

## 9.1 PAYMENT OF EDUCATOR FEES

### Policy Statement:

Mackay Family Day Care Scheme is committed to affording all families the opportunity to enrol their children with our service, and provides a clear, transparent and inclusive fee structure.

### Background:

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place for the payment of fees and the provision of a statement of fees charged by the service.

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.

### Legislative Requirements:

Section/regulation	Description
Regulation 168	Education and care service must have policies and procedures.
Regulation 169	Additional policies and procedures – family day care.
Regulation 170	Policies and procedures to be followed.
Regulation 171	Policies and procedures to be kept available.
Regulation 172	Notification of change of policies or procedures.

### 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 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.
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. If payment of fees becomes two weeks in arrears, parents will be contacted by the scheme. If payment is not received within one week, or a satisfactory payment plan put in place, care will be terminated.
12. All families must pay their CCS gap fees to redPAY via direct debit or Pay Now.
13. redPAY will provide parents with an invoice indicating the amount payable for each week of care.
14. redPAY will issue parents with a receipt for all monies received.
15. 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.
16. 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.
17. 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 2026 June	2013 October 1015 April 2016 October	2010 October    2018 February 2018 August 2020 May 2020 July 2022 July 2023 June  2024 December	<ul style="list-style-type: none"> <li>• Child Care Service Handbook</li> </ul>