

1. INTENT

- 1.1 Family House Child Care aims to provide a quality education and care service at an affordable price to families eligible to attend under the Australian Government Priority of access guidelines

2. PURPOSE

- 2.1 this policy describes the fee structure and principles of the Family House Child Care, a not-for-profit community based child care service funded through parent's fees, donations, fundraising and grants

3. SCOPE

- 3.1 This policy applies to all families/guardians utilizing the Family House Child Care and all staff and volunteers associated with the service

4. DEFINITIONS

- 4.1 *Permanent booking* – any placement being either a whole day or part thereof offered by the Centre on a permanent basis
- 4.2 *Casual booking* – a once-off booking

5. IMPLEMENTATION

- 5.1 The service will comply with the Australian Government requirements to be an approved Education and Care Service for the purpose of the Child Care Subsidy Scheme (CCSS). The on-line Child Care Management System (CCMS) reporting requirements and any other requirements for claiming and administering the CCSS will be maintained by the service
- 5.2 Families are entitled to 42 days absence for each registered child in each financial year. CCSS is paid for these days provided that the child would normally have attended on these days and fees have been charged. Additional absences can be claimed when the first 42 days have been used. Supporting documentation may be required for approval of additional absences
- 5.3 It is the responsibility of the parent/guardian to complete and lodge their CCSS application with the Department of Human Services (DHS)
- 5.4 Families will only be eligible for CCSS if child care attendance records are accurately completed and signed by the parent/guardian or other responsible adult and other eligibility requirements are met
- 5.5 The Director/Administration Officer is responsible for taking of bookings
- 5.6 Family House Child Care currently offers care in two-hour and four-hour sessions
- 5.7 Child Care fees are set as from 23 July 2018 at \$11 per hour per child
- 5.8 Payment of fees can be via direct deposit, eftpos or cash. Payment plans can be arranged by the Director if financial hardship is being experienced
- 5.9 The Director reserves the right to cancel placements if fees are outstanding
- 5.10 Fees will be reviewed periodically and families will be give four weeks' written notice of any change in fee structure
- 5.11 No fees will be charged for Public Holidays or at other times the service chooses to close. Where possible and practicable families will be give advanced notice of these closures

- 5.12 No fees will be charged for closures on those days classified as catastrophic fire days in the Mount Lofty Ranges. It is the responsibility of the parent/guardian to check the warning issued by the Country Fire Service (CFS) and act accordingly
- 5.13 Families who do not receive any government subsidy are welcome to access the Family House Child Care service
- 5.14 Bookings will be agreed upon during the enrolment process
- 5.15 Permanent changes to, or cancellation of, permanent bookings must be in writing giving two weeks' notice of change. Place changes will be subject to availability
- 5.16 Casual bookings can be made in advance or on the day if spaces are available
- 5.17 If unexpected absence occurs e.g. sudden illness, a permanent booking may be swapped to other days within the same week if space is available
- 5.18 Permanent bookings will be charged standard fees for all absent days including illness
- 5.19 Casual bookings must give at least 24 hours' notice for cancellations or full fees will apply
- 5.20 Permanent bookings can access a holiday fee reduction of 50% if written notice is given at least two weeks prior to anticipated dates. This discount is only applicable for four weeks each financial year
- 5.21 Whenever possible, the parent/guardian should phone the service to advise they will be late to collect their child
- 5.22 A late Pick-up fee will apply if children are not collected before closing time. This fee is set at \$5.00 per five minutes

6. SUPPORTING DOCUMENTS

- 6.1 Education and Care Services National Regulations – Division 2
- 6.2 National Quality Standards – Elements 6.1.1 and 7.1.2
- 6.3 Family House Child Care Information Booklet
- 6.4 Australian Government Priority of Access Guidelines – Dept of Education & Training
- 6.5 Child Care Subsidy Scheme – Dept of Education & Training
- 6.6 Australian Government Dept of Human Services

Family House Child Care is a Mount Barker Community Centre initiative

Version:	Date Amended:	Approved by:	Next Revision:
6			December 2019