

FEES POLICY - OSHC & OCCASIONAL CARE

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Responsible Person: Chair BoG

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Mandatory – Quality Area 7

PURPOSE

This policy will provide clear guidelines for:

- the setting, payment and collection of fees
- ensuring the viability of Hampton Park Community House OSHC and Occasional Care Programs by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by HPCH OSHC and Occasional Care.

POLICY STATEMENT

VALUES

Hampton Park Community House Children's Service is committed to:

- providing responsible financial management of the service, including establishing fees that will result in a financially viable service, while keeping user fees at the lowest possible level
- providing a fair and manageable system for dealing with non-payment and/or inability to pay fees/outstanding debts
- ensuring there are no financial barriers for families wishing to access an early childhood program for their child/children
- maintaining confidentiality in relation to the financial circumstances of parents/guardians
- advising users of the service about program funding, including government support and fees to be paid by parents/guardians
- providing equitable access for families eligible for the Child Care Subsidy (CCS).

SCOPE

This policy applies to the Approved Provider, Persons with Management and Control, Nominated Supervisor, Person in Day-to-Day Charge, educators and parents/guardians with an enrolled child, or who wish to enrol a child at HPCH Education and Childcare Services.

BACKGROUND AND LEGISLATION

Background

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place for the payment of fees and the provision of a statement of fees charged by the service.

DET requires that funded services have a comprehensive written fees policy in place, and the content of this policy must be communicated to families. The policy must include a written statement about the fees to be charged, as required under Regulation 168(2)(n), and the payment process. All families must be informed of applicable fees at the time of enrolment.

Relevant legislation and standards include but are not limited to:

- Charter of Human Rights and Responsibilities 2006 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Disability Discrimination Act 1992 (Cth)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011: Regulations 168(2)(n)
- Equal Opportunity Act 1995 (Vic)
- National Quality Standard, Quality Area 7: Governance and Leadership

DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc.

Approved child care: Approved child care services are services that have Australian Government approval to pass on Child Care Subsidy (refer to Definitions) on behalf of eligible parents. Approved child care includes centre-based day care, including long day care and occasional care, family day care, outside school hours care and in-home care.



Child Care Subsidy (CCS): A Commonwealth Government means tested subsidy to assist eligible families with the cost of child care. Payments are paid directly to approved child care providers. Further information can be found at: <https://www.education.gov.au/child-care-subsidy-0>

Enrolment application fee: A payment to cover administrative costs associated with the processing of a child's enrolment application for a place in a program at the service.

Excursion/service event charge: An additional charge required to meet the cost of special events or excursions that occur in response to emerging children's program needs. Events that are planned ahead and are included as an expenditure item in the service's budget do not incur this additional charge (refer to Excursions and Service Events Policy).

Fees: A charge for a place within a program at the service.

Health Care Card: A Commonwealth Government entitlement providing concessions for low-income earners and other eligible people. Details are available at www.humanservices.gov.au

OSHC/Occasional care fee deposit: A charge to secure a place that has been offered in a program at the service. This deposit is refundable as long as all the bills settled at the time the child is withdrawn from our care.

Late collection charge: A charge that may be imposed by the Approved Provider when parents/guardians are late to collect their child/children from the program (refer to Attachment 1 – Fee information for families).

Notice period (fees) The length of time stipulated by a service to notify families before making any changes that will affect the fees charged or the way in which fees are collected. The notice period must be at least 14 days. (Regulation 172)

Voluntary parent/guardian contribution: A voluntary payment for items not directly related to the provision of the children's program. Attendance at the service is not conditional on this payment.

SOURCES AND RELATED POLICIES

Sources

ASEQA <https://www.acecqa.gov.au/resources/preparing-nqf-policies-and-procedures>

DEST Department of Education, Skills, Employment -Early Childhood <https://www.dese.gov.au/early-childhood>

Related policies:

Complaints Policy

Delivery and Collection of Children Policy

Enrolment and Orientation Policy

Excursions Policy

Inclusion and Equity Policy

Privacy Policy

Authorisation

Signature of Chair:



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