
	Management Area: Children's Services	Version No: 3.0 Pages: 4
	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 of SA

# YMCA SOUTH AUSTRALIA

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## 1. Purpose

The YMCA is a not-for-profit organisation. The operation of our 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 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. Roles and Responsibilities

Department / Area	Role / Responsibility
Children's Services Management	<p>Is responsible for the development, monitoring, and review of the policy and related systems, ensuring content meets all legislated requirements.</p> <p>To facilitate policy awareness to all educators on the appropriate implementation and use of the policy.</p>

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Responsible Persons	<p>Nominated supervisor/service management will oversee the implementation and service adherence of the policy.</p> <p>Nominated supervisor/person with management and control will seek individual community feedback and facilitate an active consultation process with service users as appropriate.</p> <p>Is responsible for addressing any instance of non-compliance with this policy and implementing strategies to help prevent non-compliance with this policy.</p> <p>Responsible for ensuring suitable resources and support systems to enable compliance with this policy.</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.</p>
All employees, volunteers & students	<p>Responsible for meeting the requirements outlined in this policy.</p> <p>Responsible for raising concerns or complaints in accordance with this policy.</p>

## 5. Definitions

### Child Care Subsidy (CCS)

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


## 6. Key Relevant Documents

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

## 7. 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.

## 8. Version History

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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.	27/08/2023	July 2025
3.0	26/05/2025	Updated scope.	26/05/2025	May 2027