

Document Name	Document Version Number	Review Date
Date Adopted	Minute Number	Status
Payment of Fees Policy - FDC	1.0.0	December 2024
16 August 2023	6485	New Policy

Policy Statement

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.

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

Greater Hume Children Services will review levies and charges annually.

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.

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 Child Care Provider Handbook.

Stakeholders

Greater Hume Council, Approved Provider, Nominated Supervisor, Early Childhood Educators, Service Coordination Staff, children and parent/guardians

Definitions

Greater Hume Council: are independent, locally elected corporate bodies. Who are responsible for making significant decisions that have an impact on their community

Approved Provider: the approved provider is the legal entity established to operate the service. The approved provider will hold the 'provider approval' and 'service approval' under the National Law

Nominated Supervisor: responsible for day-to-day management of the service under the Education and Care Services National Regulations

Service Manager: the Service Manager is the recognised title under Council and responsible for the overall service operation and has agreed to the responsibility of the Nominated Supervisor

Early Childhood Practice Mentor: referred to as Coordinator in Education and Care Services National Regulations and National Quality Standards; supports and facilitates the overarching needs of Educators and children and assists the Service Manager

Administration and Family Liaison Officer: to provide administrative support and family liaison services to Greater Hume Children's Services

Family Day Care Early Childhood Educators - are registered educators in accordance with service policy and procedure. Self-employed independent contractors

Children: children enrolled with Greater Hume Children Services

Parent/Guardian: has lawful authority to make decisions for the child

Policy Context

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

Greater Hume Children Services allows educators to act as an agent on behalf of the provider and collect the parent gap fees.

Greater Hume Children Services is responsible for taking all reasonable steps to ensure gap fees are collected by Electronic Funds Transfer (EFT), which includes demonstrating adequate oversight of gap fee collection.

Goal

To enable our service to provide high quality early 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.

Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every 18 months.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

Links to Policy

Greater Hume Children Services Enrolment and Orientation Policy

Greater Hume Children Services Engagement and Registration of Family Day Care Educators Policy

Links to Procedure

Greater Hume Children Services Payment of Fees Procedure

Greater Hume Children Services Code of Conduct Procedure Including Determining the Responsible Person Present and Participation of Volunteers and Students

Links to Forms

Greater Hume Children Services Family Enrolment Form

Individual Educators Fee Schedule

References

Australian Tax Office

Child Care Provider Handbook

Responsibility

Service Manager – Family Day Care

Document Author

Service Manager – Family Day Care

Relevant Legislation

Education and Care Services National Law Act 2010

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

Family Law Act 1975

Associated Records

Nil