

EDUCATOR FEE POLICY

Educator Name	
Educator Phone	
Educator Address	
Educator Signature	

Date fees effective from		Date fees to be reviewed	
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POLICY STATEMENT: Providing this information ensures each family is aware of the fees and charges that relate to my service and that they are aware of their responsibilities in relation to payment. The fees and charges will be applied to all families irrespective of individual circumstances.

FEES CHARGED:

Standard Fee per hour (8am to 6pm Monday to Friday)	\$
Non Standard Fee per hour (6am-8am and 6pm-10pm)	\$
Casual Fee per hour (irregular or non contracted care)	\$
Saturday/ Sunday/ Public Holiday	\$
Overnight Care (Monday to Friday 10pm – 6am)	\$
Overnight Care (Sat/Sun/PH 10pm – 6am)	\$
School/Home levy (per trip)	\$
Other	\$
Late fee (charged if parent fails to collect child/ren by agreed time)	\$
Overdue Account fee (for late payment of fees)	\$
Full time rate (over 37.5 hrs per week)	\$

Program Co-Ordinator's Signature	
Date	

PAYMENT OF FEES:

I require fees for booked care to be paid by _____ each week /fortnight. Account payments is to be made by EFT.

There will be no reductions or refunds for missed days of care, if families need to add time regardless of missed days, there will be a charge for additional time.

Any calculation of CCS is an estimate only and adjustments may be needed once the scheme processes the parent claim through the Child Care Subsidy System (CCSS). It is the parent's responsibility to notify the educator if your child attends another service or if there are any changes to the CCS percentage or status, as this may affect the fee you pay.

TERMINATION OF CARE:

One / Two – week/s notice must be given by either party for the termination of the care arrangement. All fees must be paid in full prior to leaving care. The educator reserves the right to terminate care immediately if after negotiation the client's fees are not paid. The Commonwealth Governments Child Care Subsidy System will not pay Child Care Subsidy for absences prior to the child actually attending their first day of care and/or any absences from the last day/days of finishing in care, unless these absences meet specific absence guidelines. If these guidelines are not met, these absences will incur full fee. Outstanding fees will need to be paid before the scheme will look for any further care.

ABSENCES:

Child Care Subsidy is paid for up to 42 absence days each child per financial year. Some additional absences may receive CCS if the required documentation is provided. If your child is absent from care on a booked day, care will be charged at the usual rate. However, when your educator is unavailable to work due to holidays or illness no payment is required.

PUBLIC HOLIDAY FEE:

Educators are not required to provide care on public holidays. If a child's normal booked day falls on a public holiday the normal fee applies even when care is not provided. Public holidays are counted as absence days for CCS purposes.

CHANGES TO CONTRACT OF CARE:

_____ week'/s notice is required for permanent changes to booked hours or days of care. A new contract of care form with the new agreed days and times of care must be completed and signed to confirm the new booking.

ADMINISTRATION LEVY:

Clarence Family Day Care Scheme charges an administration levy of \$1.70 per hour per child to a maximum of two children in care. The levy is included in the total cost of care. When a family has more than 2 children in care the admin levy will apply to the 2 youngest children in the family.

SIGNING ATTENDANCE RECORDS:

All children must be signed in and out of care, documenting the actual time they are taken into and taken out of care each day they attend. Booked hours of care will be recorded by the educator, separately, on the timesheet. When your child/children are absent from care on a booked care day, the attendance record should be marked with an A, and you must initial this to verify the booking to receive CCS.

A minimum booking of _____ hours a day is required excluding before and after school care.