

Fees for Child Care

Aim

To ensure fair, transparent and effective practices are undertaken when charging processing and collecting child care fees.

Hatchling House Family Day Care has a responsibility to comply with all legislation and guidelines in the administration of child care fees and undertakes to ensure fairness, transparency and accountability is maintained when charging and collecting child care fees and processing payments.

Making a Complying Written Arrangement (CWA) with a Family

“Family Assistance Law requires the service to make a written (electronic or hardcopy) care arrangement with each family using the service”.

This arrangement is in the form of the educators fee schedule.

Charging Fees

HHFDC has a fee charging schedule in place and the standard hours (8:00am – 6:00pm) ranges from \$5.00 to \$12.50 per hour per child, including the HHFDC administration levy.

The range of all services provided by the educator and the charges for those services will be detailed on the educator’s fee schedule and Terms & Conditions, which is given to parents.

Educators will charge the same fee to all parents who are receiving the same service, regardless of their centrelink entitlements, as per individual Educator’s Fee Schedule;

The service will monitor the charging practices of the educators.

Payment of Fees

Fees are payable to the educator on behalf of the service as agreed with each individual educator.

Educators failing to collect the family fee is considered an act of fraud.

** Refer to the "Fraud, Theft and Corruption" policy

Invoicing

Educators will provide each family with an invoice at least fortnightly.

Receipts

Educators are required to provide a receipt following any payment from the families. A copy of the receipts is to be accessible for inspection by HQ staff or the ‘compliance team’ from the Department of Education who periodically attend the service to complete audits of service requirements.

The receipt is issued via electronic software or manual triplicate document

Statements

HHFDC will regularly provide each family using the service with a statement about their child care usage, fee and government entitlements paid to the educator on behalf of the family. This informs families about their use of care, how much it costs and how much financial assistance they are getting from the Australian Government.