



**Rationale/Aim:**

The Gunnedah Preschool maintains the lowest possible fees, but also operates as a business and needs to implement policies which ensure it remains viable. Whenever a position is not being used/paid for, the preschool is losing income. Therefore, if a child vacates a position the preschool requires a reasonable amount of time to organise a replacement.

**Relevant Legislation/Related Documents/References:**

- National Quality Standard, Element 7.3.2
- Childcare Centre Desktop [www.childcarecentredesktop.com](http://www.childcarecentredesktop.com)

**Procedures/Strategies:**

Parents will be informed that initial enrolment is valid until the end of the year enrolled.

Continuing enrolments into the next year:

- Prior to the end of each year, parents will be asked to confirm their child’s continuing enrolment. Failure to do so may result in their child not being considered for future placement.
- Any family who has left the Preschool 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.

To withdraw a child prior to the end of the year:

- 2 weeks’ notice, during term time, is required to advise the Preschool that the child will be withdrawn.
- 2 weeks’ notice may be waived if a new enrolment is available for the placement.
- Fees will be charged up to the end of the two weeks from the date at which notice was received, whether the child has attended during those 2 weeks.
- If a child fails to attend for 2 weeks, and staff are not notified, the child will be charged fees for those two weeks and may lose their position.
- If the Preschool requires withdrawal of the placement for any reason, the 2 weeks’ notice will not need to be paid by the family.

**Evaluation:** Parents give adequate notice when vacancies are becoming available. The preschool is able to promptly fill vacancies.

**Endorsement:**

Policy signed: .....

Date: .....

Name: .....

Position: .....

**Review:** March 2020