
	Management Area: Childrens Services	Version No: 2.0 Pages: 3
	Category of Policy: Operational	Approval Date: 27/07/2023 Policy Approver: Head of Children's Services
Policy Title: Payment of Fees and Provision of a Statement of Fees Policy		Author: YMCA's of Australia

# YMCA SOUTH AUSTRALIA

## Payment of Fees and Provision of a Statement of Fees Policy

	Management Area: Childrens Services	Version No: 2.0 Pages: 3
	Category of Policy: Operational	Approval Date: 27/07/2023 Policy Approver: Head of Children's Services
Policy Title: Payment of Fees and Provision of a Statement of Fees Policy		Author: YMCA's of Australia

## 1. Purpose

The YMCA is a not-for-profit organisation. The operation of our Education and Care services are financed through the collection of fees from account holders, primarily the participants' parent or guardian. As the financial operation of these services operate under a number of Federal Laws that pose significant penalties for non-compliance, this Policy and Standard Operating Procedure guides YMCA services in the accurate, timely and legally compliant financial administration to ensure each services' financial viability, meet legal obligations and permit future growth of Children's Services programs.

## 2. Scope

The scope of this Policy applies to all Board members, Sub Committee members, educators, and volunteers. This Policy applies to all YMCA Member Associations. For the purposes of this document, we refer to these as the YMCA. All Policies and Procedures must conform to this Policy.

## 3. Policy Statement


For the payment of fees by parents/guardians as required. For services eligible for Child Care Subsidy to remain compliant with Family Assistance Law.

## 4. Procedures

Payment of Fees and Provision of Statement of Fees Procedure V1

## 5. Roles and Responsibilities

Department / Area	Role / Responsibility
Management	<p>Ensure the YMCA Payment of fees and provision of a statement of fees policy is implemented in their workplace.  Management will ensure that upon enrolment families understand their financial responsibilities and all processes and expectations are communicated effectively.</p> <p>Management will ensure that families do not build a debt that is a financial burden on their family unit by monitoring debts and adhering to this policy.</p>
Families	<p>Families must ensure that they fulfil their fee payment obligations and provide their banking details prior to their child starting care as required.</p>

	Management Area: Childrens Services	Version No: 2.0 Pages: 3
	Category of Policy: Operational	Approval Date: 27/07/2023 Policy Approver: Head of Children's Services
Policy Title: Payment of Fees and Provision of a Statement of Fees Policy		Author: YMCA's of Australia

## 6. Definitions

### Child Care Subsidy (CCS)

Child Care Subsidy is a payment from the Australian Government that assists families with their childcare fees.

## 7. Key Relevant Documents

Child Care Provider Handbook - Australian Government Department of Education  
<https://www.education.gov.au/child-care-package/child-care-provider-handbook>

## 8. Legislative and Industry Requirements

Family Assistance Legislation Amendments (Jobs for Families Package) Act 2017  
Education and Care Services National Law Act 2010 and Regulations 2011  
National Quality Framework and Standard

## 9. Monitoring Evaluation and Review

This policy will be reviewed every two years or earlier for reasonable cause or upon the request of the YMCA South Australia Board.

## 10. Version History

Version	Date	Description of changes	Effective Date	Review Date
1.0	21/09/2022	Removed Vic only reference. Updated supporting documents reference. Added procedure name. Updated document name.		
2.0	27/07/2023	Updated and reviewed		