



Fee Policy

Covers

- Educator Levy Procedure
- Educator Administration Fee Procedure
- Family Education and Care Fee Procedure

Intention

Nurturing Family Day Care Scheme has clear and transparent fee setting procedures to ensure that all associated individuals are aware, understand and meet the obligations to the Commonwealth, compliance under the National Law and the scheme's fee requirements that are essential to each education and care setting.

Overview

This policy, and all policies and procedures that are associated with the Fee Policy, are implemented at all registered residences and approved venues by all educators, staff and visitors who are allied with the scheme.

This comprises of -

- The Educator Levy charged to educators.
- Fees charged to educators upon enrolment.
- The fee for families attending an education and care setting.

The approved provider will ensure -

- The scheme works under the Family Assistance Law, which is comprised of the New Tax System (Family Assistance) Act 1999, A New Tax System (Family Assistance) (Administration) Act 1999, and the Family Assistance Legislation (Jobs for Families Child Care Package) Act 2017 (and associated Child Care Subsidy Minister's Rules 2017/2018)
- The scheme works under the Education and Care Services National Law and the Education and Care Services National Regulations.
- That they are responsible for all aspects of Nurturing Family Day Care Scheme, ensuring that it is complying with the family assistance law (195A of A New Tax System [Family Assistance] [Administration] Act 1999); this includes the business model.
- They hold and maintain provider approval and service approval under the National Law.



- They hold and maintain the prescribed insurance as stated in the National Law, as well as workers compensation insurance and public liability insurance for all family day care educators.
- That they work within the Key Obligations of a Family Day Care Service as listed by the Australian government.
- That educators are aware and agree to the expectations for being subcontracted to Nurturing Family Day Care Scheme, including educator remuneration, Competition and Consumer Act, the Family Assistance Law requirements, and the service wide fee schedule as listed on the Independent Contract.
- That educators are paid for the education and care that they provide, this is delivered in two parts; CCS payments that are paid by the government to the scheme and then transferred to the educators weekly, and, the gap fee which is paid by the parents electronically straight to the educator who notify the scheme of monies paid or when parents electronically transfer monies to the scheme, who then transfer it to the educators.

Educator Levy Procedure

The approved provider requires that each educator that is directly associated with a registered residence to pay a levy as part of the educator enrolment with Nurturing Family Day Care Scheme.

- The educator levy is charged as a per hour, per child rate.
- Amounts charged are listed on the weekly pay advice issued to the educator directly associated with the registered residence or venue.
- The educator levy is deducted from monies due to the educator from the scheme (CCS payments).
- If there is insufficient money in the CCS payment, the educator directly associated with the registered residence or approved venue will be invoiced for the remaining educator levy due.
- Non-payment of invoices issues will start debt collection procedures and potential termination of educator enrolment.
- Any changes to the Educator Levy require 4 weeks' notice to be given to family day care educators prior to changes occurring.

Educator Administration Fee Procedure

The approved provider requires that upon enrolment with Nurturing Family Day Care Scheme an educator administration fee, which assists in the cost of data collection, establishing the registered residence or venue, Fully Booked's annual fee and the lease of the device which remains with the registered residence or venue, is charged.

- The educator administration fee is two tiered;
 - The cost for an educator who is starting as a family day care educator directly associated with a registered residence or approved venue for the first time.
 - The cost for an educator directly associated with a registered residence or approved venue and is transferring from another scheme.
- The educator directly associated with the registered residence or approved venue is invoiced for the amount that relates to their circumstances, non-payment of invoice will start debt collection procedures and the potential termination of an educator enrolment. Payment plans are available if needed.

Family Education and Care Fee Procedure



The approved provider requires that each educator invoice each parent or guardian that utilises education and care at a registered residence or approved venue (this is listed on the Fully Booked Statements) on behalf of Nurturing Family Day Care Scheme.

- The same education and care fees are charged for all children receiving education and care at the same registered residence or approved venue, and if a session is charged, an educator must be available to work the hours invoiced.
- Parent/s or guardian/s are required to discuss the hourly rate, daily minimum hourly requirements, public holidays, etc. with Nurturing Family Day Care Scheme and the educator who will be directly educating and caring at the registered residence or approved venue.
- Education and care fees are determined by Nurturing Family Day Care Scheme, with consideration given to an educator's qualifications, experience and the facilities provided.
- Any changes to the amount charged for education and care is to occur only after careful consideration and consultation by the approved provider. Once changes are agreed upon 4 weeks' notice is to be given to families prior to changes occurring.
- All invoices must be paid electronically within the agreed time as listed on the Complying Written Agreement form. Non-payment can lead to the termination of education and care for that family and debt collection procedures to begin.
- A receipt of payment to families from their family day care educator is required and this is listed on the Fully Booked Statements.
- If an educator is unable to provide education and care, the approved provider will assist families to find alternative care if required and based on availability. Families are not charged by Nurturing Family Day Care Scheme when they are unable to provide care.
- If a child is absent, families are required to pay the amount as invoiced. If more than the allocated 42 absent days are used without approved reasons (medical clearances, shared care, and rostered shifts situations are discussed with families as required), full daily fees will be charged in the absences of CCS. Families are able to view their absent history amounts at www.humanservices.gov.au
- A minimum of two-weeks' notice to the approved provider is required if termination of enrolment is to occur by the family or by a family day care educator, with any absent days prior to, and including, the last day of care charged at a full fee rate by the family.
- The Department of Human Services is responsible for the payment of CCS and does not release information to Nurturing Family Day Care Scheme that may be of a confidential nature; CRN numbers, reason for changes to percentages, etc.
- Educators have the right under Australian law to close on Public Holidays and charge for this absent day, but only the amount that would normally be charged if the day was not that of a Public Holiday (a child has booked hours for this day before and after the public holiday occurred).
- No Cash payments are accepted.

Sources

Education and Care Services National Law and National Regulations 2011 (Updated October 2023)

- Section 3, Objectives and guiding principles.
- Section 175, Offence relating to requirement to keep enrolment and other documents.
- Reg 168, Education and care services must have policies and procedures.

National Quality Standard (Updated February 2018)

- 6.1, Respectful relationships with families are developed and maintained and families are supported in their parenting role.



- 7.1, Governance supports the operation of a quality service.
- 7.1.2, Systems are in place to manage risk and enable the effective management and operation of a quality service.

Early Years Learning Framework
Australian Government-
Services Australia

https://www.dss.gov.au/sites/default/files/documents/05_2015/key_obligations_of_a_fdc_service.pdf

<https://www.servicesaustralia.gov.au/child-care-subsidy>

Child Care Subsidy Calculator

<https://www.startingblocks.gov.au/child-care-subsidy-calculator>

Review

The policy will be reviewed annually.

The review will be conducted by:

- Approved Provider
- Employees
- Educators
- Families
- Interested Parties

Created: May 2017

Reviewed: October 2017

June 2018 – CCS information

November 2018

November 2019

December 2020

December 2021

December 2022

December 2023

Next review: December 2024