HOLIDAY HOLDING FEE POLICY

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1 Aim
To reduce the costs of childcare whilst parents/guardians are on annual leave as recommended by the Children’s Services Consultative Committee. Access of the Holiday Holding Fee ensures a permanent booking is kept open for parents/guardians whilst on annual leave, this making this period more affordable.

The Kids’ Uni Policies and Procedures apply to Kids’ Uni North, Kids’ Uni CBD, Kids Uni iC – Preschool, Kids Uni iC After School Care and Vacation Care (Kids’ Uni OOSH).

2 Implementation
2.1 For parents who use “All Year Round” bookings within UOW Pulse Children’s Services Long Day Care Centres (0-6)
2.3 Operates during a calendar year.

3 Conditions
3.1 Minimum leave applied for is one week;
3.2 Must be done in incremental blocks of a week (Mon-Fri only, eg not Wed-Wed or single days);
3.3 Maximum amount of annual leave for a Holiday Holding Fee is 4 weeks per calendar year;
3.4 Any unused leave is forfeited at the end of each calendar year;
3.5 **A parent must give a minimum of 2 weeks’ notice that they wish to access the holding fee**;
3.6 Children cannot be booked for occasional care during a Holiday Holding Fee period;
3.7 Does not apply to occasional care bookings or University session bookings;
3.8 Must be applied for through Children’s Services Head Office (Admin)
3.9 Applications must be in writing stating:
   i. Name
   ii. Service
   iii. Date request for annual leave
   iv. Date applied to access the Holiday Holding Fee.
3.10 Any applications made that are not in writing and forwarded to the Children’s Services Head Office will not be accepted.
3.11 Approval of the Holiday Holding Fee may be dependent upon fees being maintained in accordance with the conditions of enrolment.
3.12 A $10 per day reduction of childcare fees will be offered for the Holiday Holding Fee period only.
3.13 Details of the reduction of daily fees due to the Holiday Holding Fee will be displayed on all relevant written invoices provided by UOW Pulse Children’s Services.
3.14 Disputes regarding the application of this policy are to be directed to the Senior Administration Officer of UOW Pulse Children’s Services. If still unresolved then disputes will be forwarded to the Children’s Services Manager.

3.15 The amount per day to reduce the fee will be reviewed in October of each year.

3.16 UOW Pulse reserves the right to review/revoke this policy in line with financial impacts on operations. Parents and guardians will be given four weeks’ notice of any changes or revocations of this policy.

4 CCB and Tax Rebate System

This Holiday Holding Fee does not affect the Tax Rebate, however, CCB will be affected if a withdrawal takes place within the Holiday Holding Fee period. (Not applicable to Kids Uni iC Preschool.)

5 Enquiries

Senior Admin Officer – UOW Pulse Children’s Services. Ph 02 4221 8035

6 Review

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

7 Version Control Table

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Released</th>
<th>Next Review</th>
<th>Approved By</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dec 2012</td>
<td>Dec 2013</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td>Paragraph inserted re application of policies across all centres. Migrated into new QA format.</td>
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<td>2</td>
<td>Mar 2013</td>
<td>Mar 2014</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td>Policy reviewed with no changes required. The review period changed to 3 years.</td>
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<tr>
<td>3</td>
<td>Mar 2014</td>
<td>Dec 2015</td>
<td>Michele Fowler Manager – Kids Uni</td>
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<td>4</td>
<td>Feb 2017</td>
<td>Feb 2020</td>
<td>Jodi Evans QA Manager</td>
<td>Included note - Not applicable to Kids Uni iC Preschool regarding CCV and tax rebate system. Updated notice required from 4 weeks down to 2 weeks and changed to Pulse</td>
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