



## CHILD CARE SUBSIDY (CCS) POLICY

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### Mandatory – Quality Area 7

Precious Gems Childcare Pty Ltd trading as "Kids Haven Childcare"

### PURPOSE

This policy will provide clear guidelines for:

- the setting, payment and collection of fees
- ensuring the viability of Precious Gems Childcare, by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by Precious Gems Childcare Pty Ltd.

### Related Service policies

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| • <i>Fee Policy</i>                                 | • <i>Complaints and Grievances Policy</i> | • <i>Excursions and Service Events Policy</i> |
| • <i>Delivery and Collection of Children Policy</i> |   | • <i>Inclusion and Equity Policy</i>          |
| • <i>Enrolment and Orientation Policy</i>           |   | • <i>Inclusion and Equity Policy</i>          |
| • <i>Excursions and Service Events Policy</i>       |   | • <i>Inclusion and Equity Policy</i>          |
| • <i>Privacy and Confidentiality Policy</i>         |   |   |

### POLICY STATEMENT

#### 1. VALUES

Precious Gems Childcare 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 families with information relating to CCS eligibility

#### 2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Person in Day-to-Day Charge, educators and parents/guardians with an enrolled child, or who wish to enrol a child at Precious Gems Childcare Pty Ltd.

- Governance and Leadership

### Fee information for families

### Precious Gems Childcare Pty Ltd

### General information

*CCS: The subsidy you will receive and any applicable cap will depend upon your own personal circumstances and is subject to your combined family income, hours of recognised activity and child care details. You will need to update your details through your Centrelink account on MyGov.*

Precious Gems Childcare Pty Ltd provides a range of support options to parents/guardians experiencing difficulty with payment of fees (see below).

### **1.1 Child Care Subsidy (CCS)**

Child Care Subsidy (CCS) is an Australian Government payment that can assist eligible families with the costs of childcare at an approved or registered care provider. Precious Gems Childcare Pty Ltd is in the process for approval/registered care provider.

Approved care is childcare that meets certain standards and requirements, and is approved by the Australian Government. Approved care providers must hold a licence to operate, have qualified and trained staff, be open certain hours and meet health, safety and other quality standards. Most long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services are approved providers.

Registered care is childcare provided for work-related purposes, including training and studying, maternity leave, sick leave or voluntary work, and the work-related purpose must have occurred at some time during the week in which the registered care was used.

The amount payable is set by the Australian Government. Further details are available at: [www.humanservices.gov.au](http://www.humanservices.gov.au) (Note: There will be changes to child care assistance from 2 July 2018. More information about the New Child Care Package can be found at: [www.education.gov.au](http://www.education.gov.au))

Child Care Subsidy (CCS) is a payment made by the Federal Government to families to assist with the costs of child care. Australian residents using child care provided by approved child care services may receive CCS.

To make a claim for CCS you must complete a "Claim for Child Care Subsidy" form and lodge your claim form with Centrelink/My Gov. Your CCS will be paid from the date of lodgment with Centrelink. If for any reason you are not eligible for CCS payments, you will be charged full fees for days that your child attends.

The percentage of Childcare Assistance you are entitled to is based on the family's income. Centrelink will be able to advise you of your subsidy.

Upon enrolment of the child parents and the provider have a clear and formal Agreement between families and the provider - Precious Gems Childcare Pty Ltd to establish child attendance and fee liability. This is known as Complying Written Arrangements (CWA)

**Family Assistance Guide for CCS** - <https://guides.dss.gov.au/family-assistance-guide/2/6/1>

### **1.2 Complying Written Arrangement**

A Complying Written Arrangement (CWA) is an ongoing agreement between Precious Gems Childcare T/A Kids Haven Childcare and a Parent/Guardian, to provide care in return for fees.

The CWA must contain a minimum amount of information as defined by the Government.

Service providers are required to have a CWA in place for each child in their care, as set out in subsection 200B(3) of the Family Assistance Administration Act.

A CWA fulfils two primary objectives: A child is taken to have begun enrolment when an approved care provider and parent or guardian enter into a complying written agreement (CWA), and For a care session and eligibility for CCS, a parent or guardian must have incurred an expense payable for the session under a CWA. The CWA can be modified at any time to change a childcare subsidy status. It must detail the following information to be approved by parents or guardians via the MyGov website before they are activated.

Precious Gems Childcare Pty Ltd and parents contact names and details

- The date the arrangement is effective from
- The child or children's full name and date of birth
- Session days and start/end times care to be provided most of the time
- Is the care on a flexible/casual or routine arrangement
- Details of the fees to be charged under the arrangement (or known as a fee schedule) A CWA is a written letter and can be in electronic or hardcopy form.

Precious Gems Childcare Pty Ltd will create new enrolment notices through third-party CCS software providers (Owna) as soon as the arrangement with the parent or guardian is entered. The parent or guardian will only be eligible to receive the CCS for sessions of care when their child's enrolment is under a CWA with the early learning service provider. The listed items must be provided accurately for the enrolment in a CWA enrolment notice to be linked to the parent's or guardian's eligibility and entitlement information at Centrelink:

- The parent or guardian who will claim the CCS's Customer Reference Number (CRN)
- Child's CRN
- The person claiming the CCS's date of birth
- The child's Date of Birth for CCS payment to occur, the childcare service must update the enrolment notice with the correct CRN(s) and linked it to the parents or guardians CCS claim.

The arrangement with a family must include the child care fees along with the typical fee information and enrolment notice. While there are not set minimum and maximum fees the service provider must charge, subsidy caps do exist and can be found under the Australian governments Child Care Subsidy provider handbook.

### **1.3 How is Child Care Subsidy determined?**

- The amount of Child Care Subsidy paid for care is determined by:
- family income—the adjusted taxable income of the individual claimant and their partner (if they have one)
- results of an activity test—this test considers the number of hours in a Child Care Subsidy fortnight that an individual engages in a recognised activity (such as paid work or a training course to improve their employment prospects) and affects the number of hours of subsidised care available to the individual
- type of eligible child care services—a different Child Care Subsidy hourly rate cap applies depending on the type of service the child attends.

There are caps on the number of hours of care families can receive subsidy for each fortnight, the hourly rate of subsidy and, in some cases, the total subsidy that can be paid in each financial year.

### **1.4 Child Care Subsidy Eligibility criteria**

Individuals' eligibility for CCS is determined in relation to each session of care delivered by an approved child care service

- the child is a family tax benefit or regular care child (individual's care between 14% and less than 35% of the time) of the individual or their partner, and
- the child meets immunisation requirements
- the individual, or their partner, meets the residency requirements.

An individual is eligible for CCS for a session of care if, in addition to meeting the 4 criteria above:

- the individual, or their partner, has a genuine liability to pay for the care under a CWA, and
- the session of care:
- is provided in Australia, and
- is not provided as part of the compulsory education program in the state or territory where the care is provided, and
- is not provided in circumstances outlined in the CCSMinRules section 8.

### 1.5 Liability to pay for child care under CWA

To be eligible for CCS for a session of care an individual, or their partner, must have incurred a liability to pay for the session under a CWA. This eligibility requirement will be established when the approved provider (Precious Gems Childcare Pty Ltd) creates the enrolment and the individual confirms the details. Once a provider and individual enter into a CWA, the provider must submit relevant details of the arrangement in an enrolment notice, including who is liable to pay the fees. These details will be passed on to the individual for confirmation (through Centrelink online).

It is possible for 1 member of a couple to incur the liability for fees (enrol the child under a CWA), and the other member of the couple to be the CCS claimant and still meet this eligibility requirement, though their partner is incurring the liability.

### 1.6 Where there is no eligibility for a session care

There are circumstances where there is no eligibility for a session of care. In addition to the requirements outlined above, for an individual to be eligible for CCS for a session of care, the session of care must not be provided in the following circumstances:

- where care is provided aboard a transport vehicle, including on a bus for example (unless the transport is incidental to the session of care),
- except for care provided by an (In Home Care) service, where care is provided in a domestic living arrangement such as the child's own home or where the parent remains present,
- where care is provided by an individual required to hold a working with children card, but the individual does not hold a card by the time the session of care is provided or the details of the card have not been provided within the time required by the rule,
- where the child attends school (including home school or distance education program) during any part of the session,
- where the session of care is provided by an approved [FDC](#) child care service to a child who is a (Family Tax Benefit) child or regular care child of an FDC educator, or their partner, and the session occurs on a day the FDC educator provides care at an FDC service, unless 1 of the circumstances outlined in the CCSMinRules section 8 apply,
- where the session of care is provided by an approved (In Home Care) child care service to a child who is a (Family Tax Benefit) child or regular care child of an (In Home Care) educator, or their partner, and the session occurs on a day the (In Home Care) educator provides care at an (In Home Care) service,

### 1.7 Salary sacrificing the cost of child care

Individual employers may allow employees to salary sacrifice the cost of child care services. The employer may be liable to pay fringe benefits tax on the reportable fringe benefits provided. This is an area of legislation administered by the [ATO](#)

### 1.8 Limitations on eligibility

In addition to the eligibility criteria outlined above, there are some circumstances where an individual will not be able to be eligible for CCS:

- Only 1 individual can be eligible for the same session of care provided to a child
- Only 1 individual can be eligible in substitution for an individual who has died.
- There is no eligibility for a child who is in the care of a state or territory, other than where a child is in the care of a foster parent
- There is no eligibility for a session of care provided by an IHC service, where more than 1 child in a group of 5 children is the nominated child for that session of care.
- An individual who is the CCS claimant cannot remain eligible for CCS (or ACCS - additional child care subsidy) if they are overseas for in excess of 6 weeks, however the Secretary may extend the 6 week period to a period of no more than 3 years in some circumstances.

Further to the above limitation on eligibility, the CCS hourly rate cap for approved child care provided by an IHC child care service is per family, not per child as is the case for all other approved child care service types. To give effect to the family rate and family rate cap, an individual is eligible for CCS or ACCS for only 1 child (the nominated child) among any group of 5 children being cared for in the same session of care in the same home

## 1.9 Cessation of eligibility

If an individual does not meet any of the eligibility criteria at the time a session of care is provided, they will not be eligible to receive CCS in respect of a child for that session of care, and a determination of no entitlement for that session of care will be made.

## 1.10 Discounts offered to Parents

Under the Family Assistance Law, Child Care Subsidy is always calculated on the actual fee the parent is liable to pay for each session of care. Precious Gems Childcare Pty Ltd will report accurate details about each session of care, including the actual fee charged. Therefore, where we decide to charge a parent less than the usual rate for a session of care (for whatever reason) this is the fee we must include in the session report. This will ensure the provider complies with its obligations under the Family Assistance Law and that the family's Child Care Subsidy entitlement is calculated correctly. Similarly, if a provider charges a parent more than the usual rate for a session of care (such as a surcharge in accordance with their Complying Written Arrangement), this is the fee that we must report.

If a parent is not charged a fee (or is charged a lower than usual fee), as part of an incentive offer, Precious Gems Childcare must accurately reflect this in the relevant session reports. We must also ensure their arrangements with parents, including any incentives offered, comply with relevant state or territory consumer protection laws—for example, with respect to unfair contract terms and misleading conduct.

## 1.11 Payment of Allowable Absences

Each child is eligible for Child Care Subsidy (CCS) for the first 42 absences from care across all approved child care services per financial year. These absences can be taken for any reason and do not require supporting documentation but are only available on a day that care was booked, and the family was charged for that care.

On termination of care CCS will apply up to the last day of attendance. If the child is absent up to and including the last day of booked care, the family will not be eligible for CCS and full fees will apply for these absences.

CCS will not be applied to absences prior to a child's first physical day of attendance. Full fee will be charged.

## 1.12 Third parties pay the Child Care and Additional Subsidy gap fee

It is not possible for a third party to pay the gap between the fee a parent is charged and the amount of subsidy paid for a session of care. Where a third party pays part of a parent's fees for a session of care, the provider must reduce the fee reported accordingly to ensure the family's Child Care Subsidy and their co-contribution are calculated as required by the legislation—based on the amount the parent is actually liable to pay for the session of care.

A third party could elect to pay the entire fee for either some or all the sessions of care that the child attends. In such a case, where a third party pays the entire amount for a session of care for a parent, the parent will have no entitlement to Child Care Subsidy for that session of care but would also have no out-of-pocket child care expenses for that session.

A third party can also provide financial assistance directly to the family to help them with general household expenses (which might include weekly out-of-pocket costs for child care). As this type of contribution does not have a direct impact on the child care fees the family is liable to pay, it does not affect their Child Care Subsidy entitlement.

Where a family is eligible for Additional Child Care Subsidy (child wellbeing), Additional Child Care Subsidy (grandparent) or Additional Child Care Subsidy (temporary financial hardship) and the hourly session fee is less than or equal to the applicable Additional Child Care Subsidy hourly rate cap, there is no co-contribution for the parent to pay. In this scenario, these payments will cover 100 per cent of the actual fee charged.

On occasion, a provider may charge more than 120 per cent of the applicable Additional Child Care Subsidy hourly rate cap for a session of care, meaning that the hourly rate of Additional Child Care Subsidy will exceed the hourly session fee. That is, for any given session there is a difference between

the fee and amount of subsidy paid. The provider would ordinarily be required to take all reasonable steps to ensure the parent pays this gap.

However, a third party can agree to pay this gap amount on behalf of the parent. There would no longer be any difference between the hourly session fee and the hourly rate of Additional Child Care Subsidy. That is, there is no parent co-contribution for the provider to enforce.

If the provider did not reduce the fee by the third-party contribution when reporting the fee, they would still be required to take all reasonable steps to ensure the parent paid the gap between the fee charged and Additional Child Care Subsidy paid (despite the third party agreeing to pay this amount).

### **1.13 Additional Child Care Subsidy (ACCS)**

Parents whose family circumstances suddenly change, causing short term financial difficulties may be eligible for Additional Child Care Subsidy. More information is available from the Centre or from the Department of Human Services.

### **1.14 Jobs Educational and Training Child Care Fees Assistance (ACCS)**

Parents can apply for assistance to reduce fees when seeking employment and undertaking education and or training. The Department of Human Services is point of contact for details of eligibility. Families who are waiting to have the ACCS approved must regularly service their account, as per our fee policy, until such time as the benefit is approved and the appropriate documents are presented to the centre. Once ACCS is approved the centre will apply the benefit to your account backdated to the date stated on the approval letter. The letter should also state an end date for the benefit that the centre must comply with by law.

### **1.15 Statement of Entitlement**

Once every fortnight, Precious Gems Childcare Pty Ltd will provide a Statement of Entitlement to parents eligible for Child Care Subsidy for children enrolled in Kids Haven Childcare (Service). This statement will include details of the sessions of care provided and the resulting fee reduction amounts. Precious Gems Childcare will need to use information about entitlements and payments for each child received in their payment advice (through Owna software) to prepare these statements.

### **1.16 Parents need for Reconciliation**

Reconciliation is also referred to as 'income review' or 'balancing payments'. For Child Care Subsidy purposes, individuals are required to meet reconciliation conditions by either:

- lodging a tax return
- submitting an advice to Centrelink and the Australian Taxation Office (ATO) that they are not required to lodge a tax return.

These obligations also apply to any partner of a claimant. After the end of each financial year, when the individual (and their partner) settles their tax affairs (usually by submitting their tax return), the total entitlements and payments for each child will be reconciled against the individual's (and any partner's) actual adjusted taxable income for the year. After this review, any outstanding subsidy amount will be paid to the individual or they will be advised of any debt that they have incurred.

The first deadline by which reconciliation conditions must be met by individuals is one year after the end of the financial year in which Child Care Subsidy was paid—that is, 1 July of the following year. If the individual does not meet the reconciliation conditions by that deadline, further payments will be suspended until reconciliation occurs.

If an individual meets the reconciliation conditions after the first deadline but before the second deadline their Child Care Subsidy payments can resume only from that point.

### 1.17 Childcare Fees

Daily Fees for July 2022 to 30<sup>th</sup> June 2023 are as follows:

Daily Fee \$125 Weekly \$575

In order to receive CCS parents **must sign** every child in and out EVERYDAY they attend the Centre.

There are caps on the number of hours of care families can receive subsidy for each fortnight, the hourly rate of subsidy and, in some cases, the total subsidy that can be paid in each financial year.

There may also be an annual cap of the total subsidy that can be paid to an individual each financial year, determined by the individual's adjusted taxable income for the year.

Combined annual family income	Subsidy Rate
Up to \$72,466	85%
Over \$72,466 to under \$177,466	Between 85% and 50%. Percentage goes down 1% for every \$3000 of income
\$177,466 to under \$256,756	50%
\$256,756 to under \$346,756	20%
\$346,756 to \$356,756	20%
\$356,756 or more	0%

Hours of Activity (per Fortnight)	Max number of hours of subsidy (per fortnight per child)
For families earning up to \$72,466	
Fewer than 8 hours	24 hours
For families earning up to \$354,305	
8-16 hours	36 hours
More than 16 up to 48 hours	72 hours
More than 48 hours	100 hours

Centre Based Day Care – long day care

\$12.74 Hourly Rate Cap

If you're no longer eligible, your CCS will stop. You can keep using child care, but you won't get CCS and you'll need to pay full fees.

When you take holidays, **we will reduce the "Full Fee" by 50% per week**. Please give two weeks' notice in writing (form available from office) and pay your fee in advance. This will ensure that you retain your booking. This is available for up to four weeks every financial year. All fees need to be up to date to receive your 50% reduction at this time.

Because your child occupies a **permanent booking** at the Centre, fees are payable for **all booked days including absences, public holidays and holidays** whatever the reason.

### 1.18 Other Key facts about Child Care Subsidy

- In two parent families, both parents must engage in recognised activity for at least 8 hours a fortnight to receive the subsidy (unless exempt).
- Recognised activities include but are not limited to: paid work (including leave), approved study or training, actively seeking work, volunteering and self-employment.
- Families can access up to a maximum of 100 hours of subsidised care per fortnight dependent on how much they are working, studying or doing other approved activity.
- In most cases, the subsidy will be paid directly to child care providers, in which case you only pay the difference between the fee charged by your service and the amount subsidised by the Government.
- 5 per cent of your weekly Child Care Subsidy entitlement will be withheld by the government. Following reconciliation of your tax return at the end of the financial year, any amount owing to you will be paid as a lump sum by the government. If you have been paid too much Child Care Subsidy, you will have a debt to repay.

- Additional Child Care Subsidy (ACCS) provides a higher level of subsidy than the regular Child Care Subsidy, in recognition of the circumstances the child and/or family is facing. You need to meet extra criteria to be eligible for Additional Child Care Subsidy.
- 24 hours of subsidised care per fortnight will be available for children from families on a combined income less than \$72,466 pa who do not meet the activity test requirements.

However, should the approved provider decide to operate without CCS subsidy then the centre will request from parents/guardians to provide a letter from Centrelink stating their CCS percentage and hours allocated. The centre can then estimate the GAP owing by parents/guardians and charge fees based on Centrelink entitlement provided to parents/guardians. Once CCS is approved and attendance are submitted then parents accounts can be adjusted.

Please note: Once Precious Gems Childcare Pty. Ltd. has been approved for CCS this policy will be immediately amended to reflect CCS approval.

Fees will be reviewed in 2023 for the new financial year

If in the event Precious Gems Childcare Pty Ltd is not granted Child Care Subsidy approval by the Australian Government Department of Education and Training, Parents/Guardians are to pay full fees.

## 2. How fees are set

The approved Provider will set fees each year for the programs of the service, taking into consideration:

- the financial viability of the service
- the level of government funding provided for the program, including the Kindergarten Fee Subsidy
- the availability of other income sources, such as grants
- the capacity of parents/guardians to pay fees
- reasonable expenditure in meeting agreed program quality and standards

Once fees are set for the financial year, they will only be reviewed in extraordinary circumstances, for example, if enrolments drop and the service is at risk of not being able to meet its expenses.

## 3. Other charges

Other charges levied by Precious Gems Childcare Pty Ltd are included on the Statement of Fees and Charges. These include:

- **Bond fee deposit:** This payment secures a child's place at the service and is payable on acceptance of enrolment. The deposit is retained as part of the payment on fees and will be put back onto families' accounts when they have given a 2-week notice.
- **Late collection charge:** The Approved provider reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child from the service.

## 4. Refund of fees

A bond will be paid to confirm a position at our service. This bond will be refunded with families given 2 weeks' notice. The bond will be applied to their accounts.

In any other case, fees are non-refundable (exceptional circumstances may apply – these are at the discretion of the Approved provider. There will be no refund of fees in the following circumstances:

- a child's short-term illness
- public holidays
- family holiday during operational times
- closure of the service for one or more days when a qualified educator is absent and a qualified reliever is not available

In addition, there will be no refund where a family chooses not to send their child to the program for the maximum number of hours for which they are enrolled.

## 5. Withholding



he Department will withhold 5% of your total subsidy to reduce the likelihood of you getting an overpayment. You're able to vary this amount to suit your circumstances – something that can be done up to twice a year using your [Centrelink online account](#) through [myGov](#).

### 3. 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. refer to the *General Definitions* section of this manual.

**Approved care:** Approved child care services which have Australian Government approval to pass on Child Care Subsidy (refer to Definitions) as a reduction in child care fees: [www.humanservices.gov.au](http://www.humanservices.gov.au) (Note: There will be changes to child care assistance from 2 July 2018. More information about the New Child Care Package can be found at: [www.education.gov.au](http://www.education.gov.au))

**Child Care Subsidy (CCS):** A Commonwealth Government payment to help families who use either approved services or registered childcare (refer to *Definitions*). All eligible families can receive some Child Care Subsidy. Details are available at: [www.humanservices.gov.au](http://www.humanservices.gov.au). (Note: There will be changes to child care assistance from 2 July 2018. More information about the New Child Care Package can be found at: [www.education.gov.au](http://www.education.gov.au))

**Complying Written Arrangement:** (CWA) is an ongoing **agreement** between an ECEC service provider and a Parent/Guardian, to provide care in return for fees. The CWA must contain a minimum amount of information as **defined** by the Government.

**Enrolment Bond:** A bond of a weekly gap fee to be paid to confirm position at service. This is refunded when notice is given

**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](http://www.humanservices.gov.au)

**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 of \$10 for first 5 min then \$1 for every minute after.

**Registered carer:** Registered child care is provided by individuals who are registered as carers with the Department of Human Services. A registered carer may include grandparents, relatives, friends, neighbours or nannies. In some cases, it can also include care provided by individuals in private preschools, kindergartens and some outside school hour services, including before and after school care, vacation care and holiday programs: [www.humanservices.gov.au](http://www.humanservices.gov.au)

More information about the New Child Care Package can be found at: [www.education.gov.au](http://www.education.gov.au))

**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.

- Any other instruments (including regulations) made under the *A New Tax System (Family Assistance) Act 1999* and the *A New Tax System (Family Assistance) (Administration) Act 1999*
- Schedules 5 and 6 to the *A New Tax System (Family Assistance and Related Measures) Act 2000*.

*CCS: The subsidy you will receive and any applicable cap will depend upon your own personal circumstances and is subject to your combined family income, hours of recognised activity and child care details. You will need to update your details through your Centrelink account on MyGov.*

#### Legislation and standards

Relevant legislation and standards include but are not limited to:

- A New Tax System (Family Assistance) Act 1999
- A New Tax System (Family Assistance) (Administration) Act 1999
- Charter of Human Rights and Responsibilities 2006 (Vic)
- Child Care Subsidy Minister's Rules 2017

- Child Care Subsidy Secretary's Rules 2017
- 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: Regulation 168(2)(n)
- Equal Opportunity Act 1995 (Vic)
- Family Assistance Legislation Amendment (Jobs for Families Child Care Package) Act 2017

National Quality Standard, including Quality Area 7:

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au)
- Commonwealth Legislation – Federal Register of Legislation: [www.legislation.gov.au](http://www.legislation.gov.au)

## EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to affordability, flexibility of payment options and procedures for the collection of fees
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- monitor the number of families/children excluded from the service because of their inability to pay fees
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures (Regulation 172(2)) unless a lesser period is necessary because of a risk.

## AUTHORISATION

This policy was adopted by the Approved Provider of Precious Gems Childcare Pty Ltd on 01st December 2022

**REVIEW DATE:** 01/01/2024