



YMCA WA SERVICE MEMBERSHIP PROCEDURE

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YMCA WA is officially accredited as a Child Safe Organisation

DOCUMENT CONTROL

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1.0 PURPOSE

The YMCA WA requires all educators engaged and approved to run a family day care service, to be a financial member of the service. The YMCA WA has the responsibility to ensure the educator is a financial member of the service.

2.0 SCOPE

This Policy applies to educators.

3.0 ROLES AND RESPONSIBILITIES

Outline the roles impacted by this procedure and their responsibilities

Role Title	Responsibilities

4.0 RELATED LEGISLATION AND STANDARDS

Legislation/Standard
Education and Care Services National Law (WA) Act 2012
Education and Care Services National Regulations, 2012
National Quality Standards

5.0 SUPPORTING PROCEDURES, POLICIES AND OTHER DOCUMENTS

Refer to the YConnect page for the current link to related documents listed below.

Document ID	Document Title
	Approach to Learning Workbook
	Support Record Visit Form

6.0 STEPS

Approved Educators will pay an annual non-refundable service membership fee. The amount of the service membership fee will be reviewed annually and set by the YMCA WA Service.

1. The Service Membership Fee is non-refundable and payable in full regardless of time worked.
2. Invoices for Service Membership will be sent to Educators at the beginning of July annually. This is to be paid within thirty (30) days of invoice date to remain a financial member of the service.
3. Educators commencing throughout the year will be charged as follows:
 - July – September annual fee to apply (includes GST)
 - October – December 9 months of the annual fee to apply (includes GST)
 - January – April 6 months of the annual fee to apply (includes GST)
 - April – June 3 months of the annual fee to apply (includes GST)
4. If payment has not occurred by the due date and the Educator has not contacted the Service to discuss or make alternative arrangements, the Service has the right to suspend or terminate the Educator’s Service Membership Agreement.

Any breach of the provisions of this policy will automatically, without notice, result in the termination of the Educators Service Membership and the grievance policy set out in this policy manual shall not apply.

7.0 FEEDBACK

Feedback on this procedure must be directed to the Document Owner outlined in the cover of this procedure.

The Document Owner is responsible for maintaining the currency of this document.

8.0 DEFINITION OF TERMS

Term	Definition