

## 9.1 FEES CHARGED BY EDUCATORS

### Policy:

Mackay Family Day Care Scheme is required by the Commonwealth to set the scheme's fee charging schedule and establish the scheme's fee charging policy. Educators contracted to Mackay Family Day Care Scheme are required to comply with the service's fee charging schedule and policies.

### Procedures:

1. The service will set the "Schedule of Fees" which will include all categories of education and care offered.
2. The educators written "Fee Schedule", submitted on the service template for service approval must clearly state the educator's name, address and, if applicable, trading name.
3. An educator who wants to set a fee for education and care outside the service "Schedule of Fees", must provide clear written justification for consideration by the service when submitting their "fee Schedule" for service approval.
4. The educator must provide a hard copy of their agreed "Fee Schedule" to families prior to commencement of care.
5. Parents are liable for the full cost of contracted care at the commencement of care and educators are encouraged to keep payments weekly or fortnightly in advance.
6. Educators and families must abide by all General fees, charges and conditions as specified in the educator's fee schedule.
7. Additional fees and charges specified in the educator's fee schedule may be applied at the discretion of the educator.
8. Educator fees may be adjusted up to twice in a twelve month period, unless otherwise agreed by the scheme.
9. Changes to fees must be submitted to the service for agreement two weeks prior to the written notice of changes being provided to families.
10. The educator must provide at least two weeks written notice to families of any increases to the cost of care.
11. The service authorises the educator to act as an agent and collect the parent portion of the fees on behalf of the service. Collecting this portion of the fee, as well as any debt incurred by the non-collection of fees, will be the educator's responsibility.
12. The educator is responsible to follow up on bad debts incurred for their family day care business.

13. If payment of fees becomes two weeks in arrears following attempts by the educator to obtain payment, the scheme should be notified. A letter will be sent to the parent notifying them that if payment is not received within one week, or a satisfactory payment plan put in place, care will be terminated.
14. If the educator does not notify the scheme of overdue fees within the specified timeframe, the service will not act on the educator's behalf to recoup outstanding monies.
15. The educator will retain the parent portion of the fees. When the parent's subsidy payments are received by the scheme, they will be passed on to the educator following deductions of all relevant levies and fees. In the event that a family does not receive any subsidy, the educator will be invoiced for the scheme levies.
16. All families must pay their CCS gap fees by electronic funds transfer.
17. The educator must maintain a record of all monies received from or reimbursed to the parent.
18. Educators must provide parents with an invoice indicating the amount payable for each week of care.
19. Educators must issue parents with a receipt for all monies received.
20. If a bond is charged by an educator, the money must be deposited into a bank account solely for this purpose. Any money owed at the end of care can be deducted from the bond. Any bond remaining at the end of care must be refunded to the parent/guardian on the last day of care.
21. Termination of education and care requires a minimum of one weeks' notice in writing by either the educator or the family, unless mutually agreed by all parties involved.
22. Co-Ordination Unit staff will not refer a family to another educator if the service is aware that a debt is owed for education and care that has been provided.

Date Implemented	Review Due	Date Reviewed	Date Updated	Source
2010 April	2010 April 2012 April 2013 October 2015 April 2016 October 2018 April 2019 August 2021 February 2021 November 2022 January 2024 January 2024 December	2013 October 1015 April 2016 October	2010 October    2018 February 2018 August 2020 May 2020 July 2022 July 2023 June	<ul style="list-style-type: none"> <li>• Child Care Service Handbook</li> </ul>