



1

**5.8 Fees Policy**

<b>Policy number:</b> 5.8
<b>Date last reviewed:</b> June 2023
<b>Reviewed by:</b> Child Care Team

This policy relates to	
Child Care Provider Handbook	
National Quality Standards Early Childhood Education & Care	

**Purpose**

Family Day Care has the responsibility to ensure the service operates within the Australian Government including the requirement to have policies and procedures in relation to fees charged and the provision of an “Educator Fee Schedule Guide” for educators and families.

**Policy**

The service recognises the educator as an agent for the service in relation to the collection of fees as permitted by the Australian Government. The educator will submit an “Educator Fee Schedule” that complies with the services “Educator Fee Schedule Guide” and meets the service’s legal obligations. The fees will include the agreed educator’s fee and the parent levy and will be applied to all families regardless of their circumstances.

**Procedure**

- The Australian Government requires the service to set the service “Educator Fee Schedule Guide” and negotiate and agree to the educator’s “Educator Fee Schedule” which complies with the “Educator Fee Schedule Guide” prior to commencing to provide care and prior to any change in the fees charged to families.
- The Australian Government requires the service to make every endeavour to ensure that the fees and levies charged by the service provides families with high quality, accessible and affordable early childhood education, and care.
- Educators must charge the same fee to each family for the type of care that is utilised / defined within the “Educator Fee Schedule”.
- The service recognises that, as independent business operators, operating in a contractual arrangement with the service, the educator has a right to cover their expenses and to earn an income from their FDC business.
- Educators will set their fees independently of other Educators to ensure they meet Trade Practices Act.

- The service recognises the educator as an agent in relation to the presentation of the “Educator Fee Schedule” to families and to child enrolment into the educator’s business.
- The service will set the “Educator Fee Schedule Guide” which will include all categories of education and care offered.
- The service will inform families that the “Educator Fee Schedule” is agreed within the policies and procedures of the service.
- The “Educator Fee Schedule” will be made available to families on enrolment with the primary educator
- An educator who wants to set a fee for education and care outside the service “Educator Fee Schedule Guide”, must provide clear written justification for the consideration by the service when submitting their “Educator Fee Schedule” for service approval. (The service will not enter in discussions with an educator relating to other educator’s “Educator Fee Schedule”)
- The educator must provide their “Educator Fee Schedule” to families prior to commencement of care and 14 days written notice to families of any increases to the cost of care.
  - Changes to fees must be agreed with the service 14 (fourteen) days prior to their introduction. This will provide educators with the mandatory 14 days written notice (after approval by manager) to families of fees or changes being given.
  - The Family Day Care Service reserves the right to impose additional charges or levies to assist with the operation of the Service, or for any other services or products. Any additional fees or charges will be advertised and 14 days’ notice given as required in the Education and Care Service National Regulations.
- The educator’s written “Educator Fee Schedule” for service approval must clearly state the educators name, address, phone number, ABN, requirement for payments to be made via EFT and, if applicable, trading name
- The service operates on the understanding that:
  - The service authorises the educator to act as an agent and collect the parent portion of the fees on behalf of the service. These fees must be collected via Electronic Funds Transfer (EFT) utilising iPay. Collecting this portion of the fee, as well as any debt incurred by the non-collection of fees, will be the educator’s responsibility.
  - The educator is responsible to follow up on bad debts incurred for their Family Day Care business. (refer to “Collection Of Parent Payments Policy “)
  - The educator will retain the parent portion of the fees and the balance of the educators’ agreed fee charged by the service will be paid to the educator as and when the parent’s subsidy payments are received.
- Before and after school care bookings are for school terms only. Vacation care bookings need to be put in place, if required, with the parent identifying the days needed. Once this is finalised the care is to be paid for whether used or not as per under school age bookings care arrangement. Public holidays during vacation care are not claimable for school aged children unless care is actually provided on the day.

- Termination of education and care requires a minimum of two weeks' notice in writing by either the educator or the family.
- The educator will keep and maintain a record of all fees received as well as any fees that are reimbursed to the parent. As agent for the service, the educator will provide a receipt for fees paid for childcare by the parent. A copy of the receipt will be provided to the parent and to the service. All fees are to be paid using Electronic Funds Transfers. The service staff will not refer a family to another educator if the service is aware that a debt is owed for education and care that has actually been provided.
- The standard hours for Beaucare Family Day Care are Monday to Friday 7am – 5pm
- Beaucare Family Day Care Services will provide each family using our service with a written statement about their childcare usage, fees and government assistance paid to families. This statement will be provided weekly via email.
- When offering alternate care, educators are to use their own fee schedule and notify families of their fee schedule at the time of alternate care enquiry.
- Educators are within their rights to terminate care if fees are not paid by due date.
- This service will comply with the Australian Government requirements to be an approved education and care service for the purposes of Child Care Subsidy. The on-line Child Care Subsidy System (CCSS) reporting requirements and any other requirements for claiming and administering CCS will be maintained by this service.
- Families will only be eligible for CCS if child care attendances are accurately logged via electronic sign in/out, and other eligibility requirements are met.
- Families are entitled to 42 absence days (this includes public holidays) for each enrolled child in each financial year. CCS is paid for these days provided that the child would normally have attended on that day, and fees have been charged.
- All documentation pertaining to CCS will be kept for the specified period of time and made available to Australian Government Officers on request.
- Child Care Subsidy is not paid:
  - If you charge a fee to reserve a place for a child.
  - For absences when a family ceases care without giving you notice.
  - For absences claimed on the first and/or last day/s of care;
  - If you are not available to do the care, even if it is contracted.
  - If parent gap fees are not paid via EFT and evidence of same is not provided
  - For a bond that you charge a parent; or
  - For a public holiday absence claimed from hours booked on a casual booking.
  - If you leave Australia to live in another country, subsidy will stop upon departure.
  - Travel outside Australia for short period, subsidy will be applied for up to 6 weeks if gap fee payments are made whilst outside Australia.
  - Travel outside Australia for short period, subsidy will cease after 6 weeks.
- It is a requirement by law (Education and Care Services National Regulation, Section 159) that the appropriate record of attendance confirming the transfer of care responsibilities must be initialled daily by the parent/guardian or authorised adult on arrival and departure of the child.
- Educators have the ability to charge a security deposit (bond) equivalent to two weeks' full fee for booked days, which is refundable on leaving care, less any outstanding fees. This money will be receipted as bond in Hubworks.

- Fraud against the Australian Government is an extremely serious matter and may constitute a criminal offence. Making false statements and /or providing misleading information has serious consequences such as criminal investigation. Suspicions could be reported on 1800 664 231

### **Relevant Legislation**

Education and Care Services National Law Act 2010  
Education and Care Services National Regulations 2011  
Child Care Provider Handbook

### **Key Resources**

NFDCCA Information Kit on Independent fee setting  
Workshop papers on de-regulation 20<sup>th</sup> March 2005  
Information from NFDCCA regarding Trade Practices requirements  
Australian Government Department of Education and Training: *Child Care Service Handbook*  
<https://www.education.gov.au/child-care-provider-handbook>

### **Related Policies**

[Appendix F QIP and Compliance](#)