

Document Name	Document Version Number	Review Date
Payment of Fees Policy - FDC	1.0.2	December 2024
Date Adopted	Minute Number	Status
1 December 2021	6081	Revised

Purpose

The policy will guide the practice of the service when reviewing fees to ensure fees are affordable as possible and families have access to any subsidies that are available.

Scope

Approved Provider, Nominated Supervisor, Early childhood Educators, Service coordination staff, casual staff, relief educators, children and families

Definitions

Educators: are fully licensed registered educators in accordance with service policy and procedure.

Relief Educators: are fully licensed and registered relief educators in accordance with service policy and procedure.

Policy Content

Fees and Charges consist of the educator fee and the service levy.

Educators of the service are self-employed, independent contractors who are able to independently set their own fees and are responsible for the collection of their own fees.

Each educator's fee schedule must be approved by the nominated supervisor prior to the implementation.

Educators will arrange with the families when fees are due for payment.

Greater Hume Children Services will review levies and charges annually.

Greater Hume Children Services management will keep costs as low as possible to facilitate the inclusion of all families and minimise exclusion of children due to high costs of childcare whilst maintaining a fee structure that ensures the financial viability of the service.

Families will be supported to access government subsidies as relevant.

Links to Policy

Enrolment and Orientation Policy

Links to Procedure

Payment of Fees Office Procedure

Payment of Fees Educator Procedure

Code of Conduct Procedure Including Determining the Responsible Person Present and Participation of Volunteers and Students

Links to Forms

Enrolment Form

Fee Schedule

References

Nil

Responsibility

Service Manager

Document Author

Service Manager

Relevant Legislation

Education and Care Services National Regulation 2016 Education and Care Services National Law Act 2010.

Associated Records

Nil