TIME (5 day discount): \$159 per day and \$139 on the 5th day

3 & 4 Year Old Kindergarten 2026 program: Kindergarten will operate between 9am – 4:30pm 4 days per week at Yana (8:45am – 4:15pm Monday and Wednesday 3 year old Kinder only at Chapman). that require care outside the kinder hours will be able to access before and after kindergarten programs for an additional fee (see below).

On the 2 nominated Kinder days, will pay \$85 per day for the kindergarten program (effective from 1/1/2026).

If your child attends a funded kindergarten program in a long day care (childcare) setting, a *\$2,101 FREE Kinder subsidy (*as at 1/6/25) will be paid direct to the program provider for a 15-hour program and will contribute to offsetting your out-of-pocket fees. who have used all of their FREE Kinder funding will be required to pay a heavily discounted daily fee of \$25 per day (usually \$85 per day) for each Kinder day. will be able to claim childcare subsidy on the \$25 fee if eligible for childcare subsidy therefore reducing the fee even further.

Hours before Kindergarten program on same day as Kindergarten booking \$20 for any time prior to the commencement of the Kinder Program (i.e. before 9am or 8:45am at Chapman). Fee is prior to any eligible subsidies being deducted (new fees apply from Jan 2026).

Hours after Kindergarten program on same day as Kindergarten booking \$25 for any time after the conclusion of the kinder Program (i.e. after 4:30pm or 4:15pm at Chapman) Fee is prior to any eligible subsidies being deducted (new fees apply from Jan 2026).

Late collection fee \$30.00 per child will apply after 6pm (or 5:45pm at Young Adventurers on Chapman) with an additional \$1 per child per minute charged.

Inclusions All meals & nappies are included this includes children accessing the Kindergarten program at Young Adventurers Early Childhood Education Service.

Subsidies The Family Assistance Office provides Childcare subsidies to eligible including Kindergarten to assist with the cost of childcare and/or kinder. Please contact Services Australia to check your eligibility prior to enrolment. It is the family's responsibility to register for any subsidies directly with Services Australia.

Fees are estimated in advance & in goodwill. Occasionally Services Australia may cancel or withhold subsidy payments from the Service for due to outstanding tasks or issues between Services Australia and the family. If this results in subsidies not being paid by Services Australia to the Service for a family, then the family will be required to pay the outstanding amount to the Service. Please note our Service is unable to contact Services Australia on a family's behalf and has no control over how much subsidy is paid. This is managed between families and Services Australia & information should be accessible for families from Services Australia via the MyGov app. We recommend families check their MyGov app regularly to see if they have any tasks or messages from Services Australia.

must respond to Services Australia requests for information including ensuring their child's immunisations are up to date to avoid having subsidy payments cancelled.

Benefits of accessing childcare or Kindergarten at our centre

- Nutritionally balanced meals provided including in the Kinder program
- morning tea; lunch; afternoon tea.
- Nappies provided if required.
- Greater flexibility – care is available before or after kindergarten on the same day as kindergarten.
- Childcare is available during school holidays a booking in advance is required (normal childcare fees apply).
- Children don't have to transition to another service to access their Funded 3 or 4 year old Kindergarten years.
- Small group sizes in our Kindergarten room.
- One drop off point for families needing childcare & kindergarten saving you valuable time.
- Large outdoor play spaces with an emphasis on promoting sustainable practices.
- No fundraising levies/duties or working bees leaving you time with your family.
- Full 7.5hr day for 3yr old's allows more time for work & other activities.
- A team of educators means we don't close at short notice if someone is away.
- Our Degree qualified Early Childhood Teachers work to the same Kindergarten guidelines, National Quality Standards, Early Years Curriculum frameworks and planning as any other kinder the only difference is that we are open longer hours to provide more flexibility for busy families – a popular model for busy families.

Christmas closure Our centre closes annually for the period between Christmas Day and New Year. will not be charged during this closure period. Closure dates are displayed in the centre foyer.

Fee review Current Fees or subsequent year's Fees will be reviewed in March each year. Families will be given 2 weeks' notice of any changes to the current fee schedule. Enquiries regarding fees can be made to the owner/Approved Provider: Marg Hartshorn on 50329729.