

## FAMILIES - TERMINATING CARE

### POLICY

Parents have the right to finish care whenever they no longer need it; however a notice period is required to minimise the impact on Educators' arrangements, and to allow the Coordination Unit to fill the vacancy without causing loss of income to the Educator.

### PROCEDURE

1. When terminating permanent care arrangements, a minimum of two weeks' notice is required.
2. Educators may charge the normal fee for up to two weeks from the date of notice to terminate being given, whether or not the care is used. **Note:** Childcare Subsidy is only payable on this notice period if the child attends care, or if the absence meets the approved absence criteria – if a child is ill a medical certificate must be provided. If a child is absent for any other reason, not listed under the allowable absence criteria, no CCS will be paid and the full fee is payable by the family.
3. Notice to terminate care arrangements must be given to the administration team by the parent in writing or verbally.