

## Governance Policy

The Governance Policy outlines our Service structure, roles and responsibilities and adopts several governance principles including:

- clearly defined reporting relationships
- effective delegation guidelines
- regular communication between managers to ensure compliance and best practice
- ethical and responsible decision making consistent with our Code of Conduct, policies and the National Education and Care Law and Regulations
- robust financial management and reporting to ensure effective administration and prevent fraud, including in relation to Child Care Subsidy payments
- making timely and balanced disclosures eg as required under National Law and Regulations

- rights of children and families to be involved in decision making eg through regular requests for feedback and provision of information
- recognising and managing risk eg through risk assessments, WHS and hygiene procedures, compliance with policies and procedures.

## Fees Policy

Includes information about:

- various Service fees eg daily fees, late fees
- administrative and other requirements and obligations relating to Service fees
- Child Care Subsidy, Additional Child Care Subsidy and related administrative requirements
- notice periods required to terminate enrolment or cancel casual bookings
- process for recovering overdue fees.

Do you have any feedback or comments about this policy? Please include below.

Educator's Name	Educator's Signature