

# FEE PAYMENT SCHEDULE - FACT SHEET

Dated: 10<sup>th</sup> July 2023

This fact sheet relates to payments and fee charges for using care with Five Star Family Day Care.

Please Note : **Individual Educators may have variations which will be provided to you, by your Educator.**

## PARENT ADMINISTRATION LEVY

Five Star Family Day Care is a Not-for-Profit Organisation run by a Management Committee. Parent Levies fund the operational costs of the co-ordination unit to ensure compliance of Laws and Regulations associated with operating a Child Care Service.

**CURRENT LEVY:** \$1.95 per hour/per child CAPPED AT \$65 per week/per child.

## MINIMUM HOUR BOOKING

**Non-School Age:** 8 Hours per day

**School Age:** 2 Hours per day

## FEE PAYMENT

**Total Fee:** is the fee for the care provided plus the Parent Levy.

**Child Care Subsidy (CCS)** is paid by Services Australia and will be passed onto the parent by fee reduction.

**Gap Fee** is the difference between the total fee and the CCS

**Invoices** are issued to the nominated Parent/Guardian weekly on Tuesdays. The invoice will include the Total Fee, CCS Gap Fee and the date of the direct debit

**Payment** is made via Direct Debit from REDPAY weekly on Wednesday. Sufficient funds are to be made available according to the issued invoice. Dishonour fees will apply.

**Please Note:** that it is the Parents responsibility to ensure that children are signed into and out of care each day and the timesheet is verified at the end of the week. Your educator will not receive payment until your direct debit is received.

## LATE TIMESHEET VERIFICATION FEE

Parents are required to verify the weekly timesheet so they can be submitted to Services Australia for payment of CCS. Failure to verify the timesheet on time may incur a **late timesheet fee of \$5.00 per timesheet / per week.**

## EARLY DROP-OFF/LATE PICK-UP FEE

**Charged at:** \$1.00 per minute.

## CASUAL CARE

Casual care may be available by your Educator for additional days. Casual care fees are non-refundable once the booking has been confirmed.

## LATE PAYMENTS / OUTSTANDING FEE

- Under the Family Assistance Law, Parents are required to make a co-contribution to their childcare fees and cannot claim CCS if they don't pay their portion of the fee.
- Fees are to be paid weekly on a Wednesday via direct debit. Unpaid fees may result in your care being terminated.
- Please refer to your REDPAY dishonour fees charged.
- Legal action may be taken to recover fees and/or debt collection agencies. The fees related to the engagement of a debt collection agency will be applied to the outstanding debt payable by the parent.

## ABSENCES

Whenever a child is absent from care for any reason, including sickness and parent/family annual leave full fees are charged. Each eligible child will receive CCS for an initial 42 days of absences per financial year including public holidays. CCS is paid for up to 42 absences per financial year. A record of these absences is kept by the co-ordination unit. Documentation is required for absences over 42 days. CCS cannot be paid on first or last day absences.

## PUBLIC HOLIDAYS

- If regular booked care falls on a public holiday and no care is given, the attendance is marked as an absence and the regular fee applies.
- If care is used, Public Holiday Rates apply and should be discussed with your educator.
- Educators are deemed available to work on a public holiday if they work their regular day before OR after a public holiday.

## A CHILD DOES NOT ATTEND CARE WITHIN A 14-WEEK PERIOD

- Child Care Subsidy (CCS) details are cancelled by Centrelink automatically.
- If the CCS enrolment has ceased the child will need to be re-enrolled in our service.
- **If an absence** is recorded for the child's last day of care, and the child does not return for a period of 14 weeks after the absence, no child care subsidy will apply to these absences, dating back to the child's last physical day in care.
- If a child returns to care after a 14-week period and is absent on their first day, no childcare subsidy will apply.

## NOTICE PERIODS

### PARENT

#### **Terminate care:**

Two (2) weeks' notice in writing to the scheme: [admin@maitlandfdc.com.au](mailto:admin@maitlandfdc.com.au) and Educator.

- If a child does not attend care on the last day of the termination period:
  - CCS is not paid after the child's **last physical day in care**.
  - **FULL FEES** paid by the parent.

#### **Fee for insufficient Termination notice:**

If the above notice is not provided, two (2) weeks of FULL FEES will be payable in lieu of notice.

**Change/Vary Booking:** Two (2) weeks' notice in writing to your educator.

### EDUCATOR

#### **Terminate care:**

Two (2) weeks' notice Educator & family may agree to terminate with no notice.

#### **Change / Vary Booking**

Two (2) weeks' notice

#### **Educator Holiday**

Two (2) weeks' notice

#### **Service Closure:**

The Educator's service may be closed without notice due to infectious illness or unforeseeable circumstances and in that event, NO payment is required. Parents can contact the co-ordination unit if alternate care is required. Every effort will be made to organise an alternate placement; however, this cannot be guaranteed. In the event of a request for alternate care, the alternate educator fee schedule will apply.