

Fees

Policy Statement

Fee levels will be set by the P&C Executive Committee each year on completion of an annual budget and based on attendance and the centre's ability to meet the running costs, in keeping with our not-for-profit status. Fee levels will be set to ensure that an appropriate level of income is received to allow the centre to continue to operate efficiently. We strive to ensure that our service is affordable and accessible to families in our community. Fees will be reviewed annually and families will be given at least 4 weeks' notice of any changes in the fees or fee structure.

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.

Legislative Requirements

This policy is consistent with the legislative requirements detailed in, but not limited to, the following *Education and Care Services National Law and Regulations*:

Section/Regulation	Description
Regulation 111	Administrative space
Regulation 168	Education and care services must have policies and procedures
Regulation 169	Additional policies and procedures – family day care service
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures

National Quality Standard - Elements used to inform our policy

6.1.1 - Families are supported from enrolment to be involved in the service and contribute to service decisions.

7.1.2 - Systems are in place to manage risk and enable the effective management and operation of a quality service