

Family day care fee and levy charging



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Detail

Fee setting

The department sets the [minimum and maximum hourly fees](#). The hourly fee amount is 0.6sho

Care bookings

Educators and parents complete a booking for care, which establishes the hours of care to be provided.

Bookings (amended or new) must be received by the BCSC a minimum of 1 week prior to the week care is due to commence or change.

There are three different types of bookings:

- routine sessions – with casual care permitted, where hours of care are regular and predictable, and a regular pattern of care occurs
- casual bookings – where hours of care are unpredictable and irregular, and no pattern is apparent
- temporary bookings – where the family's needs vary on a regular basis, for example, parents employed on a part-time or casual basis. Note: temporary bookings are only valid for a maximum of 2 weeks and cannot be used without a routine or casual booking having been created in the first instance.

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Note: sessions of care for casual bookings can only be claimed to the nearest half hour as daily or part day sessions do not apply.

Overnight care

Educators must

- the service has changed ownership
- the usual service is closed and the child is attending a different service under the same provider
- a family tragedy (a major event including the death of an immediate family member) has occurred, or the enrolment ceased incorrectly.

Public holiday absences

Educators can report absences for public holidays where:

- the parent has been charged a fee for the days, and
- the public holiday falls on a day that the child would normally be in care, and
-

For further information refer to the following Australian Government websites:

- [Department of Education Early Childhood and Child Care website](#)
-





plan is to

- where the debt collection process has been implemented and the parent or guardian has failed to agree to an NOFPP or
- have not paid their fees in full.

Fraudulent behaviour

Fraudulent behaviour may result in an educator's registration being revoked and/or prosecution by the police. Fraudulent behaviour that relates to CCS includes, but is not limited to, educators who:

- claim for care that did not happen (excluding absences on booked care)
- sign or use a parents' PINs for a booking or timesheet on behalf of the parent
- continue to claim CCS after the child has left care
- use parents' PINs to sign children in and out of care
- lodge a booking for more days or hours than are required.

Feedback

An ongoing approach to seeking and receiving feedback relating to this policy will be used. This includes a specific feedback format and email address to send all feedback to Education.FDCFeedback@sa.gov.au.

Roles and responsibilities

Executive Director

Delegate under the Family Assistance Law.

Endorse any changes to the fee and levy charges and seeks ministerial approval.

Director, Child Care Services

Support oversight of the efficient management of the BCSC program and compliance with associated legislation.

Family Day Care Business and Customer Support Centre

Set the minimum and maximum hourly fees for standard and nonit (a)-2.ei-001 Tw [et]0.7 (-)-5.6 (t-2.9 (r)-1.8 (d)-0-1.C 0.6

Cease submission of timesheets through the CCS system if fraudulent practice is suspected and investigate further.

Family Day Care educators

Collect payments from parents and issuing invoices and receipts to parents, as required.

Collect, receipt, hold and refund educator bond payments as appropriate.

Submit a fee schedule to the BCSC for approval 2 weeks prior to implementation.

Provide parents with a service-approved schedule of all fees which may include meals, travel, nappy services, excursions, etc.

Charge parents the same fee for the same service.

Collect the Parent Administration Levy from parents on behalf of the service.

Ensure that parents register/enrol their child with the BCSC before care commences.

Ensure care ceases if parents do not pay the parent to pay amount.

Family Day Care Programs

Monitor, review and evaluate this procedure.

Review this procedure at least once every 3 years to ensure compliance with any legislation and government policy changes.

Review the Family Day Care Fee and Levy Charges annually.

Definitions

approved provider

Department for Education as the approved provider of 12 family day care services.

ACCS

Additional Child Care Subsidy - A payment that provides targeted fee assistance to families and children facing barriers in accessing affordable child care in certain circumstances.

child at risk

A child at risk of serious neglect or abuse and who meets the relevant criteria.

educator

Family day care home-based educator registered with the Department for Education.

FDC service

A Department for Education Family Day Care Service is an Australian Government approved service approved to administer CCS on behalf of parents.

CCSS

Child Care Subsidy System – an Australian Government system linked to Centrelink where timesheets are submitted for CCS calculation for parents.

CCS

Child Care Subsidy – an Australian Government subsidy which assists parents with the cost of child care

fraudulent behaviour

Fraudulent behaviour is a deception made for personal gain. Deception is the act of convincing another to believe information that is not true. Fraud is a serious breach of educator's conditions of registration. If it is proven that fraud has been committed educators may have their registration revoked and could be prosecuted by the police.

fee schedule

Educator documentation of fee charges that they will apply to parents for care.

educator administration levy

A levy that the service charges educators to support the operational cost of the service.

parent administration levy

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Appendix 1 – Examples of bond scenarios

Child has a booking for care: 3 days per week/10 hours per day = 30 hours per week

Educator fee: \$8.50 per hour

Total bond = 8.50×30 hours per week = \$255 per week full fee or \$510 per fortnight full fee

Parent to pay fee is \$255 per week less the parent's CCS entitlement if applicable

Appendix 2 - Family Day Care fee schedule

Email the completed form 2 weeks before the start date to the BCSC – educationfdcbusiness@sa.gov.au.

Educator details

Scheme name: _____

First name: _____ Last name: _____

Start date (must be a Monday) _____

Regular week hourly fee

Administration levy per hour (\$)	Total cost per hour (\$)	Type of fee	Fee per hour (\$)
=		Monday to Friday 8am to 6pm	-
=		Monday to Friday (after hours) 6pm to 8am	-
=		Saturday	-

Public holiday hourly fee

Other fees and charges

Fee list)	Fee (\$)	Type of fee or charge (please

Educator Acknowledgement

I, the undersigned, acknowledge that I have read and understand the fee and charging policy and procedures of the Family Daycare Business Support Centre (BSC) and agree to pay the fees and charges as outlined in the policy and procedures.

Date:

Educator signature:

I, the undersigned, acknowledge that I have read and understand the fee and charging policy and procedures of the Family Daycare Business Support Centre (BSC) and agree to pay the fees and charges as outlined in the policy and procedures.

ICSC representative full name: _____

BSC rep

ICSC representative signature: _____ Date: _____

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Appendix 4 - Family Day Care Business and Customer Support Centre bond payment plan

Service: _____

I _____ acknowledge a bond payment equivalent to 2 weeks'
(Parent/guardian full name)

full fee of booked care or \$100 for casual care must be paid before regular care can commence.

Outstanding bond

I understand I have an outstanding bond payment of \$ _____

I wish to apply to make regular payments of \$ _____

on a _____ basis, with the first payment due on _____

(eg weekly/fortnightly)

(date)

I understand that these payment arrangements are in **addition** to my weekly charge and if payments are not received, care services will cease.

Parent/guardian signature _____

Date _____

Educator signature _____ Date _____

Please contact the Family Day Care Business and Customer Support Centre on 8343 6533 if you have any queries.

