



## SECTION 2 MANAGEMENT POLICIES

### 2.5 Fee Policy

Aim:

1. To ensure that The Gums Childcare Centre is appropriately funded to remain a viable business.
2. To inform stakeholders that the setting of fees is essential to maintain a high quality service.
3. To ensure all parents and staff understand the fee structure of the Centre and their entitlements to fee reduction through Child Care Benefit (CCB).
4. To ensure that parents understand their financial responsibility in relation to childcare fees.
5. To establish a process for late and overdue payment of fees and ensure that staff and parents are aware of the actions to be taken to recover outstanding fees.
6. To ensure that the fee policy and debt recovery issues are dealt with in a controlled and consistent manner.

Process:

1. See attached Fees and Bookings Policy and Parent Agreement.

(Links to source: Childcare Services Handbook 2012-2013 DEEWR)