STAFF PAYROLL DEDUCTIONS POLICY

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1 Aim
For parents of children who attend the UOW Pulse Ltd Children’s Services and who are employed by the UOW Pulse Ltd, University of Wollongong or other approved organisations to be offered a service which allows staff payroll deductions for the payment of their child’s fees.

The Kids’ Uni Policies and Procedures apply to Kids’ Uni North, Kids’ Uni South, South Coast Workers Child Care Centre, Kids Uni iC – Preschool, After School Care and Vacation Care (Kids’ Uni OOSH).

2 Eligibility
2.1 To be eligible for Staff Payroll Deductions parents must be employed by the UOW Pulse Ltd, University of Wollongong or other approved organisations and have a child/children enrolled with UOW Pulse Ltd Children’s Services on a permanent basis.

3 Implementation
3.1 The nominated fee to be deducted is to be the current permanent fee.
3.2 Any occasional childcare fees or fee adjustments are to be paid for by eftpos, direct deposit, cheque or money order directly to UOW Pulse Ltd Children’s Services administration.
3.3 It is the responsibility of each parent to advise the relevant payroll or HR person to initiate child care deductions and any time there is an increase in fees.
3.4 Queries must always be directed to the Senior Administration Officer.
3.6 Parents must always be advised to check with their own accountant prior to this procedure being established to ensure all government (eg: tax) requirements can still be met whilst using this system.

4 Source - UOW Pulse Ltd Policy Directory

5 Review
This policy will be reviewed every 3 years and the review will include Management, Employees, Families and Interested Parties.

6 Version Control Table

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Paragraph inserted re application of policies across all centres. Migrated into new QA format.
Policy reviewed with no changes required. The review period changed to 3 years.