

Document Name	Document Version Number	Review Date
Payment of Fees Policy	1.0.1	September 2019
Date Adopted	Minute Number	Status
20 September 2017	4819	Re Adopted, No Alterations

Purpose

The policy will guide the practice of the service when reviewing fees.

Scope

Staff and management, Educators, Relief Educators, parent/guardians.

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

Educators of the service are self-employed are able to independently set their own fees and are responsible for the collection of their own fees. The scheme will review levies and charges annually. Scheme 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 scheme.

Links to Policy

Nil

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

Nil

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