

Fee Policy

Policy Statement

Uniting Early Learning 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;
- ensuring parents are informed of applicable fees and providing invoices in a timely manner, with a clear payment schedule;
- providing a fair and manageable system for dealing with non-payment and/or inability to pay fees/outstanding debts;
- advising users of the service about program funding, including government support and fees to be paid by parents;
- working with families experiencing financial barriers to accessing an early childhood program;
- maintaining confidentiality in relation to the financial circumstances of parents;
- providing equitable access for families eligible for Government subsidies such as the Kindergarten Fee Subsidy, Early Start, and Commonwealth Government Child Care Subsidy and Additional Child Care Subsidy.

Executive Summary

Uniting is a not-for-profit community organisation committed to working with the most vulnerable and disadvantaged in our communities. Fees charged by Uniting Early Learning services will go towards the operational costs of program delivery to ensure the service remains viable. Any income generated is used to further the mission of the organisation and will not be for individual gain. Fee levels are set by the Approved Provider/Licensee each year on the completion of an annual budget to enable services to provide quality education and care and fulfil service and funding agreements. Application of fees across the programs provided by Uniting Early Learning will be equitable and non-discriminatory and be attuned to minimise financial barriers to access services.

The fee schedule, payment and collection arrangements will be documented and explained to families before or during the enrolment process and a statement of fees or a *Complying written arrangement (CWA)* (refer to *Attachment 14b*) will be provided at this time. To accommodate families' cultural backgrounds, an interpreter may be required to minimise communication barriers and maximise understanding of the roles and responsibilities of all parties.

Fees will be reviewed on an annual basis with 28 days of any notice of any change to fee schedule provided.

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Content Owner	Uniting Early Learning – Head of Early Learning			Page 1 of 3
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Please refer to the Uniting Intranet/Document Management System for the latest version.

Current Environmental Context

- Attachment 14a:** Responsibilities relating to the Fee Policy
- Attachment 14b:** Fee information for families
- Attachment 14c:** Statement of Fees and Charges – Fee schedule – Four-year-old (funded) kindergarten program (Vic only)
- Attachment 14d:** Statement of Fees and Charges – Fee schedule – Three-year-old kindergarten program (Vic only)
- Attachment 14e:** Statement of Fees and Charges – Fee schedule – Early Childhood Services

These forms are available on the [Uniting Intranet \(Click here\)](#)

- Form 14.1** Fee Payment Agreement – Four-year-old (funded) kindergarten program
- Form 14.2** Fee Payment Agreement – Three-year-old kindergarten program
- Form 14.3** Fee Payment Agreement – Early Childhood Services

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Reference/Sources

This policy should be read in conjunction with:

Keeping Children Safe Policy of the Uniting Church in Australia Synod of Victoria and Tasmania,
Approved May 2017

- *Access and Equity* policy-Level 2
 - *Complaints and Grievances* policy Level 3
 - *Delivery and Collection of Children* policy
 - *Enrolment and Orientation* policy
 - *Excursions, Regular Outings and Service Events* policy
 - *Inclusion and Diversity* policy – Level 1
 - *Privacy and Confidentiality* policy-Level 2
 - *Service Closure* policy
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- *Child Care Service Handbook* Department of Education and Training (Aus.)
 - *Children's Services Regulations 2009*: Regulation 40(f), 41(b), 42
 - Commonwealth and State service and funding agreements
 - Education and Care Services National Regulations 2011: Regulation 168(2)(n)
 - *Kindergarten Funding Guide*, Department of Education & Training (Vic.)
 - *National Quality Standard*, Quality Area 7: Leadership and Service Management
 - *Tasmanian Licensing Standards for Centre Based Child Care 2014 Class 5*

Authorisation

This policy was adopted by Uniting Early Learning on: 09/10/2018

Review

This policy is to reviewed by 25/04/2019

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