



## MODELS

# Delivering a 3 year old program in a long day care setting

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## Purpose of this guide

The purpose of this guide is to help you apply a three-year-old kindergarten program model that best suits your service and your families.

This booklet has been designed to be used along with the following additional ACA Victoria publications, available on the ACA Victoria website under Resources:

- ***Kindergarten Funding: Why Should I Apply?***
- ***Kindergarten Funding: How do I Apply?***
- ***Kindergarten Funding: What Happens Next?***
- ***Kindergarten Funding: Early Start Kindergarten***
- ***Supporting Families Experiencing Vulnerabilities***

***For up-to-date information, refer to the Department of Education and Training's page on [kindergarten funding requirements](#).***

***For questions and ongoing support about funding requirements, call ACAV on (03) 9532 2017.***

# Introduction

The Victorian Government is investing almost \$5 billion over ten years so that children across the state will have access to two years of funded kindergarten before school.

From 2023, all services will be able to deliver between five and 15 hours of funded three-year-old kindergarten. As you plan, it will be helpful to incorporate a long-term plan for the future hours of the funded program, including the number of hours you intend to offer, potential numbers of children and the employment terms and conditions of your early childhood teacher. The hours will then increase up to the full 15-hour program for all services by 2029.

Research shows that an earlier start and more time at kindergarten prepares children for success at school and has a positive impact later in life. As brain development is most rapid during the early years of life, research shows that children who attend both three- and four-year-old kindergarten commence school more ready to learn and demonstrate higher levels of numeracy and literacy than their peers who did not attend kindergarten.

The Department of Education and Training (the Department) has a range of resources to support educators to implement three-year-old kindergarten programs available online at <https://www.education.vic.gov.au/childhood/professionals/learning/Pages/three-year-old-toolkit.aspx>. There are also local Early Years Learning Networks available for teachers to collaborate with their peers around early childhood practices. Contact your Early Childhood Improvement Branch (ECIB) in your [region](#) for details.

# Providing a kindergarten program

## General information

Once you are ready to run your kindergarten program, there are many criteria that need to be met to ensure that you receive your per capita funding.

The information below is a summary of the criteria around requirements for the early childhood teacher (ECT) and the children attending the funded program. For a comprehensive guide to providing a funded kindergarten program, refer to the ACAV guide, ***Kindergarten funding: What Happens Next?***

A [Victorian Institute of Teaching](#) (VIT) registered early childhood teacher (ECT) must deliver the program, which can be run in a 3–5-year- or 3-4-year-old room, for at least five hours per week for 40 weeks of the year. You must factor in whether your teacher will be available during the school holidays when considering how many hours the program runs over the year.

If the teacher is absent and you are unable to replace them with another ECT, parents and your [regional office](#) need to be notified of these changes. Please keep in mind that there are specific guidelines that need to be adhered to in relation to kindergarten funding requirements as well as the regulatory requirements if the ECT is absent. Refer to the [Kindergarten Funding Guide](#) and [ACECQA](#) for more information.

The attendance of children needs to be monitored and the program must be offered for the required number of hours per week. If a child's attendance becomes a concern, you may contact your [regional office](#) for advice. If a child leaves the service, this must be entered into Kindergarten Information Management System (KIM) as soon as possible.

If you offer four or five days per week of a five-hour kindergarten program, you can deliver that program to more children and the ECT could have their planning time after the sessions.

Children can only access one funded kindergarten place, so families need to elect the service as the nominated funded kindergarten for their child by signing a letter that is kept on file. You can find the letter [here](#).

## Priority of Access guidelines

It is a condition of receiving kindergarten funding that you will adhere to the priority of access guidelines, so plan accordingly to enable you to prioritise the enrolments of these families. This may include the sessional models on pages 14-23, where families only need to pay for the kindergarten program hours that they attend, rather than a whole long day care day. It will also include being aware of the criteria for Early Start Kindergarten grants as well as Additional Child Care Subsidy.

HIGH PRIORITY CHILDREN
Children at risk of abuse or neglect, including children who: <ul style="list-style-type: none"><li>- are in Out of Home Care</li><li>- are eligible for ESK or AEL</li></ul>
Aboriginal or Torres Strait Islander children
Asylum seeker and refugee children
Children eligible for Kindergarten Fee Subsidy, including: <ul style="list-style-type: none"><li>- a parent or child who holds a Health Care Card</li><li>- multiple birth children (triplets or more)</li></ul>
Children with additional needs, defined as children who: <ul style="list-style-type: none"><li>- require additional assistance to fully participate in the kindergarten program</li><li>- require a combination of services which are individually planned</li><li>- have a specific disability or developmental delay</li></ul>

## Funding

The following funding is available for services providing a kindergarten program:

- Per capita funding for each eligible child (pro-rata depending on the hours offered).
- Child Care Subsidy (CCS) (and Additional Child Care Subsidy if applicable) is available every day.\*
- Early Start Kindergarten and Early Start Kindergarten Extension grants for eligible children.  
(See the ACAV guide: **Kindergarten Funding: Early Start Kindergarten** for more information)
- Free Kinder funding for each eligible child (pro-rata depending on hours offered and if opted-in)
- Kindergarten Fee Subsidy for eligible families (only if there is a separate fee structure and you do not claim CCS).

\*If you choose to offer sessional kindergarten (see pages 14-23), this may not be the case.

## Integrated vs Sessional kindergarten programs

For the majority of services, a kindergarten program is ‘integrated’ into the long day care (LDC) day. Fees are charged as normal, and the child accesses the early childhood teacher for part of the day and other educators for the remainder of the day (as per the regulatory requirements).

Some services may elect to run the kindergarten program as a ‘sessional’ program, allowing families to access and be charged for only the specific hours the kindergarten program is on offer. This type of program can be charged in two ways, which we will explore at pages 14-23.

In both models, the families may also choose to access other days apart from the days that the kindergarten program is run, with fees being charged as usual and CCS applied for all attendances.

Early Start Kindergarten (ESK) grants will still be available in a three-year-old kindergarten. Services can accommodate ESK enrolments in either type of program as long as they can access 15 hours, keeping in mind that if you have many of these enrolments, one model might be preferable to the other. Please refer to the ACAV guide, *Kindergarten: Early Start Kindergarten* for more information.

***We have based the scenarios and fees that appear in the following pages on an 80-place service operating 48 weeks per year.***



## Integrated kindergarten program

In an integrated kindergarten program, children attend for a normal session of care (whether that is a 9, 10, 11 or 12 hours or other length of session) and pay fees as normal. The ECT delivers the kindergarten program for a certain period during the day, the children access the program and the ECT for that part of the day and other educators for the remainder of the day.

Families may also choose to access other days apart from the days that they attend the kindergarten program, with LDC fees being charged as usual for all attendances. These children may also access the ECT on these other days, but this is simply an added benefit of being in LDC and there is no additional funding for the extra time spent with the ECT.

If you have children in your service who are eligible for Early Start Kindergarten, they can also access the program in this way.

### INTEGRATED KINDERGARTEN PROGRAMS AT A GLANCE (5 HR PROGRAM)

	<b>MODEL 1A</b> 1 day per week, 9-hour session	<b>MODEL 1B</b> 1 days per week, 12-hour sessions
	<b>ECT working with children</b>	<b>ECT working with children</b>
<b>Day 1</b>	5 hours	5 hours
<b>Day 2</b>	5 hours	5 hours
<b>Day 3</b>	5 hours	5 hours
<b>Day 4</b>	5 hours	5 hours
<b>Day 5</b>	ECT planning (not on floor)	ECT planning (not on the floor)
Per capita grant	Available for any child who attends 1 day per week (other than Friday)	Available for any child who attends 1 days per week (other than Friday)
Child Care Subsidy	A service might offer 9-, 10-, 11- & 12-hour sessions and CCS would be applied for the whole session.	
You might offer different LDC session lengths to maximise a family's access to CCS. For example, a family with 36 hours of CCS per fortnight may be better suited to accessing 2x 9-hour days, rather than 2 x 10- or 11-hour days, while at the same time enabling the family the best access to the kindergarten program hours.		

## Integrated Kindergarten Financial Models

### **MODEL 1A - 5-hour program (integrated)**

*Lexie attends an early learning centre that offers an integrated three-year-old kindergarten program.*

*The service is open from 6:30am – 6:30pm, offering 9-, 10- and 12-hour days. The early childhood teacher (ECT) delivers the kindergarten program from 9:00am – 2pm, 4 days per week.*

*Lexie attends on Wednesdays from 8:00am – 5:00pm (a 9-hour session), accessing her 5 hours of funded kindergarten and 9 hours of CCS.*

### **SUMMARY – MODEL 1A**

Service daily fee: **\$110**

Daily session length: 9 hours

Days attended per week: 1

Total weekly full fees: \$110

### **FAMILY FEE CALCULATION**

The table below shows the family's gap fees for this program based on 4 different income levels

	<b>INCOME 1</b>	<b>INCOME 2</b>	<b>INCOME 3</b>	<b>INCOME 4</b>
<b>Family Income</b>	\$300,000	\$174,390	\$97,000	\$58,000
<b>Family CCS percentage</b>	35%	50%	76%	85%
<b>Weekly CCS contribution</b> \$12.22 (hourly rate) x 9 x % x 1 (-5% withholding)	\$38.49	\$52.24	\$79.40	\$88.80
<b>Weekly family gap fee</b>	\$71.51	\$57.76	\$30.60	\$21.20

### **SERVICE PROVIDER REVENUE SUMMARY (ANNUAL PER CHILD)**

<b>Yearly total</b> (Family gap fee + CCS x 48 weeks)	\$5,280	<i>This model gives you an income of \$6,538 per funded kindergarten enrolment.</i>
<b>Per capita grant</b>	\$1,258	
<b>Total revenue</b>	\$6,538	

*You will multiply this number by the number of places you can offer, based on every child attending for 1 of the 4 days that the program runs.*

## MODEL 1B – 5-hour program (integrated)

In this scenario, the service only offers 12-hour days. The service is open from 6:30am – 6:30pm and the early childhood teacher (ECT) delivers the kindergarten program from 9:00am – 2:00pm, 4 days per week.

Lexie attends on Wednesdays and is charged for a 12-hour day, accessing her 5 hours of funded kindergarten and 12 hours of CCS.

### SUMMARY – MODEL 1B

Service daily fee: **\$130**

Daily session length: 12 hours

Days attended per week: 1

Total weekly full fees: \$130

### FAMILY FEE CALCULATION

The table below shows the family's gap fees for this program based on 4 different income levels

	INCOME 1	INCOME 2	INCOME 3	INCOME 4
Family Income	\$300,000	\$174,390	\$97,000	\$58,000
Family CCS percentage	35%	50%	76%	85%
Weekly CCS contribution \$10.83 (hourly rate) x 12 x % x 1 (-5% withholding)	\$43.21	\$61.73	\$98.77	\$104.94
Weekly family gap fee	\$86.79	\$68.27	\$31.23	\$25.06

### SERVICE PROVIDER REVENUE SUMMARY (ANNUAL PER CHILD)

Yearly total (Family Gap fee + CCS x 48 weeks)	\$6,240	<i>This model gives you an income of \$7,498 per funded kindergarten enrolment.</i>  <i>You will multiply this number by the number of places you can offer, based on every child attending for 1 of the 4 days that the program runs.</i>
Per capita grant	\$1,258	
Total revenue	\$7,498	

## INTEGRATED KINDERGARTEN PROGRAMS AT A GLANCE (7.5 HR PROGRAM)

	<b>MODEL 2A</b> 1 day per week, 9-hour session	<b>MODEL 2B</b> 1 day per week, 12-hour sessions
	<b>ECT working with children</b>	<b>ECT working with children</b>
<b>Day 1</b>	7.5 hours	7.5 hours
<b>Day 2</b>	7.5 hours	7.5 hours
<b>Day 3</b>	7.5 hours	7.5 hours
<b>Day 4</b>	7.5 hours	7.5 hours
<b>Day 5</b>	ECT planning (not on floor)	ECT planning (not on the floor)
Per capita grant	Available for any child who attends 1 day per week (other than Friday)	Available for any child who attends 1 days per week (other than Friday)
Child Care Subsidy	A service might offer 9-, 10-, 11- & 12-hour sessions and CCS would be applied for the whole session.	
You might offer different LDC session lengths to maximise a family's access to CCS. For example, a family with 36 hours of CCS per fortnight may be better suited to accessing 2x 9-hour days, rather than 2 x 10- or 11-hour days, while at the same time enabling the family the best access to the kindergarten program hours.		

### Free Kinder

*Free kinder funding will be available from 2023 and will be \$2000 for each child enrolled in 15 hours of a funded kindergarten program. For programs less than 15 hours, the amount will be pro-rata. The amount is to be taken off the parent gap fee, for example, \$50 per week for 40 weeks.*

*Please note: By applying the Free Kinder funding to some low-income family gap fees, there will be no fees for the family to pay.*

**Please see the ACAV guide; Kindergarten Funding: Why Should I Apply? For more information.**

***As we have used a 48-week year for these calculations and as not all services will opt-in to the funding, we have not included the Free Kinder funding in these calculations.***

## MODEL 2A – 7.5-hour program (integrated)

*Lexie attends an early learning centre that offers an integrated three-year-old kindergarten program.*

*The service is open from 6:30am – 6:30pm, offering 9-, 10- and 12-hour days. The early childhood teacher (ECT) delivers the kindergarten program from 9:00am –4:30pm, 4 days per week.*

*Lexie attends on Wednesdays from 8:00am – 5:00pm (a 9-hour session), accessing her 7.5 hours of funded kindergarten and 9 hours of CCS.*

### SUMMARY – MODEL 2A

Service daily fee: **\$110**

Daily session length: 9 hours

Days attended per week: 1

Total weekly full fees: \$110

### FAMILY FEE CALCULATION

The table below shows the family's gap fees for this program based on 4 different income levels

	INCOME 1	INCOME 2	INCOME 3	INCOME 4
<b>Family Income</b>	\$300,000	\$174,390	\$97,000	\$58,000
<b>Family CCS percentage</b>	35%	50%	76%	85%
<b>Weekly CCS contribution</b> \$12.74 (hourly rate) x 9 x % x 1 (-5% withholding)	\$33.25	\$47.50	\$72.20	\$80.75
<b>Weekly family gap fee</b>	\$66.75	\$52.50	\$27.80	\$19.25

### SERVICE PROVIDER REVENUE SUMMARY (ANNUAL PER CHILD)

<b>Yearly total</b> (Family gap fee + CCS x 48 weeks)	\$4,800	<i>This model gives you an income of \$8,631 per funded kindergarten enrolment.</i>  <i>You will multiply this number by the number of places you can offer, based on every child attending for 1 of the 4 days that the program runs.</i>
<b>Per capita grant</b>	\$3,831	
<b>Total revenue</b>	\$8,631	

## MODEL 2B – 7.5-hour program (integrated)

In this scenario, the service only offers 12-hour days. The service is open from 6:30am – 6:30pm and the early childhood teacher (ECT) delivers the kindergarten program from 9:00am – 3:30pm, 4 days per week.

Lexie attends on Wednesdays and is charged for a 12-hour day, accessing her 7.5 hours of funded kindergarten and 12 hours of CCS.

### SUMMARY – MODEL 2B

Service daily fee: **\$130**

Daily session length: 12 hours

Days attended per week: 1

Total weekly full fees: \$130

### FAMILY FEE CALCULATION

The table below shows the family's gap fees for this program based on 4 different income levels:

	INCOME 1	INCOME 2	INCOME 3	INCOME 4
Family Income	\$300,000	\$174,390	\$97,000	\$58,000
Family CCS percentage	35%	50%	76%	85%
Weekly CCS contribution \$ (hourly rate) x 12 x % x 1 (-5% withholding)	\$43.22	\$61.75	\$93.86	\$104.98
Weekly family gap fee	\$86.76	\$68.25	\$36.14	\$25.03

### SERVICE PROVIDER REVENUE SUMMARY (ANNUAL PER CHILD)

Yearly total (Family Gap fee + CCS x 48 weeks)	\$6,240	<i>This model gives you an income of \$10,071 per funded kindergarten enrolment.</i>
Per capita grant	\$3,831	
Total revenue	\$10,071	

*You will multiply this number by the number of places you can offer, based on every child attending for 1 of the 4 days that the program runs.*

## INTEGRATED KINDERGARTEN PROGRAMS AT A GLANCE (10 HR PROGRAM)

	<b>MODEL 3A</b> 2 days per week, 9-hour session	<b>MODEL 3B</b> 2 days per week, 12-hour sessions
	<b>ECT working with children</b>	<b>ECT working with children</b>
<b>Day 1</b>	5 hours	5 hours
<b>Day 2</b>	5 hours	5 hours
<b>Day 3</b>	5 hours	5 hours
<b>Day 4</b>	5 hours	5 hours
<b>Day 5</b>	ECT planning (not on floor)	ECT planning (not on the floor)
Per capita grant	Available for any child who attends 2 days per week (other than Friday)	Available for any child who attends 2 days per week (other than Friday)
Child Care Subsidy	A service might offer 9-, 10-, 11- & 12-hour sessions and CCS would be applied for the whole session.	
You might offer different LDC session lengths to maximise a family's access to CCS. For example, a family with 36 hours of CCS per fortnight may be better suited to accessing 2x 9-hour days, rather than 2 x 10- or 11-hour days, while at the same time enabling the family the best access to the kindergarten program hours.		

### Free Kinder

*Free kinder funding will be available from 2023 and will be \$2000 for each child enrolled in 15 hours of a funded kindergarten program. For programs less than 15 hours, the amount will be pro-rata. The amount is to be taken off the parent gap fee, for example, \$50 per week for 40 weeks.*

*Please note: By applying the Free Kinder funding to some low-income family gap fees, there will be no fees for the family to pay.*

**Please see the ACAV guide; Kindergarten Funding: Why Should I Apply? For more information.**

***As we have used a 48-week year for these calculations and as not all services will opt-in to the funding, we have not included the Free Kinder funding in these calculations.***

## MODEL 3A - 10-hour program (integrated)

*Lexie attends an early learning centre that offers an integrated three-year-old kindergarten program.*

*The service is open from 6:30am – 6:30pm, offering 9-, 10- and 12-hour days. The early childhood teacher (ECT) delivers the kindergarten program from 9:00am – 2pm, 4 days per week.*

*Lexie attends on Tuesdays and Wednesdays from 8:00am – 5:00pm (a 9-hour session), accessing her 10 hours of funded kindergarten and 18 hours of CCS.*

### SUMMARY – MODEL 3A

Service daily fee: **\$110**

Daily session length: 9 hours

Days attended per week: 2

Total weekly full fees: \$220

### FAMILY FEE CALCULATION

The table below shows the family's gap fees for this program based on 4 different income levels:

	INCOME 1	INCOME 2	INCOME 3	INCOME 4
<b>Family Income</b>	\$300,000	\$174,390	\$97,000	\$58,000
<b>Family CCS percentage</b>	35%	50%	76%	85%
<b>Weekly CCS contribution</b> \$ (hourly rate) x 9 x % x 1 (-5% withholding)	\$66.50	\$95.00	\$144.40	\$161.50
<b>Weekly family gap fee</b>	\$133.50	\$105.00	\$55.60	\$38.50

### SERVICE PROVIDER REVENUE SUMMARY (ANNUAL PER CHILD)

<b>Yearly total</b> (Family gap fee + CCS x 48 weeks)	\$10,560	<i>This model gives you an income of \$14,391 per funded kindergarten enrolment.</i>
<b>Per capita</b>	\$3,831	
<b>Total revenue</b>	\$14,391	

*You will multiply this number by the number of places you can offer, based on every child attending for 1 of the 4 days that the program runs.*

## MODEL 3B – 10-hour program (integrated)

In this scenario, the service only offers 12-hour days. The service is open from 6:30am – 6:30pm and the early childhood teacher (ECT) delivers the kindergarten program from 9:00am – 2pm, 4 days per week.

Lexie attends on Tuesdays and Wednesdays and is charged for two 12-hour days, accessing her 10 hours of funded kindergarten and 24 hours of CCS.

### SUMMARY – MODEL 3B

Service daily fee: **\$130**

Daily session length: 12 hours

Days attended per week: 2

Total weekly full fees: \$260

### FAMILY FEE CALCULATION

The table below shows the family's gap fees for this program based on 4 different income levels:

	INCOME 1	INCOME 2	INCOME 3	INCOME 4
Family Income	\$300,000	\$174,390	\$97,000	\$58,000
Family CCS percentage	35%	50%	76%	85%
Weekly CCS contribution \$ (hourly rate) x 12 x % x 1 (-5% withholding)	\$86.46	\$123.50	\$187.72	\$209.95
Weekly family gap fee	\$173.55	\$136.50	\$72.28	\$50.05

### SERVICE PROVIDER REVENUE SUMMARY (ANNUAL PER CHILD)

Yearly total (Family Gap fee + CCS x 48 weeks)	\$12,480	<i>This model gives you an income of \$16,311 per funded kindergarten enrolment.</i>
Per capita grant	\$3,831	<i>You will multiply this number by the number of places you can offer, based on every child attending for 1 of the 4 days that the program runs.</i>
Total revenue	\$16,311	

## INTEGRATED KINDERGARTEN PROGRAMS AT A GLANCE (15 HR PROGRAM)

	<b>MODEL 4A</b> 2 day per week, 9-hour session
	<b>ECT working with children</b>
<b>Day 1</b>	7.5 hours
<b>Day 2</b>	7.5 hours
<b>Day 3</b>	7.5 hours
<b>Day 4</b>	7.5 hours
<b>Day 5</b>	ECT planning (not on floor)
Per capita grant	Available for any child who attends 2 day per week (other than Friday)
Child Care Subsidy	A service might offer 9-, 10-, 11- & 12-hour sessions and CCS would be applied for the whole session.
You might offer different LDC session lengths to maximise a family's access to CCS. For example, a family with 36 hours of CCS per fortnight may be better suited to accessing 2x 9-hour days, rather than 2 x 10- or 11-hour days, while at the same time enabling the family the best access to the kindergarten program hours.	

### Free Kinder

*Free kinder funding will be available from 2023 and will be \$2000 for each child enrolled in 15 hours of a funded kindergarten program. For programs less than 15 hours, the amount will be pro-rata. The amount is to be taken off the parent gap fee, for example, \$50 per week for 40 weeks.*

*Please note: By applying the Free Kinder funding to some low-income family gap fees, there will be no fees for the family to pay.*

**Please see the ACAV guide; Kindergarten Funding: Why Should I Apply? For more information.**

***As we have used a 48-week year for these calculations and as not all services will opt-in to the funding, we have not included the Free Kinder funding in these calculations.***

## MODEL 4A - 15-hour program (integrated)

*Lexie attends an early learning centre that offers an integrated three-year-old kindergarten program.*

*The service is open from 6:30am – 6:30pm, offering 9-, 10- and 12-hour days. The early childhood teacher (ECT) delivers the kindergarten program from 9:00am – 3:30pm, 4 days per week.*

*Lexie attends on Mondays and Wednesdays from 8:00am – 5:00pm (a 9-hour session), accessing her 15 hours of funded kindergarten and 18 hours of CCS.*

### SUMMARY – MODEL 4A

Service daily fee: **\$110**

Daily session length: 9 hours

Days attended per week: 2

Total weekly full fees: \$220

### FAMILY FEE CALCULATION

The table below shows the family's gap fees for this program based on 4 different income levels:

	INCOME 1	INCOME 2	INCOME 3	INCOME 4
<b>Family Income</b>	\$300,000	\$174,390	\$97,000	\$58,000
<b>Family CCS percentage</b>	35%	50%	76%	85%
<b>Weekly CCS contribution</b> \$ (hourly rate) x 9 x % x 2 (-5% withholding)	\$73.15	\$104.50	\$158.84	\$177.65
<b>Weekly family gap fee</b>	\$146.85	\$115.50	\$61.16	\$42.35

### SERVICE PROVIDER REVENUE SUMMARY (ANNUAL PER CHILD)

<b>Yearly total</b> (Family gap fee + CCS x 48 weeks)	\$10,560	<i>This model gives you an income of \$14,391 per funded kindergarten enrolment.</i>
<b>Per capita</b>	\$3,831	
<b>Total revenue</b>	\$14,391	

*You will multiply this number by the number of places you can offer, based on every child attending for 1 of the 4 days that the program runs.*

## Summary of integrated models

When looking at the integrated models, there are some considerations.

The models can offer an element of flexibility for families to choose the days that they would like to attend. How flexible you are may depend on demand and the number of children you can accommodate.

You can see that for families on a low income, in 1A (9-hour day), their gap fee is **\$21.20** and if they attend in model 1B (12-hour day) their fee is **\$25.06**. So, if you have many families in this low-income bracket, this needs to be considered (as does the application of the Free Kinder funding).

The number of CCS hours that families are eligible for generally does not need to be taken into account if the child only attends one day per week to access the 5 hours of kindergarten but will need to be taken in to account if the child attends more days and particularly if there are 12-hour days.

Please keep in mind the priority of access criteria outlined in the [Kindergarten Funding Guide](#) as this is an important part of your planning (*see also page 6 of this guide*).



## Sessional kindergarten program (within LDC)

Some long day care services elect to run the kindergarten program as a 'sessional' program, allowing families to access and pay for **only** the specific hours the kindergarten program is on offer. This type of program can be charged in two ways. One way incorporates using CCS (in the usual way) and the other does not apply CCS to the fees.

This model allows for the provision of 'wrap around' care. Families can choose to have care before or after the kindergarten program and this is charged accordingly with CCS. You can allocate fees for 'before' and 'after' sessions as well as a 'whole day' fee

Please see below the different ways in which this type of program can be managed.

### OPTION 1: Using Child Care Subsidy (CCS)

The service might choose to offer a 'sessional kindergarten' fee (e.g., A 7.5-hour session) which would be at a lower rate than the normal daily fee and would attract CCS. The service would also receive (pro rata) per capita funding per eligible child.

This model would be offered as 7.5 hours per day, 4-5 days per week. This would maximise the number of children that can access the funded program, as well as allowing families choice in the days that their child attends. The service may also consider allocating set days for this option to allow for staff planning and to reduce the impact on viability (e.g., **only** Mondays **or** Tuesdays). It would be wise to choose your days of lowest occupancy for these sessions.

This may be suitable for service with a small number of funded enrolments or a small cohort of families on a low income. It could also be used to fill any ongoing vacancies.

Using this model does not mean that you do not have a teacher on the other 3-4 days, it just means that you do not offer the sessional program on those days. You need to consider the ECT requirements while delivering the kindergarten program that best suits your service.

## SESSIONAL KINDERGARTEN PROGRAMS AT A GLANCE (Using CCS)

	<b>MODEL 1A</b> 1 day per week, 5-hour sessions	<b>MODEL 1B</b> 1 day per week with wrap around care
	<b>ECT working with children</b>	<b>ECT working with children</b>
<b>Day 1</b>	5 hours	5 hours (plus 1.5 hrs am & 4.5 hrs pm)
<b>Day 2</b>	5 hours	5 hours (plus 1.5 hrs am & 4.5 hrs pm)
<b>Day 3</b>	5 hours	5 hours (plus 1.5 hrs am & 4.5 hrs pm)
<b>Day 4</b>	5 hours	5 hours (plus 1.5 hrs am & 4.5 hrs pm)
<b>Day 5</b>	ECT planning (not on floor)	ECT Planning (not on floor)
Per capita grant	Available for any child who attends 1 day per week (other than Friday)	
Child Care Subsidy	A service might offer 5-hour daily fee.	
The service may offer 'wrap around' care for the time on either side of the kindergarten session.		

### Free Kinder

*Free kinder funding will be available from 2023 and will be \$2000 for each child enrolled in 15 hours of a funded kindergarten program. For programs less than 15 hours, the amount will be pro-rata. The amount is to be taken off the parent gap fee, for example, \$50 per week for 40 weeks.*

*Please note: By applying the Free Kinder funding to some low-income family gap fees, there will be no fees for the family to pay.*

**Please see the ACAV guide; Kindergarten Funding: Why Should I Apply? For more information.**

***As we have used a 48-week year for these calculations and as not all services will opt-in to the funding, we have not included the Free Kinder funding in these calculations.***

## Sessional Kindergarten financial models

### **MODEL 1A - 5 hour sessional with CCS**

*In this scenario, the service is open from 6:30am – 6:30pm and the early childhood teacher (ECT) delivers the kindergarten program from 9:00am – 2pm, 4 days per week.*

*Lexie attends on Mondays accessing her 5 hours of funded kindergarten and 5 hours of CCS each week.*

### **SUMMARY – MODEL 1A**

Service fee: **\$60**

Daily session length: 5 hours

Days attended per week: 1

Total weekly full fees: \$60

### **FAMILY FEE CALCULATION**

The table below shows the family's gap fees for this program based on 4 different income levels:

	<b>INCOME 1</b>	<b>INCOME 2</b>	<b>INCOME 3</b>	<b>INCOME 4</b>
<b>Family Income</b>	\$300,000	\$176,390	\$97,000	\$58,000
<b>Family CCS percentage</b>	35%	50%	76%	85%
<b>Weekly CCS contribution</b> \$(hourly rate) x 5 x % x 1 (-5% withholding)	\$19.95	\$28.50	\$43.32	\$48.45
<b>Weekly family gap fee</b>	\$40.05	\$31.50	\$16.68	\$11.55

### **SERVICE PROVIDER REVENUE SUMMARY (ANNUAL PER CHILD)**

<b>Yearly total</b> (Family gap fee + CCS x 48 weeks)	\$2,880	<i><b>This model gives you an income of \$4,138 per funded kindergarten enrolment.</b></i>  <i>You will multiply this number by the number of places you can offer, based on every child attending for the day/s that the program runs and/or where you offer this fee structure.</i>
<b>Per capita grant</b>	\$1,258	
<b>Total revenue</b>	\$4,138	

## MODEL 1B - 5 hour sessional with wrap around care and CCS

*In this scenario, the service offers the option of wrap around care, so families can have longer days if they choose.*

*The kindergarten program runs from 9:00am – 2:00pm, Monday to Friday. A morning session would be from 6:30am – 8:00am and an afternoon session would be from 2:00pm – 6:30pm.*

*Lexie attends on Mondays for the kindergarten program and an afternoon session (from 2:00pm – 6:30pm). The service charges the family for one kindergarten session and one afternoon of 4.5 hours. She attends 9.5 hours per week, accessing 5 hours of kindergarten and 4.5 hours of CCS.*

### SUMMARY – MODEL 1B

Service daily fee: \$60

Daily session length: 5 hours

Total weekly full fees: **\$110**

Afternoon session fee: \$50

Afternoon session length: 4.5 hours

### FAMILY FEE CALCULATION

The table below shows the family's gap fees for this program based on 4 different income levels.

	INCOME 1	INCOME 2	INCOME 3	INCOME 4
<b>Family Income</b>	\$300,000	\$176,390	\$97,000	\$58,000
<b>Family CCS percentage</b>	35%	50%	76%	85%
<b>Weekly CCS contribution -daily</b> \$12(hourly rate) x 5 x % x 1 (-5% withholding)	\$19.95	\$28.50	\$43.32	\$48.45
<b>Weekly CCS contribution for wrap around care</b> \$(hourly rate) x 4.5 x % x1 (-5% withholding)	\$16.62	\$23.75	\$36.10	\$40.37
<b>Weekly family gap fee</b>	\$73.43	\$57.75	\$30.58	\$21.18

## SERVICE PROVIDER REVENUE SUMMARY (ANNUAL PER CHILD)

<b>Yearly total (Family gap fee + CCS x 48 weeks)</b>	\$5,280	<i>This model gives you an income of \$6,538 per funded kindergarten enrolment.</i>
<b>Per capita grant</b>	\$1,258	<i>You will multiply this number by the number of places you can offer, based on every child attending for the day/s that the program runs and/or where you offer this fee structure.</i>
<b>Total revenue</b>	\$6,538	<i>By offering the option of wrap around care, you can offer families more flexibility and increase the opportunity to gain more enrolments and therefore income.</i>

## SESSIONAL KINDERGARTEN PROGRAMS AT A GLANCE (Using CCS)

	<b>MODEL 2A</b> 2 days per week, 7.5-hour session
	<b>ECT working with children</b>
<b>Day 1</b>	7.5 hours
<b>Day 2</b>	7.5 hours
<b>Day 3</b>	7.5 hours
<b>Day 4</b>	7.5 hours
<b>Day 5</b>	ECT planning (not on floor)
Per capita grant	Available for any child who attends 2 day per week (other than Friday)
Child Care Subsidy	A service might offer 9-, 10-, 11- & 12-hour sessions and CCS would be applied for the whole session.
You might offer different LDC session lengths to maximise a family's access to CCS. For example, a family with 36 hours of CCS per fortnight may be better suited to accessing 2x 9-hour days, rather than 2 x 10- or 11-hour days, while at the same time enabling the family the best access to the kindergarten program hours.	

### Free Kinder

*Free kinder funding will be available from 2023 and will be \$2000 for each child enrolled in 15 hours of a funded kindergarten program. For programs less than 15 hours, the amount will be pro-rata. The amount is to be taken off the parent gap fee, for example, \$50 per week for 40 weeks. Please note: By applying the Free Kinder funding to some low-income family gap fees, there will be no fees for the family to pay.*

**Please see the ACAV guide; Kindergarten Funding: Why Should I Apply? For more information.**

***As we have used a 48-week year for these calculations and as not all services will opt-in to the funding, we have not included the Free Kinder funding in these calculations.***

## MODEL 2A – 15-hour program (sessional)

In this scenario, the service offers 7.5 hour-days. The service is open from 6:30am – 6:30pm and the early childhood teacher (ECT) delivers the kindergarten program from 9:00am – 3:30pm, 4 days per week. The families have the option for their child to attend and pay for only the kindergarten program hours, 2 days per week.,

Lexie attends on Wednesdays and is charged for two 7.5-hour days, accessing her 15 hours of funded kindergarten and 15 hours of CCS.

### SUMMARY – MODEL 2A

Service daily fee: **\$100**

Daily session length: 7.5 hours

Days attended per week: 2

Total weekly full fees: \$200

### FAMILY FEE CALCULATION

The table below shows the family's gap fees for this program based on 4 different income levels:

	INCOME 1	INCOME 2	INCOME 3	INCOME 4
Family Income	\$300,000	\$174,390	\$97,000	\$58,000
Family CCS percentage	35%	50%	76%	85%
Weekly CCS contribution \$ (hourly rate) x 12 x % x 1 (-5% withholding)	\$63.54	\$90.77	\$137.97	\$154.31
Weekly family gap fee	\$136.46	\$109.23	\$62.03	\$45.69

### SERVICE PROVIDER REVENUE SUMMARY (ANNUAL PER CHILD)

Yearly total (Family Gap fee + CCS x 48 weeks)	\$9,600	<i>This model gives you an income of \$13,431 per funded kindergarten enrolment.</i>  <i>You will multiply this number by the number of places you can offer, based on every child attending for 1 of the 4 days that the program runs.</i>
Per capita grant	\$3,831	
Total revenue	\$13,431	

## Summary of sessional models using CCS

When looking at these two sessional models, there are some considerations to consider.

Model 1B can offer the most flexibility for families to be able to choose care before and after the kindergarten session.

For a service provider, the income is higher in model 1B when offering the before and after care. However, there will be additional staffing considerations as well as additional fee structures.

You can also see that for families on a low income, in 1A, their gap fee is **\$11.55** and if they attend in model 1B their fee is **\$21.18**, due the hourly rate and the child attending additional hours.

Once again, the number of CCS hours that families are eligible for generally does not need to be taken into account if the child only attends one day per week to access the 5 hours of kindergarten and/or wrap around care for that session but will need to be taken in to account if the child attends extra full 9–12-hour days or the session length is 7.5 hours.

Please keep in mind the priority of access criteria outlined in the [Kindergarten Funding Guide](#) as this is an important part of your planning.

## OPTION 2: Using Kindergarten Fee Subsidy (KFS) OR applying a Term Fee (no CCS)

A service can charge a per term or per week fee, which would not attract CCS.

A service may provide this model if there are families who are eligible for Kindergarten Fee Subsidy or who are not eligible for CCS.

In this way, the service could receive Kindergarten Fee Subsidy (KFS) for eligible children along with per capita funding for each eligible child OR receive parent term fees with the per capita funding. The kindergarten program fees are run separately from the LDC program daily fees.

Families eligible for KFS would be able to access five hours (up to 15 hours for eligible services) of free kindergarten using this model.

This model is more beneficial for families eligible for KFS, but it will in most instances reduce the fees able to be collected by the service providers. Therefore, it is suggested to offer only this model on set days and even on an “as needs” basis if it will enable a vulnerable child to attend the program.

A service may offer this option to support vulnerable children, low-income families, meet a community need or to address any low occupancy rates.

*Please note that if you opt -in to the Free Kinder funding and are using this model, you will not receive the KFS as the Free Kinder funding will cover the fees for the family.*

In both the models that follow, a service could offer families the opportunity to access additional hours of care on either side of the sessional program (wrap around care), as well as other full days, accessing CCS. This would be a positive outcome for both the family and the service.

You do not have to offer this model as an option to your families, however, you do need to ensure that all families are supported in accessing a place in the kindergarten program, using the priority of access guidelines.

## SESSIONAL KINDERGARTEN PROGRAM AT A GLANCE (NO CCS)

	<b>MODEL 1A</b> 2 sessions, 15 hours per week	<b>MODEL 1B</b> 1 session, 15 hours per week
	<b>ECT working with children</b>	<b>ECT working with children</b>
<b>Day 1</b>	7.5 hours	7.5 hours
<b>Day 2</b>	7.5 hours	7.5 hours
<b>Day 3</b>	Sessional model not available	Sessional model not available
<b>Day 4</b>	Sessional model not available	Sessional model not available
<b>Day 5</b>	ECT planning (not on floor)	Sessional model not available
KFS	Families meeting the criteria can access 15 hours of free funded kindergarten.	N/A
Per capita grant	Available for any child who attends 2 days per week (Monday and Tuesday)	Available for any child who attends 2 days per week (Monday and Tuesday)
Child Care Subsidy	Child Care Subsidy will not be applied to the actual kindergarten program hours where a family receives KFS or where the family pays a term fee.	
Childcare subsidy would be applied to any wrap around care or extra days that the families may utilise if eligible. Any activity test or income test relating to CCS is only relevant to these hours.		

### Free Kinder

*Free kinder funding will be available from 2023 and will be \$2000 for each child enrolled in 15 hours of a funded kindergarten program.*

*This means that for Model 1A, KFS will not be applied and in both models, the 15 hours of funded kindergarten will be free.*

**Please see the ACAV guide; Kindergarten Funding: Why Should I Apply? For more information.**

## Sessional Kindergarten financial models (no CCS)

### **MODEL 1A – 15 hour sessional with KFS**

*Lexie attends an early learning centre that offers a sessional kindergarten program.*

*The service is open from 6:30am – 6:30pm and the early childhood teacher (ECT) delivers the kindergarten program from 8:30am – 4:00pm, 2 days per week. Lexie attends on Mondays and Tuesdays, accessing her 15 hours of funded kindergarten.*

*In this scenario, the family has a HCC and this makes the family eligible for KFS.*

*The days that Lexie attends the kindergarten program do not count towards any attendance hours in relation to CCS. If Lexie attends any other days, then CCS requirements would be applied.*

### **SUMMARY**

Service term fee:

For HCC holders: \$0

For full fee-paying families: \$450

Days attended per week: 2

### **FAMILY FEE CALCULATION**

The table below shows fees for HCC holders on an income of \$58,000 or less:

	INCOME 1	INCOME 2	INCOME 3	INCOME 4
<b>Family Income</b>	-----	-----	-----	\$58,000
<b>Family CCS percentage</b>	-----	-----	-----	-----
<b>Weekly CCS contribution</b>	-----	-----	-----	-----
<b>Weekly family gap fee</b>	-----	-----	-----	\$0

## SERVICE PROVIDER REVENUE SUMMARY (ANNUAL PER CHILD)

Kindergarten Fee Subsidy (goes towards family fees)	\$2,032	<i>This model gives you an income of \$5,863 per funded kindergarten enrolment.</i>
Per capita grant	\$3,831	
Total revenue	\$5,863	

*This model may be best suited on an 'as needs' basis for vulnerable families and specific situations.*

### MODEL 1B – 15 hour sessional with no CCS or KFS

*In this scenario, Lexie attends on Mondays from 8:30am – 4:00pm, accessing her 15 hours of funded kindergarten.*

*The family is not eligible for CCS, so they pay a term fee for Lexie to attend. They do not have to meet any CCS requirements.*

#### SUMMARY

Service term fee: \$450

Sessions attended per week: 2

#### FAMILY FEE CALCULATION

The table below shows the family's fees for this program based on 4 different income levels

	INCOME 1	INCOME 2	INCOME 3	INCOME 4
Family Income	\$300,000	\$174,390	\$97,000	\$58,000
Family CCS percentage	-----	-----	-----	-----
Weekly CCS contribution	-----	-----	-----	-----
Weekly family gap fee	\$45.00	\$45.00	\$45.00	\$45.00

## SERVICE PROVIDER REVENUE SUMMARY (ANNUAL PER CHILD)

<b>Yearly fees</b> (based on \$165 per term x 4)	\$1,800	<i>This model gives you an income of \$5, 631 per funded kindergarten enrolment.</i>
<b>Per capita grant</b>	\$3,831	<i>This model may be best suited on an 'as needs' basis for specific family circumstances.</i>
<b>Total annual revenue</b>	\$5,631	

### Summary of sessional models with no CCS

The most noticeable difference in these non-CCS models is the level of income for the service provider. As you are charging a term fee only and not receiving any CCS, income is significantly less.

However, this model can be used where service have excess capacity with sufficient staffing already in place. This can mean, for example, services can deliver a dual program in a room where some children are receiving an integrated three-year-old Kindergarten program, and some are receiving a sessional program with no wrap around care. This increases the viability of services by increasing per capita income and allows more children to receive a funded kindergarten program. Some services find this dual model attractive on days of the week where enrolments are lower (e.g., Friday and Mondays).

Another crucial point about using this model is how it can benefit families who are eligible for KFS, as these families can access 15 hours of kindergarten for free.

Having said that, there are three other options available to assist vulnerable families where CCS can be accessed. This includes the ESK grant, ACCS and the Free Kinder funding. These options can minimise fees or enable families to access the kindergarten program for free.

It is worth considering offering one of these models if your service is in an area where there are a high number of eligible families and where families perhaps cannot access a sessional/stand-alone kindergarten.

It is also interesting to note that for families on a CCS rate of around 76%, the fee difference between model using the sessional term fee and the model using the integrated session is small, and yet those programs can offer longer days, more flexibility and care in the holidays.

Please keep in mind the priority of access criteria outlined in the [Kindergarten Funding Guide](#) as this is an important part of your planning (*see also page 6 of this guide*).

## Conclusion

Kindergarten funding can enhance the delivery of the kindergarten program and enable service providers to meet the needs of the families and the wider community. It is a particularly exciting time for the early childhood field, with the introduction of kindergarten funding for three-year-olds.

All services are eligible to deliver 5-, 7.5-, 10- or 15-hour programs, with a view that all services will deliver 15 hours by 2029. It is important that you look at the options in this document with a long-term view to ensure that your planning considers continuity for both families and the ECT.

One of the important takeaways from this document is that it does give a broad overview of the options available when providing a funded kindergarten program. Each service provider will consider the many aspects associated with the service including the cohort of families, the early childhood teacher availability and location when determining the model to use.

You can use a combination of the models to meet the needs of your community and it may also be useful to refer to this document if you find yourself with a family that needs a specialised enrolment at any time during the year.

# Connecting you with Victoria's Early Childhood Education & Care sector.

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