



5.9 Receipts Policy

Policy number: 5.9
Date last reviewed: June 2023
Reviewed by: Child Care Team

This policy relates to	
Human Services Quality Framework	
National Quality Standards Early Childhood Education & Care	
HCS	

Purpose

It is an important accountability measure that receipts are issued promptly and accurately for all payments for child care.

Policy

It is a Beaucare policy requirement for educators to provide receipts to families through the HubWorks system at the time of any payment including the following information:

- Beaucare Child Care ABN
- Educator Name
- Educator ABN
- Name of the person to whom the receipt is issued
- Name of the child or children in respect of whom payment was made
- Fees paid
- Period to which the payment relates
- Receipt number
- Date of issue of the receipt
- Receipts also record the absences used year to date

Receipts should always be for the actual amount paid in accordance with the fee being charged from the educator statement.

The service can access educator receipts through HubWorks as required.



Relevant Legislation

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011

Australian Government Department of Education and Training: *Child Care Service Handbook*

<https://www.education.gov.au/child-care-service-handbook>

Related Policies

[Appendix F QIP and Compliance](#)