



Mildura Rural City Council

Family Day Care Fees and Charges Guidelines 2024-2025

These Fees and Charges Guidelines are to be read with the Fees Policy OP-017 and must be always adhered to.

Fees and Charges

Fees and charges can vary between Educators. The Coordination Unit will set the minimum and maximum hourly rates as well as the maximum amounts to be charged for food, transportation, and late fees. Council has an administration levy that is charged to families. This is an hourly rate, based on the number of hours each child is booked into care. The fees and charges will be reviewed annually as part of Council's annual budget process. Each individual Educator must charge the same fee for the same service to each family.

FEES	CHARGES	
Educators set their fees and submit to the Coordination Unit for approval	To Educator	To Council
<p>Core Hours \$7.60 to \$12.35 per hour</p> <p>Non-Core Hours (Including Saturday and Sunday) \$8.10 to \$18.55</p> <p>Casual Fee Up to \$3.55 per hour more than the Educators Core hourly rate</p> <p>Public Holiday Rate Up to \$8.85 per hour more than the Non-Core hourly rate Council will approve the fees based on the following:</p> <ul style="list-style-type: none"> • Compliance with the Australian Government Department of Education and Training Childcare Provider Handbook • Commitment to personal and professional development including ongoing Professional Development Planning 	<p>Kilometre charges 4-cylinder car Up to 1.00 cents per kilometre 6-cylinder car Up to \$1.45 per kilometre Trip charge up to \$7.35 per trip.</p> <p>Food and Snacks Snacks up to \$3.10 each Breakfast up to \$4.30 Lunch up to \$5.50 Dinner up to \$6.70</p> <p>Late Fee Up to \$24.25 per 15 minutes or part thereof. Childcare Subsidies do not apply to late fees</p>	<p>Administration Levy charged to parents \$2.40 per hour per child.</p> <p>Administration late Timesheet fee \$10 per timesheet</p>

Setting Fees

When setting their fees for the first time Educators must choose an hourly rate within the set range. Educators must not discuss fees with each other when setting a rate. Once the Educator has chosen their hourly rates, this must be submitted to the Coordination Unit for approval.

Fee increases

Can occur on the first Monday in July each year and the Educator must give four weeks' notice to every family in care. Approval of new rates must be given by the Coordination Unit prior to giving the family notice. The Coordination Unit will give approval within one week of receiving the new fee in writing. An Educator can apply a maximum fee increase of up to 4.1% for the next 12-month period.

Session of Care

Some Educators may choose to set a minimum number of hours as a session booking; in accordance with the Childcare Provider Handbook, this can be as little as half an hour but no more than 12 hours. If the Educator has sessional bookings with families, the booking must be confirmed by the parent via the Complying Written Arrangement (CWA) and the Educator must be available to provide care and education for the full session booked. Subject to fee schedules being approved by the Coordination Unit, Educators may decide to offer sessions of care that are shorter than the Childcare Provider maximums. Sessions of care should be flexible to cater to the needs of families. Any hours submitted through a session of care will be taken from a family's subsidy hours entitlement and anything after these hours have been used for the family will be full fee.

Notice Periods

Educators and families will be required to give two weeks' notice to finish care or make any changes to the care arrangements. Once the notice to finish care is provided, the parent must advise the Coordination Unit. To be eligible for Childcare Subsidy or any other support payments the child must attend last day of care. Childcare Subsidy cannot be paid on absences when care is ceasing.

Record of attendance and receipt (timesheet)

Harmony Online timesheets are signed electronically with a pin to sign in and out and an electronic invoice is sent to families. Educators will provide families with a receipt. Educators submit the completed timesheet to the Coordination Unit on a fortnightly basis.

Hardcopy time sheet books Every child who attends care will have a timesheet completed by the Educator. The parent will document and sign the actual time of arrival and departure on the timesheet. At the end of the care week, the payment receipt section of the timesheet must be completed. This will include the date and amount of money paid. If the parent contribution is unknown to the Educator, then the parent is responsible for full fee until the Childcare Subsidy comes through. The Educator must issue a receipt to the parent once fees are paid; this is the yellow copy of the timesheet. Timesheets will not be processed if they are submitted to Council without actual hours or the parent signature. Educators submit the completed timesheet to the



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Coordination Unit on a fortnightly basis. Once processed a payment advice is sent to the Educator who will then advise the family if there are any changes to the parent contributions.

The Educator will adjust the payment, accordingly, documenting any changes on the yellow and green copy of the timesheet and collecting the parent contribution or reimbursing the parent as needed.

Late timesheets

We encourage Educators to get timesheets approved weekly. Timesheets are to be submitted no later than Wednesday morning of timesheet week 2 unless prior arrangements have been made. Timesheets that are not submitted by close of business Wednesday will incur a late fee of \$10 per timesheet. The Coordination Unit must submit timesheets to avoid a non-compliance.

Please discuss with the Coordination Unit if you are having issues submitting timesheet on time. The late fee will be taken out of educator's payments once the pay run is finalised. If an Educator continues to have late timesheets the Coordination Unit will assist you and provide support by putting systems in place. If late timesheets continue to occur a warning letter may be issued to the Educator.

Payment of Fees

Under the *Family Assistance Legislation Amendment Bill 2022*, all families using Childcare must pay the gap fee using electronic funds transfer (EFT). The gap fee is the difference between the Educator fees and the Childcare Subsidy (CCS) amount. An Electronic Funds Transfer (EFT) is when a customer pays a bill using electronic means, which includes:

- bank or credit card, including mobile wallets;
- direct deposit or bank transfer, including PayID;
- online payment systems through third party software; and/or
- BPAY or Centrepay.

Regular EFT checks will be conducted against Educator bank statements and receipts, which is required by legislation to help protect Childcare Subsidy (CCS) against fraud and non-compliance.

Outstanding Fees/Debts

As an agent for Council the Educator is required to collect the parent contribution of the fees from the parent. If a parent fails to pay fees on a regular basis this may result in care being terminated. Educators must advise the Team Leader if a parent fails to pay their contribution. A debt process is outlined in the Fee Policy.

Complying Written Arrangement

Complying Written Arrangements (CWA) must be completed as prescribed by the Coordination Unit and approved by the parent before any care can commence. Until the parent has confirmed the enrolment through the Centrelink (myGov) portal, no subsidy can be paid. When completing a Complying Written Arrangement (CWA) it is important that the Educator discusses the arrangement with the family. The family need to understand the arrangement they are entering into, including the fees they will be charged and how these may vary in particular circumstances. Clarifying understanding is good business practice and reduces the likelihood of disputes regarding the enrolment and reduce the likelihood of the enrolment confirmation process being unnecessarily delayed due to the parent not understanding details they are sent to confirm.

Public Holidays

Educators can elect to be paid for Public Holidays. Parents will be charged an absence for normal core or non-core hour rates for a Public Holiday if it falls on a day that is normally booked for care. If a parent requires care on a Public Holiday and the Educator is available, this will be paid at the Educator's Public Holiday rate. If the regular Educator is unavailable on a Public Holiday and the parent seeks alternative care through the Coordination Unit, the regular Educator will not be paid the subsidy. The Educator who provides care to the family will be paid at their Public Holiday rate. Educators providing care on a Public Holiday must inform the Coordination Unit prior.

Late Fee

If children are not collected at the agreed and booked times, a late fee may be charged. This will be discussed and documented in the Complying Written Arrangement (CWA) when care commences.

Availability

Educators can choose the hours and number of days they work, for a maximum of six days per week. A temporary seventh day may be approved by the Team Leader in exceptional circumstances.

Types of Bookings

(a) Routine Session: A booking is made for the same days and hours each week.

(b) Casual: This type of booking is appropriate when care is irregular and/or care is booked at short notice. When filling out the Parent and Educator Agreement Form you will need to discuss how much notice is required to be given for care to be booked. Holding Fees for holidays are not applicable to this type of booking.

(c) Mix of both Routine and Casual: Routine sessions, with casual care permitted.



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(d) Twenty-Four (24) Hour Care: The parent must seek approval from the Coordination Unit before any children are placed in 24-hour care.

(e) Absences and Holding Fees: The regular fee is payable for a child who has a routine session and is absent for any reason on a day they would have normally been in care. The parent must sign the timesheet for any absences taken. Childcare Subsidy is paid for up to 42 absence days, for each child, per financial year.

(f) Kindergarten: Educators can be paid for the time that children are at kindergarten. This refers to children who are delivered to or collected from the kindergarten by the Educator and are in care immediately before or after kindergarten. During these times, the Educator must be available for the child if they require care during the kindergarten session, example: Holiday term breaks and occasional days.

(g) Care outside the Educators regular hours: An Educator must submit a temporary change of hours form.