

Warradale Community Children's Centre acknowledges the traditional custodians of the land we live on today and we pay our respects to the Aboriginal and Torrens Strait Islander People past, present and emerging.



## Employee Childcare fee discount policy

### National Quality Standards

|      |       |   |
|------|-------|---|
| QA 4 | 4.1.2 | Continuity of staff-Every effort is made for children to experience continuity of educators at the service. |
| QA 7 | 7.1.2 | Systems are in place to manage risk and enable the effective management and operation of a Quality Service. |

### Education and Care Services National Regulations

|     |   |
|-----|---|
| 168 | Education and care services must have policies and procedures |
| 170 | Policies and procedures to be followed                        |
| 171 | Policies and procedures to be kept available                  |
| 172 | Notification of change to policies and procedures             |

### Related Legislation

|   |                       |
|---|-----------------------|
| Child Care Subsidy Secretary's Rules 2017     | Family Law Act 1975   |
| A New Tax System (Family Assistance) Act 1999 | Family Assistance Law |

### Aim:

Warradale Community Children's Centre recognises that providing the best early learning for children depends on valuing, retaining, and acquiring high quality skilled and committed teams of employees. An important way in which Warradale achieves this is to ensure appropriate employment conditions to all employees. This includes 50% discounted gap fees for all current employee's children who are enrolled at Park Holme and Warradale campus.

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### **Employee discount on childcare fees:**

All employees including casual, part time and full-time employees are eligible to receive the 50% discount on their gap fees.

#### Conditions:

- To avail this 50% discount on gap fee, the employee should be up to date with the fee payments.
- Employees who receive the 50% discount on their gap fees are not eligible to get the 50% discount on Holiday fees.
- If the child/children are away sick, you will still be charged at the 50% discounted gap fee rate.
- Employee will be charged on Public Holidays at the 50% discounted gap fee rate.
- Entitlement to access the childcare fee discount will cease time of termination of employment.
- You will be eligible for the 50% discount rate during your employment period.
- If the employee's child has used all the 42 allowable absences provided by Centrelink, the account will be charged at 25% discounted rate.
- If the employee does not get Child Care Subsidy, 50% discount will be applied on daily fees.
- The discount may be varied/changed/modified at the sole discretion of the Directors. Warradale Community Children's Centre will provide a minimum of two weeks' notice with regards to varying amount of discount. However, circumstances may dictate that little or no notice may be possible.

### **Implementation of the policy:**

The childcare discount will be applied when the employee agrees to the conditions of the policy and signs the Childcare discount agreement.

Post submitting the Agreement form, and when the child/children are enrolled in the centre and commences care.

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### Record of Policy Adoption and Amendment:

| Version | Date    | Details              | Author   | Next Review Date |
|---------|---------|----------------------|--|------------------|
| 1.0     | 13.6.23 | Policy developed     | Poornima Radhakrishnan, Pamela Keenihan And Vicki Clonan | 12.6.24          |
| 1.1     | 12.6.24 | No changes were made | Poornima Radhakrishnan                                   | Sep 2025         |

Sources: Australian Government Department of Education

<https://www.education.gov.au/early-childhood/early-childhood-workforce/child-care-discount-early-childhood-workforce>

<https://www.acecqa.gov.au/resources/preparing-nqf-policies-and-procedures>