

POLICY STATEMENT

Mallee COGS aims to provide a quality childcare service at an affordable price for all eligible families. On completion of the Annual Budget, the Southern Mallee District Council CEO or their delegate will consult with the COGS Administration Coordinator to determine the fee structure. This decision will be based on the funds available to the Service, and the required income to provide quality childcare service.

The Southern Mallee District Council CEO or their delegate will review fees annually in consultation with the Australian Government Department of Education and Training and COGS Administration Coordinator.

For the purpose of this Policy, “Parents” include parents, guardians and families.

Rationale:

Access and equity for all families, regardless of their financial status

Children need:

- Consistent, quality child care that their parents can afford

Parents need:

- Advice on fee structure
- Affordable fees
- Clear instructions about payment of fees
- Information on options of financial support

Staff need:

- Ensure that payment and/or non-payment of fees does not to negatively impact on the care provided to children
- To give parents clear information on payment options

The COGS Administration Coordinator needs:

- Sufficient fee income to ensure quality service
- Fee payments to be up to date
- Monies collected and deposited safely
- Accurate recording and reporting

Mallee COGS Management needs:

- To be financially viable
- A minimum of 8 permanent Full Day bookings per day to offer care at any location.

Other Relevant Policies/Procedures

Bookings and Fees for Childcare Procedure – 2.04.01

Policy Name and Version No.	Booking and Fees for Childcare Policy V1.4
Previous Policy Review Date	April 2018
Current Policy Review Date and Resolution No.	June 18 - 04/0618
Next Policy Review Date	June 2020
Responsibility	COGS Administration Coordinator