

# Holiday Fees Policy

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## 1. Purpose & Policy Statement

Understanding that Child Care is an expensive essential service for families, Stride Early Learning (Stride) offers families strategies to assist with the cost of care, in particular with regard to the practice of charging for Public Holidays and Holiday Absences.

While it is common practice in Child Care that fees for care that fall on Public Holidays apply, it is acknowledged that this often places extra burden on families. Stride will offer families whose care falls on a Public Holiday a replacement day at no cost.

As with Public Holidays any fees for care not used by family's due to Holiday Absence is commonly charged as per the normal fee charging procedure. Stride will offer families a discount of 50% off their regular fee for Holiday Absences.

## 2. Scope

This policy applies to

- All families of Stride Early Learning

## 3. Policy

### Public Holidays

For Public Holidays a replacement day will be available to families at no additional cost.

1. The replacement day will apply to families who utilise care 1 to 4 days per week, and where care falls on a gazetted Public Holiday.
2. Two weeks prior notification of Public Holiday Replacement Day using the prescribed form must be given.
3. The replacement day must be used within 4 weeks in the period after the Public Holiday occurred.
4. The replacement day must be booked by the parents using the prescribed form, will be approved after considering availability and vacancies of the centre.
5. The replacement day will be charged to the families account at \$0.00 fee.
6. If a replacement day is booked and an absence occurs, the booking will remain and no further replacement days will be provided.
7. Accounts must be up to date and compliant with our Booking & Enrolment Policies before replacement days can be approved.
8. Absences due to Public Holidays still accrue as an absence in accordance with Child Care Subsidy legislation.

### Holiday Absences

Where families take Holiday Absence and their children will be absent from care, a discount of 50% will be available.

1. Two weeks prior notification of holidays using the prescribed form must be given for the discount to apply.
2. Holiday Absence discounts apply for any extended absence from one to four weeks in a financial year, up to 28 days. Holiday Absence discounts do not accumulate from year to year.
3. Holiday Absence discounts only apply for absences over 2 consecutive days.
4. For one day per week bookings condition 3 does not apply
5. Holiday Absence discounts will not apply for absences taken at the beginning or end of a care period.
6. Where a Public Holiday(s) fall within a holiday period, then the Holiday Absence discount will apply.
7. Holiday discounts can not apply if medical certificates are provided as evidence of "additional absences" in relation to Child Care Subsidy legislation.

8. Accounts must be up to date and compliant with our Booking & Enrolment Policies before replacement days can be approved.
9. Absences due to Holiday Absences still accrue as an absence in accordance with Child Care Subsidy legislation.

#### 4. Definitions

Term	Definition
POL	Purpose: To establish overarching principles and rules guiding organisational decisions and behaviour.

#### 5. Related Documents

- Holiday Discount Checklist
- Holiday Notification Form

#### 6. Legislation, Standards and References

Legislation No.86,2021

#### 7. Breach of this Policy

Actual and/or suspected breaches of this policy may result in performance management and/or disciplinary action up to and including termination of employment, including summary dismissal in the case of substantiated serious misconduct.

#### 8. Document Control

All variations must be documented below, updated within Stride's HRIS and staff notified.

Version No.	Date Effective	Key Changes	Approver Name	Approver Position	Approver Initial
1	28 August 2025	Introduction of document.	Sandra Murphy	General Manager	SM
2	2 February 2026	Discount Changes	Rory Vassallo	Managing Director	RV

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