

## 9.2 FEES CHARGED BY THE SERVICE

### Educator Service Levy

#### **Policy:**

In order to provide an income to support the operation of the service, an Annual Educator Levy is charged to all educators registered with Mackay Family Day Care Scheme. The amount of the levy will be established by the approved provider and reviewed periodically to ensure it meets the operational needs of the service.

#### **Procedures:**

1. The Educator Service Levy is deducted from the fortnightly CCSS payments. If insufficient funds are available an invoice will be issued by the service.
2. Educators will be provided with at least four weeks' notice of any increase in the Educator Levy.

### Family Service Levy

#### **Policy:**

In order to provide an income to support the operation of the service, a fee for service is charged to all families with a child or children in care with the service. The amount of the levy will be set by approved provider and reviewed periodically to ensure it meets the operational needs of the service.

#### **Procedures:**

1. The Family Service Levy is collected by the educator on behalf of the scheme.
2. The Family Service Levy is recouped fortnightly from the educator by the service at the same time as the family subsidy (CCS) payment is made. In the event that the educator does not receive a CCS payment, an invoice will be issued for the payment.
3. The educator will receive a pay advice fortnightly after each subsidy payment is made.
4. The family will be issued a parent/guardian entitlement statement fortnightly following timesheet processing.

## **Enrolment Fee Policy**

The Enrolment Fee is a Family Enrolment Fee, paid once per family at the time the first child is enrolled at the service. The amount of the Enrolment Fee will be set by the approved provider and reviewed periodically to ensure it meets the operational needs of the service.

### **Procedures:**

1. The Enrolment Fee is paid upon completion of the enrolment form.
2. The Enrolment Fee can be paid in cash or by using EFTPOS at the scheme office. Alternatively it can be paid to the educator and forwarded to the scheme.
3. The Enrolment Fee is not refunded when care ceases. In certain circumstances (at the discretion of the manager) a refund may be offered to a family.

Date Implemented	Review Date	Date Updated	Source
2018 August	2020 February 2021 September	2020 May	