

## **Policy Statement**

We will work with the Department of Education and Service NSW to implement the Before and After School Care Voucher Scheme to help families reduce their cost of care, by covering their GAP fee payments for families that are returning to work, school and OOSH. The \$500 voucher will be available to families with children aged 4 to 13 years of age that attend Primary School in NSW.

Activity Centres Incorporated has registered and been approved to take part in the NSW Government Voucher Scheme.

All Activity Centres Incorporated Policies and Procedures remain in place except for the following amendments:

## **Procedures**

### **Management –**

- ✓ Register with Service NSW to participate in the Scheme.
- ✓ Will keep records of Voucher payments.
- ✓ Will complete the Voucher Compliance Reporting Tool as required by Service NSW.

### **Families -**

- ✓ that enrol at our Services and wish to apply for the \$500.00 Voucher, will be required to pay for 4 weeks of Fees before the Voucher can be redeemed and for 4 weeks after the Voucher has been used.
- ✓ must register for the voucher through Service NSW between 28 February and 30 September 2022 to receive the Voucher for each child.
- ✓ use each Voucher for the child whose name appears on the voucher (they are not transferrable to another child or third party).
- ✓ must redeem the Voucher between 28 February and 31 December 2022.
- ✓ can use the credit on the Voucher until 30 June 2023.
- ✓ will need to email the Voucher to the Service their child attends for scanning.
- ✓ must have their fees paid up to date prior to accessing the Voucher.
- ✓ can redeem the Voucher at only 1 Service i.e if they use one Service for Before and After School Care and another Service for Vacation Care, the Voucher can only be redeemed for one Service, not both. Therefore, at the second Service they will be required to pay the GAP fee, even if it falls within the Voucher Scheme timeframe.

### **Applying Credit to your account -**

- ✓ credit will be applied to your account once we have received the payment from Service NSW.
- ✓ Can take up to 14 business days from the time the Voucher has been scanned at the Service.
- ✓ will only be used to pay for your GAP fee. All other **fees and charges** must be paid by the family.
- ✓ will continue until June 2023 or until the credit has been used. Any remaining credit, as at 30 June 2023, will be reversed and sent back to Service NSW.

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## **Considerations**

### **Education and Care Services National Law**

17	Production of records kept in computers etc
301	National regulations

## Education and Care Services National Regulations

168	Education and care service must have policies and procedures
183	Storage of records and other documents

## Education and Care Services National Quality Standards

Quality Area	Standard	Element
QA 7 Governance and management	7.1 Governance	7.1.2 Management systems

## Activity Centres Inc. Policies and Procedures

Fees	Management of Records
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## Legislation

Department of Education, Skill and Employment	Service NSW – Before and After School Care Voucher
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Policy is only endorsed if initialled by 2 members of the Management Committee  
 Endorsed by the Management Committee on the 10 March 2022  
 Fee Policy is to be reviewed as required