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)

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| 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.  |

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| 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 LEGISLATION

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| Child Care Subsidy Secretary’s Rules 2017  | Family Law Act 1975 |
| A New Tax System (Family Assistance) Act 1999 | Family Assistance Law – Incorporating all related legislation for Child Care Provider Handbook in Appendix G<https://www.dese.gov.au/resources-child-care-providers/resources/child-care-provider-handbook> |

RELATED POLICIES

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| Acceptance and Refusal PolicyEnrolment Policy | Orientation of Families PolicyTermination of Enrolment Policy |

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 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.
* All records related to a child’s enrolment must be kept securely until the end of 3 years after the last day of the child’s attendance.
* 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.
* Failure to return this letter may result in their child not being considered for a future position.
* Families with children going to school the following year will be required to complete the Re-enrolment form confirming that their child will be going to school the following year, adding an end date to their child’s care.
* Families who require care in the New Year until the school year starts, will need to advise management in writing on the Re-enrolment form, stating their child’s last date of attendance at the Service. Any extensions to the advised date will be assessed by management and subject to availability which will be confirmed in writing for families.
* The Complying Written Arrangement ~~end date~~ will be updated
* Families eligible for Child Care Subsidy 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.

WITHDRAWAL PRIOR TO COMMENCEMENT OF CARE

If a family has accepted the offer of a placement, then decides to withdraw from the Service before the agreed commencement date, the written notice period applies. If less than the written notice period is given prior to the agreed commencement date, full payment of the two weeks holding deposit/bond is payable to the Service and is non-refundable.

14 Week Rule (CCS)

An enrolment will end for Child Care Subsidy purposes, if a child does not attend a session of care at our Service for 14 continuous weeks.

This ensures that enrolments at our Service our current and do not remain open indefinitely in the Child Care Subsidy system.

UPDATING AND ENDING ARRANGEMENTS AND ENROLMENTS

When the arrangement for care ends, the approved provider must update an enrolment notice in the Child Care Subsidy System within seven days of the change or event which caused the change to the arrangement.

SOURCE

Australian Government Department of Education, Skills and Employment. (2019) Child Care Provider handbook

<https://www.dese.gov.au/resources-child-care-providers/resources/child-care-provider-handbook>

Australian Government Services Australia Child Care Subsidy

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

Early Childhood Australia Code of Ethics. (2016).

[Education and Care Services National Regulations](https://www.legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653?query=((Repealed%3DN+AND+PrintType%3D%22act.reprint%22+AND+PitValid%3D@pointInTime(20200831000000))+OR+(Repealed%3DN+AND+PrintType%3D%22reprint%22+AND+PitValid%3D@pointInTime(20200831000000))+OR+(Repealed%3DN+AND+(PrintType%3D%22epi.reprint%22+OR+PrintType%3D%22epi.electronic%22)+AND+PitValid%3D@pointInTime(20200831000000)))+AND+Content%3D(%22early%22+AND+%22childhood%22)&dQuery=Document+Types%3D%22%3Cspan+class%3D%27dq-highlight%27%3EActs%3C/span%3E,+%3Cspan+class%3D%27dq-highlight%27%3ERegulations%3C/span%3E,+%3Cspan+class%3D%27dq-highlight%27%3EEPIs%3C/span%3E%22,+Search+In%3D%22%3Cspan+class%3D%27dq-highlight%27%3EAll+Content%3C/span%3E%22,+All+Words%3D%22%3Cspan+class%3D%27dq-highlight%27%3Eearly+childhood%3C/span%3E%22,+Point+In+Time%3D%22%3Cspan+class%3D%27dq-highlight%27%3E31/08/2020%3C/span%3E%22). (2011). Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Revised National Quality Framework. (2017). (Amended 2020).

Revised National Quality Standard. (2018)

REVIEW

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| POLICY REVIEWED BY | Haidee Cheesewright | Educator | 18.05.22 |
| POLICY REVIEWED | MAY 2022 | NEXT REVIEW DATE | MAY 2023 |
| MODIFICATIONS | * Updated reference to Department of Education, Skills and Employment and Family Law in policy
* Updated sources/links to DESE
* minor edits
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| POLICY REVIEWED | PREVIOUS MODIFICATIONS | NEXT REVIEW DATE |
| MAY 2021 | * policy reviewed and sources checked for currency
 | MAY 2022 |