

Withdrawal of a Child Policy

National Quality Standard (NQS)

Quality Area 7: Governance and Leadership		
7.1	Governance	Governance supports the operation of a quality service
7.1.1	Service philosophy and purposes	A statement of philosophy guides all aspects of the service's operations
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defines, and understood and support effective decision making and operation of the service

To enable the Service to fill the position, notice needs to be given when a child is withdrawn from the Service:

- Parents will be made aware that initial enrolment is valid until the end of the current calendar year. Continuing enrolments into the next year:
- Prior to the end of the year and the end of each subsequent year parents will be asked to confirm their child's continuing enrolment in writing. Failure to do so may result in their child not being considered for future placement.
- Any family who has left the Service owing fees or who owe fees at the end of an enrolment year will not be offered a new placement, until all outstanding fees are paid.
- Information on applying for Child Care Benefit (CCB) and the Child Care Rebate (CCR). Families that are eligible are responsible for ensuring that all information requested by Centrelink is provided to them.

To withdraw from the Service prior to the end of the year:

- 2 weeks' notice is required in writing (sighted and signed by an Educator) to advise the Service that the child will be withdrawn. The letter must state the date of their last day. This will allow us to offer the vacancy to another family.
- Fees will be charged up to the end of the two weeks from the date at which notice was received in writing, whether or not the child has attended the Service during those 2 weeks.
- A final account is to be processed by administration and noted on the withdrawal form. The final account is to be issued immediately to the family advising that payment is due. A copy of the final account and withdrawal form is to be kept in child's file.
 - Families must ensure the account is paid prior to final attendance.
 - If no payment is received the debt recovery process is to start immediately.
- CCB will not be paid if the child's last day is an absence day, meaning that if the child does not attend during their 2 weeks of notice, CCB will not be paid after their last day of attendance and full fees will be applicable. (This is a policy of the Family Assistance Office in relation to Child Care Benefit)
- If at any stage of the enrolment or placement it is felt that it is necessary to discuss the viability of the placement due to a concern of the duty of care to the child or other children in our care, the Service will immediately contact the parent/carer(s) to discuss all options. This may include the withdrawal of the placement.

This policy was written with consideration given to: Education and Care Services National Regulations 2011

Date that the policy was last updated or revised: 2018 NQS