

POLICY AIM

Sweetpeas aims to provide all families the opportunity to enrol their children at our service, with a clear, transparent, fair and inclusive fee structure and knowledge of payment options. Sweetpeas is committed to complying with *Family Assistance Law*.

RATIONALE

Sweetpeas endeavours to provide high quality early education and care for children, ensuring we are financially viable at all times. Our service's financial visibility and access to our service will be ensured by having families made aware of all fees and fee payment requirements upon enrolment.

Additionally, the *Education and Care Services National Regulations* require approved providers to ensure their services have policies and procedures in place for the payment of fees and the provision of a statement of fees charged by the service.

SCOPE - WHO IS AFFECTED BY THIS POLICY?

- Families
- Management

NATIONAL QUALITY STANDARD

QUALITY AREA 7 - GOVERNANCE AND MANAGEMENT

- Standard 7.1 (Governance) - *Governance supports the operation of a quality service.*
- Element 7.1.2 (Management systems) - *Systems are in place to manage risk and enable the effective management and operation of a quality service.*

RELATED POLICIES & LEGISLATION

RELATED SWEETPEAS POLICIES:

- Arrival and Departure Policy
- CCS Governance and Management Policy
- Enrolment and Orientation Policy

RELATED EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS:

- Regulation 111 - Administrative space
- Regulation 168 - Education and care service must have policies and procedures
- Regulation 169 - Additional policies and procedures - family day care service
- Regulation 170 - Policies and procedures to be followed
- Regulation 171 - Policies and procedures to be kept available
- Regulation 172 - Notification of change to policies or procedures

FAMILY ASSISTANCE LAW

- A New Tax System (Family Assistance) Act 1999
- A New Tax System (Family Assistance) (Administration) Act 1999
- Child Care Subsidy Minister's Rules 2017 (Minister's Rules)
- Child Care Subsidy Secretary's Rules 2017 (Secretary's Rules)
- Any other instruments (including regulations) made under the A New Tax System (Family Assistance) Act 1999 and the A New Tax System (Family Assistance) (Administration) Act 1999
- Schedules 5 and 6 to the A New Tax System (Family Assistance and Related Measures) Act 2000

TERMINOLOGY

- **Child Care Subsidy** - The main Australian Government payment to assist families with the costs of education and care for their children. It is, with some exceptions, paid directly to providers to be passed on to families as a fee reduction. Families make a co-contribution to their fees and pay the provider the difference between the fee charged and the subsidy amount (the gap fee).
- **Family Assistance Law** - a broad term that encompasses the legislation listed on the previous page.
- **Hubworks!/HubHello** - The registered CCS software utilised by all Sweetpeas Kindergarten and Long Day Care Centres. The Hubworks! program sits on the HubHello platform.
- **Management** - the term used to encompass the Sweetpeas company centre owners, Approved Providers, managers and directors.
- **Notice period (fees)** - The length of time stipulated by a service to notify families before making any changes that will affect the fees charged or the way in which fees are collected. The notice period must be at least 14 days.

GLOSSARY OF ABBREVIATIONS

- **ACCS** - Additional Child Care Subsidy - additional fee assistance to support vulnerable or disadvantaged families and children.
- **ACECQA** - Australian Children's Education and Care Quality Authority - The independent national authority that works with all regulatory authorities to administer the National Quality Framework.
- **CCS** - Child Care Subsidy (see above)
- **CCSS** - Child Care Subsidy System - the online system used to administer the Child Care Subsidy. Sweetpeas accesses this system via HubHello.
- **CRN** - Customer Reference Number - a string of nine numerals and one letter used by Family Assistance to identify individuals, including children registered for CCS.
- **CWA** - Complying Written Arrangement - an ongoing agreement between Sweetpeas and a Parent/Guardian, to provide care in return for fees.
- **EFTPOS** - Electronic Funds Transfer at Point of Sale - a convenient way to pay using one of many payment methods, including debit or credit cards, mobile phones, smart watches, or other wearables.
- **ESI** - Electronic Sign In - the HubHello ESI allows families to digitally sign their child in and out of the service each day they attend by either scanning the QR code at the entrance or utilising the available service iPad.

IMPLEMENTATION AND STRATEGIES

PAYMENT OF FEES

- Fees are payable from the agreed commencement date of enrolment and preferably two weeks in advance.
- Fees may be paid by EFTPOS or electronic transfers. *No cash can be accepted for the payment of fees from 1 July 2023.*
- Fees can be paid weekly, fortnightly or monthly, in advance.
- If an incorrect amount is paid, change will not be given, but will be credited to the family's account (except in extenuating circumstances at the discretion of Management).
- A bond, or security deposit of one week's full fees is required upon enrolment.

OVERDUE INVOICES

- Families with overdue invoices will be encouraged by the Nominated Supervisor to discuss any difficulties they may have in meeting payments and make suitable arrangements to pay, including the option of a payment plan.
- If this is not done, or the agreed arrangements are not kept, the matter may be referred to a debt collector and/or cancellation of the child's booking may occur (see *Enrolment and Orientation Policy*).

LATE COLLECTION CHARGE

- Our service reserves the right to implement a late collection charge when families have not collected their child/ren from the service before close of business. This charge will be set at a rate determined by the Approved Provider and based on the service's need to recoup expenditure incurred in employee overtime wages. (See *Arrival and Departure Policy* for more information.)
- Parents/caregivers will incur a fee if their child is collected later than 6.00PM (5.30PM at Cranebrook):
 - After 6.00PM (5.30PM at Cranebrook), \$7.50 will be charged every five minutes until the child is collected or until 6.15PM (5.45PM at Cranebrook)
 - After 6.15PM (5.45PM at Cranebrook), \$10.00 will be charged every five minutes until the child is collected.

FEES PAYABLE/ACCOUNTS

- The Approved Provider will determine the required daily fee to meet budget predictions for the year.
- The fee schedule and this policy will be fully explained to families during the enrolment process (see *Enrolment and Orientation Policy*).
- Fees payable will be based on the number of days a child attends and the family's eligibility for child care subsidy.
- Families will be given minimum of 14 days' notice of any fee increase or any change to the Payment of Fees Policy (**National Regulation 172**).
- A statement of fees will be sent to the family fortnightly in accordance with Australian Government requirements.
- Families are required to pay fees on public holidays if the holiday falls on their regular enrolled day.
- Fee payment will be recorded according to Australian Government requirements. Families can also view details about their childcare usage, total fees charged and the fee reductions according to their CCS eligibility. This information will be displayed on the provided fortnightly invoices.
- Families can also access this information and generate their own invoices for any period by logging in to their HubHello account on the website or phone app.
 - Sweetpeas has created a fact sheet for families informing them how to read their invoices and access this information via HubHello that is made available for any family who needs it.
- Families should contact the service to advise of their child's absence as soon as this is known. Fees will still be charged for days the child would normally attend unless their place is filled by another child requiring care on that day.
- Fees are not charged during the two-week closure period at the end of each calendar year, over the Christmas/New Year period.

MAKE UP DAYS

- Make up days will not be offered for public holidays or illnesses.
- Please be aware that make-up days cannot be offered due to legal requirements regarding centre capacity, child to educator ratios and supervision requirements.
- In the rare occurrence that a make-up day is offered to a family, it will be at the discretion of Management and upholding legal requirements.

TERMINATION OF ENROLMENT

- Two weeks' notice must be given by families when they are planning on withdrawing their child from the service, or two weeks' full fees paid instead of notice.
- Sweetpeas does not accept enrolment termination notices during the six weeks prior to our December closing date.
- If a child is withdrawn in the six weeks prior to our December closing date, fees are incurred until the service's December closure, regardless of whether two weeks fees have been given or not.

CHILD CARE SUBSIDY (CCS) AND THE CHILD CARE SUBSIDY SYSTEM (CCSS)

GOVERNMENT REQUIREMENTS

- Our service will comply with the Australian Government requirements to be an approved education and care service for the purposes of Child Care Subsidy. The online Child Care Subsidy System (CCSS) reporting requirements and any other requirements for claiming and administering Child Care Subsidy will be maintained by the service.
- All fees charged are reported to the CCSS. Each family's eligibility for Child Care Subsidy is then calculated and the service is then forwarded these funds. Deductions may then be made to each individual family's accounts automatically, which are viewable by the Service and family via the HubHello software.
- CCS will be deducted from a family's fee within 14 days of the service being notified of the amount via CCSS.
- All documentation pertaining to CCS will be kept for the specified period of time and made available to the Australian Government on request.

FAMILY RESPONSIBILITIES

- It is the enrolling family's responsibility to complete and lodge their activity test with Centrelink to outline their benefits, including CCS% and eligible hours.
- Any changes in a family financial circumstance may result in cancellation or reduction of their CCS. It is the family's responsibility to contact Centrelink if they wish to dispute this or discuss it further.
- Families will only be eligible for CCS if childcare attendance records are accurately completed and signed by the family or other authorised adult, and other eligibility requirements are met.
 - As Sweetpeas services utilise Electronic Sign In (ESI) provided by HubHello, this means that each person delivering and collecting the child to and from the Service must sign the child in and out using *their own* mobile number.
- Families are entitled to 42 absence days for each registered child in each financial year. CCS is paid for these days, provided that the child would normally attend on that day, and fees have been charged.
- Additional absences can be claimed when the first 42 days have been used. Supporting documentation may be required for approval of additional absences.
 - To make this process easier, it is our recommendation that families supply medical certificates for their children's absences whenever possible.
 - In shared care arrangements (where separated parents both claim Child Care Subsidy for the child's care), the 42 absences are allocated to the child, not to each individual parent.

Reconciliation of Child Care Subsidy

- *Services Australia* withholds a percentage of Child Care Subsidy (this is usually 5%) to reduce the likelihood that families will incur debts. This means that the full subsidy amount, less the withholding amount, is paid to the service on behalf of families following submission of attendance.
- The amount withheld will be part of the gap fee that needs to be paid by families to the service.
- After the end of each financial year, when the person claiming CCS (and their partner) settles their tax affairs (usually by submitting their tax return), the total entitlements and payments for each child will be reconciled against the individual's (and any partner's) actual adjusted taxable income and activity for the year.
- After this review, any outstanding subsidy amount will be paid to the family or they will be advised of any debt that they have incurred.

ACCESSING ADDITIONAL CHILD CARE SUBSIDY (ACCS) FOR FAMILIES

- Additional Child Care Subsidy provides additional fee assistance to support vulnerable or disadvantaged families and children. This support recognises the preventative and protective influence of quality child care on a child's health, wellbeing and development; and the importance of continuity of care. (Child Care Provider Handbook, May 2023)

- Families who fit in one of the following categories may be eligible for ACCS:
 - Additional Child Care Subsidy (child wellbeing)—to help children who are at risk of serious abuse or neglect.
 - Additional Child Care Subsidy (grandparent)—to help grandparents on income support who are the principal caregiver of their grandchildren.
 - Additional Child Care Subsidy (temporary financial hardship)—to help families experiencing financial hardship.
 - Additional Child Care Subsidy (transition to work)—to help low-income families transitioning from income support to work.
- Providers are centrally involved in identifying children who require extra support through Additional Child Care Subsidy (child wellbeing).
- Families who already receive CCS should apply for ACCS themselves if they are applying for the following subsidies:
 - Grandparent
 - Transition to Work
 - Temporary Financial Hardship.

Availability of different types of Additional Child Care Subsidy, with subsidy levels and relationship to income and activity. Source: Child Care Provider Handbook (May 2023)

Extra support	Additional subsidy	Relationship to income or activity
Additional Child Care Subsidy (child wellbeing)	A subsidy equal to 100 per cent of the actual fee charged, up to 120 per cent of the Child Care Subsidy hourly rate cap, for up to 100 hours of assistance per fortnight	Regardless of the family's income or their level of activity.
Additional Child Care Subsidy (grandparent)	A subsidy equal to 100 per cent of the actual fee charged, up to 120 per cent of the Child Care Subsidy hourly rate cap, for up to 100 hours of assistance per fortnight.	Regardless of the family's income or their level of activity. However, an individual or their partner must be in receipt of a specified income support payment.
Additional Child Care Subsidy (temporary financial hardship)	A subsidy equal to 100 per cent of the actual fee charged, up to 120 per cent of the Child Care Subsidy hourly rate cap, for up to 100 hours of assistance per fortnight. Limited to a maximum 13 weeks per event.	Regardless of the family's income or their level of activity
Additional Child Care Subsidy (transition to work)	A subsidy equal to 95 per cent of the actual fee charged (up to 95 per cent of the Child Care Subsidy hourly rate cap).	The hours of subsidised care are determined by the activity test. Income must be below \$69,390.

ACCS (CHILD WELLBEING):

- Additional Child Care Subsidy (child wellbeing) provides additional childcare fee assistance to an individual (or provider) for children at risk of serious abuse or neglect.
- It helps to address cost barriers families may experience so that children can either enter or remain engaged with childcare.
- For the purposes of ACCS (child wellbeing), a child is taken to be at risk of serious abuse or neglect if the child is at risk of experiencing harm as a result of current or past circumstances or events that resulted in the child being subject to, or exposed to, any of the following:
 - serious physical, emotional or psychological abuse
 - sexual abuse
 - domestic or family violence
 - neglect.
- The definition of 'at risk' includes situations where the child is likely to experience those circumstances in the future (for example, the future risk is real and apparent).

- This allows families to be eligible for the subsidy at the appropriate earliest point and potentially before they are known to a child protection agency.
- Any child who is identified as being at risk under state or territory child protection law will meet the definition of at risk and the individual (or provider) will therefore be eligible to receive the payment.
- Sweetpeas accesses ACCS (child wellbeing) for eligible families via either Certificate or Determination.

Application Process for ACCS (child wellbeing) - where family is eligible:

Note: For a parent/carer to be eligible for ACCS (child wellbeing), they must first apply for and be found eligible for CCS.

CCS claims can only be backdated to a maximum of 28 days before the claim was made. If a child is enrolled and starts attending care before a claim is made and the lodgement of the claim is delayed, the individual may not be eligible for CCS and ACCS (child wellbeing) for some sessions of care provided to the child.

- 1. Identify child 'at risk'**
 - Sweetpeas must be satisfied that the child whom they consider 'at risk', meets the legislative definition of 'at risk' for the purpose of ACCS (child wellbeing), based on their assessment of the available evidence regarding neglect and abuse. (*Guide to Additional Child Care Subsidy: Child Wellbeing, October 2022*)
- 2. Family involvement**
 - Sweetpeas will have conversations with families/carers about their circumstances, their eligibility for ACCS (child wellbeing) and the requirement for Sweetpeas to refer the family/carer to an appropriate support agency if an ACCS (child wellbeing) certificate or determination is made in respect of the child.
 - Both the provider and the family/carer receive written advice of their eligibility for ACCS (child wellbeing).
- 3. Certificate or determination?**
 - The provider decides whether to apply for a certificate or a determination - see *Guide to Additional Child Care Subsidy: Child Wellbeing*
- 4. Giving a certificate**
 - If Sweetpeas considers the child is 'at risk', and they decide to give a certificate, they can do this immediately via *HubHello*, approving up to six weeks of ACCS (child wellbeing) in a 12-month period for a child using their care.
 - This allows the ACCS (child wellbeing) to be paid without delay (subject to all the other ACCS (child wellbeing) eligibility criteria being met).
- 5. ACCS (child wellbeing) referral to an appropriate support agency**
 - When Sweetpeas gives the Secretary a child 'at risk' certificate, we are required under *Family Assistance Law* to make an ACCS (child wellbeing) referral to an appropriate support agency that we consider the child to whom the certificate relates is or was at risk of serious abuse or neglect.
 - This:
 - offers the family/carer support in addition to access to early childhood education and care,
 - helps the family/carer to make contact with the state and territory support agencies that are best placed to help the family/carer in their particular circumstances,
 - allows the support agency to determine if it can assist the family/carer.
- 6. Apply for a determination**
 - When Sweetpeas has given a certificate in respect of a child and considers that the child will continue to be 'at risk' for longer than six weeks, we can apply for a determination.
 - Determinations for ACCS (child wellbeing) can be made for periods of up to 13 weeks at a time (unless eligible for extending the determination period up to 52 weeks).
 - Where a child continues to be 'at risk', the service should apply for additional periods of ACCS (child wellbeing).
 - Generally, certificate(s) must be given for a total of six weeks before Sweetpeas can apply for a determination. (e.g., if Sweetpeas gives a certificate for four weeks, they would need to give another certificate for two weeks - a total of six weeks - before we can apply for a determination.)

- Sweetpeas can apply for a determination while the certificate is in place (this can be any time within the six-week timeframe in which the certificate is in place).
- To avoid payment delay, providers are advised not to wait until the certificate or determination ends.
- When a determination is made, it will apply to all providers and services that the child uses even if the provider has not applied for a determination. Each service that the child attends will receive notification via the Provider Entry Point or their third-party software (e.g., HubHello).

For more information on all aspects of ACCS (child wellbeing), including the application process, eligibility and referrals, Sweetpeas staff should refer to the Department of Education's *Guide to Additional Child Care Subsidy: Child Wellbeing*.

Appropriate Support Agencies:

According to the *Guide to Additional Child Care Subsidy: Child Wellbeing*, an organisation is an appropriate support agency if the organisation is responsible for dealing with matters relating to the welfare of children in NSW:

- they are a NSW department or agency
- they are funded or part-funded by NSW
- they are otherwise supported or endorsed by NSW (such as Aboriginal and Torres Strait Islander support services that may be fully funded by the Australian Government and are recognised by a state or territory department or agency as being part of their 'wrap around' services).

In practice, the following types of organisations, that meet the above requirements, are considered appropriate, (depending on the circumstances of the family that result in the child being 'at risk'):

- parenting assistance, including Family Support Programs,
- interpersonal conflict/separation/mediation services,
- child and maternal health services, including antenatal services,
- drug or alcohol or substance abuse services,
- community health services, including publicly funded general practitioner services (but not private services), mental health services, counselling services, women's health services, bereavement counselling services (psychology or social work), psychiatric services or palliative care services,
- domestic violence, rape victim support or other similar support services (including NSW police),
- homelessness, crisis or public housing services
- financial or gambling counselling services
- Aboriginal and Torres Strait Islander health and support services
- school readiness programs, school counsellors and other education-related services
- other early intervention services
- child safety/protection agency.

STATEMENTS AND WRITTEN ARRANGEMENTS

WHAT INFORMATION IS REQUIRED IN STATEMENTS?

Information	Details
The statement	<ul style="list-style-type: none"> • Name of the individual to whom the statement is issued. • Name of the child to whom any sessions of care were provided. • Unique identifier (assigned by the department) to the enrolment of the child for care by the service. • Date of issue and start and end dates of the statement period.
The service	<ul style="list-style-type: none"> • Name of the provider. • Any business name of the service registered with the Australian Securities and Investments Commission. • Australian Business Number (if any) of the provider and (if different) the Australian Business Number under which the service trades. • Unique identifier of service and the provider (assigned by the department).

Information	Details
Sessions of care	<ul style="list-style-type: none"> Daily and weekly totals of the number of hours of care provided during the statement period, including start and end times for each session of care. Daily and weekly totals of the number of hours of the child's physical attendance during the statement period, including start and end times of the child's physical attendance. For the statement period and cumulatively for the financial year until the date of issue of the statement—the sum of: <ul style="list-style-type: none"> additional absences. That is, the number of days on which the service is taken to have provided a session of care to the child, beyond 42 cumulative days in the financial year and particular circumstances apply.
Fees	<ul style="list-style-type: none"> Daily and weekly totals of the amount of all fees charged by the provider for care provided during the statement period, including details about any discounting or refund applied in order to pass on fee reductions.
Fee reduction amounts	<p>For the statement period:</p> <ul style="list-style-type: none"> the number of hours for which the fees were reduced (or for which the individual otherwise received the benefit of a fee reduction amount) the total of the fee reduction amounts of which the provider was given notice by the department a breakdown of the amounts of fee reduction for each session of care and whether it related to a payment of Child Care Subsidy or Additional Child Care Subsidy.

COMPLYING WRITTEN ARRANGEMENT

A Complying Written Arrangement (CWA) is an ongoing agreement between an ECEC service provider (i.e. Sweetpeas) and a Parent/Guardian, to provide care in return for fees. The CWA must contain a minimum amount of information as defined by the Government and is required for families receiving CCS or ACCS.

Service providers are required to have a CWA in place for each child in their care, as set out in subsection 200B(3) of the *Family Assistance Administration Act*.

An arrangement must be recorded, either on paper or electronically, and must be kept by the Service.

Required CWA information:

- the names and contact details of the Service and the individual(s)
- the date the arrangement starts
- the name and date of birth of the child (or children)
- if care will be provided on a routine basis and if so
 - details about the days on which sessions of care will usually occur
 - the usual start and end times for these sessions of care
 - whether care will be on a casual or flexible basis (in addition to, or instead of, a routine basis)
- details of fees charged under the arrangement (providers can reference a fee schedule or information available on their website), which the parties understand may vary from time to time.

Additional information may be included to support the family's understanding of their payment obligations.

Other Arrangement Types:

Other than CWAs, there are three additional types of Arrangements:

- Relevant Arrangement (RA)
 - An arrangement between the provider and individual for the care of a child that does not meet the full requirements for a Complying Written Arrangement.
 - No Child Care Subsidy can be paid for care provided under this type of agreement.
 - This type of enrolment notice is used only where a provider is sure that the family does not wish to claim CCS.
 - An enrolment notice must be submitted for a Relevant Arrangement.
- Additional Child Care Subsidy (child wellbeing) - provider eligible arrangement

- In certain cases, a provider may identify a child at risk of neglect or abuse who meets relevant criteria but may be unable to identify a parent or carer who is eligible for Additional Child Care Subsidy (child wellbeing).
- In these cases, as a last resort, the provider may be eligible for Additional Child Care Subsidy (child wellbeing)—provider eligible arrangement.
- This arrangement will end once the child is no longer at risk or where an eligible individual is identified.
- arrangement with an organisation (third party)
 - An arrangement between the individual(s) and another party (for example, an employer, other organisation, or the state—such as for participants in the Adult Migrant English Program) where the other party is liable for the fees for care of the child.

RESPONSIBILITIES

RESPONSIBILITIES OF THE APPROVED PROVIDER

- Ensuring the service operates in line with the Education and Care Services National Law and National Regulations.
- Ensuring the service operates in line with any other relevant legislation regarding Child Care Subsidy, including Family Assistance Law.
- Reviewing the current budget to determine fee income requirements.
- Developing a fee policy that balances family's capacity to pay, providing a high-quality program and maintaining service viability.
- Considering any issues regarding fees that may be a barrier to families enrolling at the service and removing those barriers wherever possible.
- Providing families with a minimum of monthly statement of fees and charges (Family Assistance Act 201D).
- Ensuring that the Fees Policy is readily accessible at the service.
- Notifying families within 14 days of any proposed changes to the fees charged or the way in which the fees are collected (National Regulation 172).
- Provide the family with a statement of fees owing (National Law 219(e)).

RESPONSIBILITIES OF THE NOMINATED SUPERVISOR

- Providing families with a minimum of a monthly statement of fees and charges (National Regulation 168(n)).
- Collecting all relevant information and maintaining appropriate documents regarding those with entitlement to concession, where applicable.
- Notifying families within 14 days of any proposed changes to the fees charged or the way in which the fees are collected (National Regulations 172).

RESPONSIBILITIES OF THE EDUCATORS

- Referring families' questions in relation to this policy to the Approved Provider or Nominated supervisor(s).
- Facilitating EFTPOS payments from families (where this does not leave children without adequate supervision).
- Providing families with a Sweetpeas business card if they need to be reissued with the Sweetpeas bank details.

RESPONSIBILITIES OF THE FAMILY

- Reading this policy and referring any questions, queries or concerns to the nominated supervisor.
- Obtain a Customer Reference Number (CRN) from Centrelink as soon as practical before or after enrolment at the service to ensure benefits are received.
- Complete a 3-step activity test to determine the family Child Care Subsidy (CCS) percentage.
- Complete a Complying Written Arrangement (CWA).
- Record the arrival and departure times (i.e. sign in and out) each day of your child's attendance via the HubHello ESI.
- Provide documentation for additional absence days as required (e.g., medical certificate).
- Provide two weeks' notice of withdrawal from service. If child does not attend during this notice period full fees will be chargeable.

- Notifying the Approved Provider if experiencing difficulties with the payment of fees to see what assistance can be offered.

RELATED SWEETPEAS DOCUMENTS

- Factsheet/Family FAQ: How much do I owe?

REFERENCES

- A New Tax System (Family Assistance) (Administration) Act 1999
- A New Tax System (Family Assistance) Act 1999
- ACECQA. 2021. Policy and Procedure Guidelines. Payment of service fees and provision of a statement of fees charged by the service.
- Australian Government, Department of Education - Child Care Provider Handbook, May 2023. Accessed June 2023 - <https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook>
- Australian Government, Department of Education - Guide to Additional Child Care Subsidy: Child Wellbeing, October 2022 - <https://www.education.gov.au/early-childhood/resources/guide-accs-child-wellbeing>
- Child Care Subsidy Minister's Rules 2017 (Minister's Rules)
- Child Care Subsidy Secretary's Rules 2017 (Secretary's Rules)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations (2011)
- HubHello - <https://hubhello.com/#login>
- Revised National Quality Standard. (2018).
- Schedules 5 and 6 to the A New Tax System (Family Assistance and Related Measures) Act 2000.
- Services Australia - Child Care Subsidy - <https://www.servicesaustralia.gov.au/child-care-subsidy>
- Sweetpeas Philosophy

REVIEW AND AMENDMENTS

This policy will be updated regularly to ensure compliance with all relevant legal requirements. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with *Regulation 172* of the National Regulations, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Version	Amendment(s)	Review Date	Updated By
1.	<ul style="list-style-type: none"> • Implemented policy under new Management 	May 2017	Cassandra Way (Educator/Admin)
1.1.	<ul style="list-style-type: none"> • Updated links. • Fixed wording. 	May 2018	Cassandra Way (ECT/Admin)
1.2.	<ul style="list-style-type: none"> • Checked links and sources • Updated NQS references 	May 2019	Cassandra Way (ECT/Admin)
1.3.	<ul style="list-style-type: none"> • Checked regulations still required. • No changes required. • Staff notified of review. 	May 2020	Janine Evans (Nominated Supervisor)
1.4.	<ul style="list-style-type: none"> • No changes required 	July 2021	Janine Evans (Nominated Supervisor)

Version	Amendment(s)	Review Date	Updated By
1.5.	<ul style="list-style-type: none"> Added ACCS application process 	July 2022	Janine Evans (Nominated Supervisor)
2.	<ul style="list-style-type: none"> Cosmetic changes for new policy template and colours. New Government change to payment options: no cash accepted for fees from 1 July 2023. Updated ACCS application information Removed transitional information from CWA section as it is no longer relevant. Updated arrangement types (other than CWAs) Added related Sweetpeas documents Reviewed and updated reference links Other minor updates to correct grammatical errors. 	June 2023	Cassandra Way (Assistant Manager) Janine Evans (Managing Director)
2.1.	<ul style="list-style-type: none"> Checked and updated hotlinks Minor updates to correct grammatical errors Fixed version numbering (June23 version previously v4) 	June 2024	Cassandra Way (Assistant Manager)