

# WITHDRAWAL OF A CHILD POLICY

To enable our Service to meet legal requirements, fill positions and maintain financial viability, families are required to provide notice when withdrawing their child from the Service.

## 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 defined and understood and support effective decision making and operation of the service.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
160	Child enrolment records to be kept by approved provider and family day care educator
168	Education and care services must have policies and procedures
177	Prescribed enrolment and other documents to be kept by approved provider
181	Confidentiality of records kept by approved provider
183	Storage of records and other documents

## RELATED POLICIES

Enrolment Policy Termination of Enrolment Policy	Orientation of Families Policy Acceptance and Refusal Policy
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## PURPOSE

We aim to ensure families gain a clear understanding of the Service requirements when withdrawing their child from our care.

## SCOPE

This policy applies to families and management of the Service.

## IMPLEMENTATION

During the enrolment and orientation process families are to be made aware of the Service requirements should they wish to withdraw their child from the Service.

### WITHDRAWING FROM THE SERVICE

- Families are required to provide management with two weeks written notice when withdrawing their child from the Service.
- The letter must state:
  - the date they are writing the withdrawal notice
  - the child's last day of attendance.
- Written withdrawal notification can be emailed or handed to management.
- This letter will be placed into the child's file and archived once they have left the Service.
- Management will add an end date into the Service software program to ensure compliance with the Family Assistance Office and Centrelink.
- 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 two 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 of the balance (payment is due or no payment due as applicable).
- 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 payment has not been received the debt recovery process is to start immediately.
- If the child does not attend during their two weeks of notice, Child Care Subsidy (CCS) will not be paid after their last day of attendance (including if the child does not attend on their last day) and full fees will be applicable (This is a policy of the Family Assistance Office in relation to Child Care Subsidy).
- At the end of the placement and if all criteria regarding fees and notice of withdrawal have been met, then the initial Bond payment made on enrolment will be refunded to the family within two weeks of the child's last day.

- If at any time during the child's enrolment it is felt that it is necessary to discuss the viability of the placement due to a concern regarding the duty of care to the child or other children in our care, the Service will immediately contact the Parent/Authorised Person/s to discuss all options. This may include the termination of the child's position (*See Termination of Enrolment Policy*).

#### CONTINUING ENROLMENT FOR THE NEW YEAR

- Prior to the end of each year, families will be provided with a letter to confirm their child's continuing enrolment for the New Year.
- Families eligible for CCS are responsible for ensuring that all information requested by Centrelink is provided to them in order to ensure no interruption to CCS payments.

#### EMPLOYEES WITH CHILDREN AT THE SERVICE

Employees are welcome to enrol their child at the Service, however, if an employee is terminated from their position, the Service reserves the right to terminate the child's position due to conflict of interest.

#### SOURCE:

Australia Children's Education & Care Quality Authority. (2018). *Guide to the National Quality Framework*.

Australian Government. Department of Human Services. Child Care Subsidy

<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>

Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Kearns, Karen. *The Business of Childcare*. (2017)

Revised National Quality Standard. (2018)

#### REVIEW

POLICY REVIEWED	NOVEMBER 2019	NEXT REVIEW DATE	NOVEMBER 2020
MODIFICATIONS	<ul style="list-style-type: none"> <li>• Sources checked for currency</li> <li>• Minor amendments to sources</li> </ul>		

	<ul style="list-style-type: none"> <li>Children who are withdrawing from care due to attending school- optional information</li> </ul>		
POLICY REVIEWED	NOVEMBER 2018	NEXT REVIEW DATE	NOVEMBER 2019
MODIFICATIONS	<ul style="list-style-type: none"> <li>Terminology changed (CCB to CCS).</li> <li>Added 'Employees with children at service'.</li> <li>Additional information added to points.</li> <li>Sources/references alphabetised.</li> <li>References corrected, added &amp;/or updated.</li> <li>Incorrect links deleted and replaced with correct ones.</li> <li>Minor formatting (line spacing &amp; paragraph spacing) for consistency throughout policy.</li> <li>Added 'withdrawal prior to commencement' section (with modified 'simpler' heading).</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
DECEMBER 2016	New Format created and policy created	NOVEMBER 2017	
AUGUST 2017	Minor changes made to policy	AUGUST 2018	
OCTOBER 2017	Updated references to comply with the revised National Quality Standard	AUGUST 2018	