Child Care Fees Account Procedures

Section 1 - Overview

(1) These Procedures outline the steps and actions to be undertaken between the Yarm Gwanga Childcare Centre and the University's Accounting, to facilitate Yarm Gwanga's enrolment, attendance and billing processes.

Section 2 - Scope

(2) These Procedures apply to staff of the University's childcare services, UNE licenced Childcare provider representative(s), and the University's Accounting (AFBT).

Section 3 - Procedures

(3) In accordance with the Child Care Fees Rule, the University will follow the Procedures outlined below, to facilitate payment of accounts.

Steps	Action	Details	Responsible party
1	Receipting of Security Deposits	All Parent/carers are required to pay a security deposit of $200 per child with a permanent booking at Yarm Gwanga Preschool and Long Day Care for ongoing child care services, prior to enrolment. This is to be receipted against an application prior to acceptance of the enrolment.	Yarm Gwanga/Accounting
2	Daily attendance rolls/end of week attendance submissions to the Department of Social Services (DSS)	Daily attendances to be recorded in a timely manner. Absentees to be marked and all children to be accounted for. End of week attendances to be submitted to DSS by the close of business each Friday.	Yarm Gwanga
3	Issuing of Statements	Parents are issued with statements each Monday, for the previous week's attendance.	Accounting
4	Queries from families	Yarm Gwanga will assist families with queries relating to Child Care Subsidies, enrolments, bookings and attendances. Accounting will assist families with queries regarding charges, payments, balances, direct debits and deposits.	Yarm Gwanga/Accounting
5	Cancellation of enrolments	Families need to notify Yarm Gwanga of their intent to cancel an enrolment by updating their enrolment details via the software system, 'Smartcentral'. When notice has been provided of the intent to cancel an enrolment, Yarm Gwanga will provide this advice to the Accounting (finar@une.edu.au) to enable finalisation of accounts and security deposits held.	Yarm Gwanga
6	Finalisation of Outstanding Fees	Security Deposit to be released to account. Final accounts to be issued on the first Monday after the last day of a child's attendance. Final direct debit of all monies due to take place the first Thursday after the last day of a child's attendance.	Accounting

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Authority and Compliance

(4) The Procedure Administrator, Director UNE Residential System, pursuant to the University's Child Care Fees Rule, makes these Procedures.

(5) University Representatives must observe these Procedures in relation to University matters.

(6) These Procedures operate as and from the Effective Date.

Status and Details

Status	Current
Effective Date	3rd July 2018
Review Date	3rd July 2019
Approval Authority	Director UNE Life
Approval Date	7th May 2018
Expiry Date	Not applicable
Unit Head	Leah Adams Director UNE Residential System
Enquiries Contact	Galia Urquhart OIC and Nominated Supervisor (Yarm Gwanga) 02 6773 3173 UNE Residential System +61 2 6773 3370

Glossary Terms and Definitions

"Parent" - As defined in the National Law (NSW), in relation to a child, includes: a guardian of the child; and a person who has parental responsibility for the child under a decision or order of a court.

"Effective Date" - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.

"University Representative" - means a University staff member, contractor, agent, affiliate, residential staff member, UNE Council member, Council committee member, employee of a controlled entity, director of a controlled entity and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations, affiliated organisations and other bodies falling into one or more of these categories.

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