



81 Denison Street Tamworth NSW 2340  
ABN No: 65 097 712 868  
Phone: 02 67 654 599  
Mobile: 0419 654 599 for out of hours emergencies  
Email: admin@tamworthfamilydaycare.com.au

**FEE, LEVY AND ENTITLEMENTS SCHEDULE – GUIDELINE**

Tamworth Family Day Care is a flexible service providing childcare across a range of hours and days, including nights and weekends, at numerous sites across the Tamworth Region. We endeavor to meet each family’s specific childcare needs by offering a variety of Family Day Care service options.

Childcare and Education are provided by an independent contractor (Educator) registered with Tamworth Family Day Care (TFDC). Our education and care service operates under Australian Government statutory legislation, the Australian Children’s Education and Care Quality Authority (ACECQA).

**Child Care Subsidy (CCS) and Additional Child Care Subsidy (ACCS)** is assessed by and provided to parents/guardians by the **Australian Government**. Tamworth Family Day Care is the Approved Child Care Provider registered with Services Australia to process and submit claims for CCS & ACCS for and on behalf of parents/guardians and in accordance with statutory legislation.

**The parent/guardian will make a co-contribution payment, known as a ‘gap fee’ for their childcare fees. This is payable to Tamworth Family Day Care.**

**The ‘gap fee’ is the difference between; the Educator Fee charged + the Parent Administration Levy + Educator extra fees minus (-) the Child Care Subsidy paid by Centrelink.**

It is an offence to provide false and misleading information which may be pursuant of Federal and State Law.

**EDUCATOR FEES GUIDELINE - Please ask your Educator for a copy of their schedule:**

Minimum Booked Hours:	varies	hours minimum per day (Non School aged Care)	may be applicable
	varies	hours minimum per day (School aged Care)	may be applicable
Monday to Friday			
8am – 6pm (Core Hours):	Range between	\$9.50 - \$12.60	per hour per child
6pm – 8am (Out of Hours):	Range between	\$12.00 - \$20.00	per hour per child
Weekends/Public Holidays:	Range between	\$12.00 - \$20.00	per hour per child
Public Holidays			
When Child Care is provided:	Range between	\$12.00 - \$20.00	per hour per child

**PARENT ADMINISTRATION LEVY - \$1.90 per hour, per child:**

This Levy is a per hour/per child levy that is **IN ADDITION** to the above Educator fees. This Levy ensures TFDC provides a high quality of childcare and support services to all Educators and families.

**EDUCATOR’S EXTRA FEES:**

Payment is made as per the Educators Fee, Levy and Entitlements Schedule and in accordance with the Parent/Guardian/Educator Booking.

Meals	Meals:	\$ varies	per meal (When a standard meal is not supplied)
No CCS paid on:		\$ varies	per snack (When a standard snack is not supplied)
Non-School Travel	Travel:	\$ varies	per trip
Early/Late pickup fee	Early/Late Pickup Fee:	\$ varies	per 15 Minutes

### **BOOKED HOURS:**

Parents/Guardians will be required to hold a **Parent/Guardian/Educator Booking** agreement with their Educator outlining their agreed days and hours.

Tamworth Family Day Care recommends that Educators' charge for minimum hours per day. Example: minimum of 6, 8 or 10 hours per day, as per their Fee, Levy and Entitlements schedule. However, Educators must be available to provide the childcare for ALL hours being charged. Fees will not be charged for any hours that are not available for use by the child.

### **CHILD CARE SUBSIDY (CCS):**

The maximum hourly rate that will be subsidised for Family Day Care is set by the Australian Government - Department of Education.

There are three things that will determine a family's level of Child Care Subsidy and eligible fortnight hours:

1. Combined family income;
2. Activity level of both parents/guardians; and
3. Type of child care service.

To find out more about child care entitlements go to <https://www.servicesaustralia.gov.au/child-care-subsidy>

### **ADDITIONAL CHILD CARE SUBSIDY (ACCS):**

To get this you must be eligible for Child Care Subsidy, and you need to be one of the following:

1. an eligible grandparent getting an income support payment;
2. transitioning from certain income support payments to work;
3. experiencing temporary financial hardship; or
4. caring for a child who is vulnerable or at risk of harm, abuse or neglect.

To find out more about additional child care subsidy go to <https://www.servicesaustralia.gov.au/additional-child-care-subsidy>

### **PARENT/GUARDIAN CO-CONTRIBUTION PAYMENT (known as the 'GAP FEE'):**

Parents/Guardians pay Tamworth Family Day Care, via Direct Debit, using our third-party gateway, redPAY, by nominating their Direct Debit payment option, via a secure link. **Payment MUST NOT be made directly to the Educator.**

Direct Debit transaction fees are paid by the Parent/Guardian, per TFDC processing either fortnightly or weekly. Charges are:

- Pay by Bank Account Transaction Fee           \$ 0.70
- Credit Card Transaction Fee                   \$ 0.70
- Credit Card Surcharge Fee                    1.9%
- Dishonor Fee                                     \$ 8.00

**If the 'Gap Fee' payment is not paid within 21 days after the processed fortnight / week ending date (Monday), childcare will be ceased IMMEDIATELY. Subject to the discretion of the Approved Provider or the Nominated Supervisor.**

### **CASUAL CARE:**

Casual fees are for non-regular bookings! They can be during standard hours or non-stand hours. They are available to parents/guardians for any reason including to have a night out or to attend social functions on weekends.

Educators are under no obligation to provide casual bookings. If your Educator offers casual bookings, please discuss the rates with your Educator, to ensure you are aware of the fee. Casual rates will attract CCS & ACCS if the child has not already used all their fortnightly entitlement hours.

Children in casual care are covered by the same regulations as standard care.

### **HOLDING FEES:**

Under the Australian Government, CCS & ACCS is paid for up to 42 days absences for each child per financial year without the need to provide documentation such as medical certificates. All absences beyond the first 42 days will only be paid as “*additional absences*” if the parent provides evidence that the absence has occurred under a permitted circumstance. Such as a medical certificate, a parent or sibling with a medical certificate, rostered day off, a temporary closure of a school or pupil free day, a period of local emergency or court ordered shared custody.

Educators may charge a holding fee if your child is absent from care on a booked day. To charge a holding fee the Educator MUST be available for work. If the Educator is not available to work, then there is no charge.

- **ALL HOLDING FEES (ABSENCES) ARE CHARGED AT THE NORMAL FULL FEE.**
- **If the child’s booked day is on a Public Holiday and care is not needed, then FULL FEES will apply.** Standard childcare fees are charged for permanent bookings which fall on a public holiday and CCS & ACCS is applicable. However, if the Educator is not available to work, immediately before AND directly after the Public Holiday, the Educator cannot charge, as they were on leave.
- Educators who provide care on a Public Holiday will charge a non-standard rate (CCS & ACCS will be available) only to those children who attend. CCS is NOT, however, paid for public holidays if 42 absences have already been used.

### **CEASE CARE INFORMATION:**

When care is ceasing either by the parent or the Educator **14 DAYS NOTICE MUST BE GIVEN.** Regardless of the hour the notice is given, that day is day 1 of the cease care notice. Even if care is not required, the Educator will charge a FULL FEE for the termination of the contract.

Fees will be charged during this notice period. If a child attends some or all of this notice period, and is not absent on the last day, then CCS & ACCS will be available. However, any last day absence(s) from a permanent booking (after which the child never returns to care) do not receive CCS & ACCS and therefore charged at the FULL FEE rate.

### **THE FOLLOWING ARE NOT ELIGIBLE FOR CCS:**

- On a cease care HOLDING FEE if the child is not physically in care with a TFDC Educator, after cease care notice was given.
- For any care that exceeds the parent/guardians’ maximum number of eligible hours or allowable absences.
- For an absence if the child has not physically started care or was not physically in care on the last day.
- For an absence if the parent /guardian informs the Educator they are taking the child out of care on a set date and then change their mind and remove the child earlier.
- If the parent changes to another Educator immediately, then CCS & ACCS cannot be paid to two Educators for the same days and times.

**Application for Child Care entitlements is made directly with Services Australia, Centrelink.**

**Parents must provide an Australian Immunisation History Statement that shows a child is up to date, can’t be immunised for medical reasons, or is on a recognised catch-up schedule BEFORE starting childcare.**

**Please discuss all information about hourly fees and holding fees, etc that you will be charged with every Educator you interview.**

**All Educators have their own Fee, Levy and Entitlements Schedule.**

**Please ensure that you receive a copy of the Educators Fee, Levy and Entitlements Schedule from the Educator that you sign a Parent/Guardian/Educator Booking with.**