



2026 Kindergarten On-Boarding

The Preshil Arlington Kindergarten is a combined 3 & 4 year old program. Children are able to start with us after their third birthday, wherever that may fall in the year, provided this is in the best interest of the child and their readiness for a kindergarten day. We offer an extended hours program from 8.00am to 6.00pm, with the Kindergarten program offered between 9.00pm - 3.15pm each day.

The cost for each day is \$184. We do not offer half day fees, although parents can choose the hours for attendance within the day.

Application to the Preshil Kindergarten is made through the Preshil Website [here](#), and a \$150 non-refundable application fee is payable. When a place is offered, our Admissions Manager will send the Enrolment Agreement and Enrolment Form to families for completion. These forms will travel with the child, when they continue on into the Preshil Primary. Once these forms are submitted, families are required to complete the online enrolment details via the Kindergarten Xplor platform.

Families are able to access the Free Kindergarten Subsidy, which covers up to 15 hours of Kindergarten for a three year old, and 15 hours of kindergarten for four year olds. Our kindergarten program runs on Mondays, Tuesdays, Thursdays and Fridays. Wednesday can be an additional day for all children. In order to be eligible for this, four year olds must be enrolled for a minimum of 4 days, and three year olds must be enrolled for a minimum of one day.

Free Funded Kindergarten Hours per week

3 year olds	5 - 15 hours = 1 to 3 days (excluding Wednesday)
4 year olds	15 hours = 4 days (excluding Wednesday)

Families are able to access the Child Care Subsidy through the Preshil Kindergarten, provided we are listed as their child care provider. Families may elect to take days at the Preshil Kindergarten, but retain an enrolment elsewhere where they are currently receiving the CCS. In this instance, they may be eligible to claim the CCS with us, but thresholds will apply.

Children can enrol for any number of days with the Preshil Kindergarten, but this may impact the degree of subsidy families are eligible to receive.

We prefer to have all of the fees and subsidies calculated in the Xplor platform, and for parents to set up XPay, in this platform, for the payment of fees at the time of enrolment. (Families at the

Preshil Primary School sign up with EdStart for the efficient payment of school fees. This is not applicable for families enrolling to the Preshil Kindergarten.)

The following must be in place before a child can begin with us, to ensure smooth billing, and various compliance is met.

XPLOR

Preshil Arlington Kindergarten uses the Xplor platform. Enrol directly [here to access all features](#). It is an all in one package which allows families to:

- enrol directly to the platform including emergency contacts
- provide their Customer Reference Number Parent (CRN), and the CRN for their child,
- Sign the Complying Written Arrangement (CWA) to ensure they are eligible for the Child Care Subsidy.
- Create bookings for the regular program, and extra attendances like Holiday Program days.
- Create booking to Out of School Hours Care for Primary aged children

For the Kindergarten, the platform provides for:

- Capturing attendance with a sign-in and sign-out function
- All financials including:
- Payment of fees
- Calculation of a family's Child Care Subsidy entitlement
- Application of the 15 hours of Free Kindergarten provided by the Victorian Government for all four year olds, and Free Kindergarten for hours up to 15 for three year olds.
- Real time financial statements.

Complying Written Agreement

[CWA](#)

The CWA is an agreement between a family and a child care service, in this case the Preshil Kindergarten. It must be completed on Xplor, and then submitted by the Preshil Kindergarten, and includes details about your care sessions and fees. The same person claiming CCS needs to have the CWA with the child care service. Eligibility for CCS is enabled when your CCS claim has been approved and you've confirmed your child's enrolment details.

XPay

Preshil will ensure that families have signed up to the Xpay platform, for direct debit or scheduled payment of fees.

Medical

Any medical conditions including Asthma Allergies etc. need to be identified at enrolment, and a medical action plan signed by the family doctor, within the last 12 months, needs to be provided along with any medication required.

Immunisation

Each child must have an up to date Immunisation History Statement showing all required immunisations have been provided. In addition, when a child turns 4, the family needs to provide the updated Immunisation History Statement showing these have also been completed.

Emergency Contacts

Xplor requires families to provide their Emergency Contacts, and these must be completed with phone number, email, authorisations for collection from Kindergarten and other authorisations listed on the platform. On occasions, families have selected themselves, and so this must be checked to ensure we have others to contact in an emergency where the parents cannot be reached.

Orientation

When all of the above has been completed and checked, we can work with the family on an orientation program to welcome a new member to our Kindergarten community. We work with families to build an orientation program which we tailor to the needs of each child and family.

Out of School Hours Care OSHC

Kindergarten children are able to access extended hours from 8.00am - 6.00pm, included in the daily fee. From 8.00 - 8.45am and from 3.45pm - 6.00pm children from the primary school join the kindergarten for Out of School Hours Care.

Holiday Programs

Each term break, we offer a holiday program for children in the Kindergarten and the Primary School, held in our Kindergarten. Days offered are dependent on the number of bookings, and the program cannot run if insufficient numbers are booked.

Kindergarten Team

Sandra Olarte - Kindergarten Leader sandra.olarte@preshil.vic.edu.au

Heesun Choi - Kindergarten Educator and before school program

Annie Zhang - Kindergarten Educator and after school program