



Fees Policy

Purpose of this policy

To outline the process for the setting, payment and collection of fees and charges at Hawthorn Early Years (the Service) and ensure the viability of the Service.

Policy

The Service operates as a not-for-profit incorporated association and is committed to providing quality education and care for children, with any profit being reinvested back into the Service and allowing for any unforeseen circumstances. The Service will ensure the equitable application of fees across the programs and provide a fair and manageable system for dealing with non-payment and/or inability to pay. The Service will advise families about program funding, including government support and fees and charges to be paid. Confidentiality in relation to the financial circumstances of parents/guardians will be maintained at all times.

The Board of the Service is responsible for the approval of fees each year as part of the annual budgeting process and ongoing monitoring of the Service's financial position throughout the year. As a not-for-profit organisation, the aim is to achieve a balanced budget that ensures the Service remains financially viable for the current year and in the future. This takes into consideration the amount of government funding expected and the expected costs in providing high quality education and care programs for children.

Scope of Policy

This policy applies to the Approved Provider (being the Service), Persons with Management and Control (being the Centre Director and Centre Manager), Nominated Supervisors, employees and parents/guardians with an enrolled child, or who wish to enrol a child at the Service.

Application of policy

This policy applies to all fees and charges at the Service.

Implementation of policy

This policy will be implemented through adherence to all relevant procedures and practices.

Procedures relating to this policy

1. Fees Procedure