

Document Name	Document Version Number	Review Date
Fees Policy	1.0.2	March 2021
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25 September 2019	5403	Revised

### Purpose

Our service has a commitment to ensuring our fees are as affordable as possible and that all families have access to any subsidies that are available to reduce these fees. The setting and payment of fees takes into account all requirements of the Education and Care Services National Regulations, Australian Tax Office, Privacy Act and the guidelines contained within the Australian Government Child Care Service Handbook. All records held at the service will be maintained in accordance with the service Confidentiality and Privacy Policy. Families will be provided with accurate fees statements and clear information regarding fee payment processes.

### Scope

Approved Provider, Nominated supervisor, educators, casual staff and families

### RELATED GUIDELINES, STANDARDS, FRAMEWORKS

National Quality Standard, Quality Area 7: Governance and Leadership – Standard 7.1

### Definitions

To enable our service to provide high quality education and care for children we need to ensure we are financially viable at all times. Our service's financial health and access to our service will be maximised by ensuring families are aware of all fees and fee payment requirements upon enrolment.

### Policy Content

- Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011.
- Reviewing the current budget to determine fee income requirements.
- Developing a fee policy that balances the parent's/guardian's capacity to pay, with providing a high-quality program and maintaining service viability.
- Considering any issues regarding fees that may be a barrier to families enrolling at the service and removing those barriers wherever possible.
- Providing parents/guardians with a regular statement of fees and charges.
- Ensuring that the Fees Policy is readily accessible at the service.
- Notifying parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected.
- Ensuring a notice outlining the fees charged by the service is displayed prominently in the main entrance to the service.
- Enter into a CWA with a parent or guardian, to provide childcare in exchange for fees. A CWA is an agreement between the Early Learning Childcare Centre service provider and a parent or guardian, to provide childcare in exchange for fees.
  - » The provider and parents contact names and details
  - » The date the arrangement is effective from
  - » The child or children's full name and date of birth
  - » Session days and start/end times
  - » Details of the fees to be charged
- Update any changes to the CWA as required
- Providing parents/guardians with a regular statement of fees and charges.
- Collecting all relevant information and maintaining relevant documents regarding those with entitlement to concessions, where applicable.
- Notifying parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected.

- Ensuring a notice outlining the fees charged by the service is displayed prominently in the main entrance to the service.

### **Links to Policy**

Nil

### **Links to Procedure**

Fees Procedure

### **Links to Forms**

Nil

### **References**

Australian Children's Education and Care Quality Authority (ACECQA) – [www.acecqa.gov.au](http://www.acecqa.gov.au)

CCS Information – [www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy](http://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy)

### **Responsibility**

Nominated Supervisor

### **Document Author**

Nominated Supervisor

### **Relevant Legislation**

Education and Care Services National Law Act 2010

Education and Care Services National Regulations: Regulation 168(2)(n)

Family Law Act 1975 (Cth), as amended 2011

### **Associated Records**

Nil