

## PAYMENT OF FEES POLICY

Out of School Hours Care provides quality education and care for primary school-age children outside school hours and during school holidays. Our Vacation Care Service supports children to engage in play and leisure activities, develop new skills and build relationships with other children and educators whilst supporting workforce participation of parents and carers. Our Vacation Care Service is committed to providing quality education and care to all children at an affordable fee for families.

### NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined, and understood and support effective decision making and operation of the service

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
168	Education and care services must have policies and procedures
172	Notification of change to policies and procedures

### RELATED LEGISLATION

Child Care Subsidy Secretary's Rules 2017 A New Tax System (Family Assistance) Act 1999	Family Law Act 1975
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### RELATED POLICIES

Arrival and Departure Policy Child Care Subsidy (CCS) Governance Policy Enrolment Policy	Governance Policy Privacy and Confidentiality Policy Termination of Enrolment Policy
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### PURPOSE

This policy explains process of fee payment and the necessity of ensuring children's fees are paid on time and consequences for failure to pay fees on time.

## SCOPE

This policy applies to children, families, staff, management, and visitors of the Vacation Care Service.

## IMPLEMENTATION

Our Vacation Care Service aims to ensure families understand the fee schedule and payment process required for education and care to be provided for their child. Our Vacation Care Service ensures the confidentiality and privacy of all personal information provided to the Service about the enrolled child and family.

The fee structure of the Vacation Care Service includes:

### General Fees

- Fees are charged for each session/ daily for the Vacation Care programs
- Families are required to pay by cash upon signing their child/children into the Vacation Care Service
- A dated receipt will be provided for each payment via email.
- If a session of care falls on a public holiday, Vacation Care will not operate, therefore families are not required to pay normal fees.
- Fees are charged for full sessions only (regardless of the actual attendance hours any day).

### Financial Difficulties

- If a family is experiencing financial difficulties, a suitable payment plan may be arranged with authorisation of the approved provider and/or Nominated Supervisor

### Late Fees

- Our Vacation Care Service is not licensed or insured to have children on the premises after hours. This is a breach in the Education and Care Regulations.
- It is unacceptable to pick children up late from the Vacation Care Service. A late fee may apply where children are not picked up prior to closing time.

- A review of the child's enrolment will occur where families are consistently late with fee payment.

### Change of Fees

- Fees are subject to change at any time provided a minimum of **four weeks** written notice is given to all families.

### Responsibility of Management

The Nominated Supervisor is responsible for:

- ensuring all families are aware of our *Payment of Fees Policy*
- ensuring enrolments are submitted correctly with the appropriate enrolment information
- terminating enrolment of children should fees not be paid
- providing at least 4 weeks written notice to families of any fee increases
- discussing fee payment with families if required

### Responsibility of Families

- Ensure payment of fees as per policy

### SOURCE

Australian Children's Education & Care Quality Authority. (2014).

Australian Government Department of Education Child Care Provider Handbook

<https://www.dese.gov.au/resources-child-care-providers/child-care-provider-handbook>

Australian Government Department of Education, Skills and Employment *Early Childhood and Care*

<https://www.education.gov.au/early-childhood-and-child-care-0>

Australian Government Department of Education, Skills and Employment *Information for child care providers when a period of local emergency occurs*

Education and Care Services National Law Act 2010. (Amended 2018).

[Education and Care Services National Regulations](#). (2011).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017)

Guide to the National Quality Framework. (2017). (Amended 2020).

Kearns, K. (2017). *The Business of Childcare* (4<sup>th</sup> Ed.).

Revised National Quality Standard. (2018)

### REVIEW

POLICY REVIEWED: JANUARY 2021	NEXT REVIEW DATE: JANUARY 2022
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