



# Brisbane & Bayside

## FAMILY DAY CARE

### RULES FOR FEES

#### **PUBLIC HOLIDAYS:**

If a Public Holiday falls on a day where you have booked care, the Educator is paid the full amount. Public Holidays taken as Annual Holiday Leave will be counted as an Allowable Absence.

#### **PUBLIC HOLIDAY SURCHARGE:\***

**\*Public Holiday Surcharge does not attract Child Care Benefit**

Should you require childcare on a Public Holiday, please contact the Brisbane & Bayside Family Day Care Office at 07 3393 444, and every effort will be made to arrange the child care you require. Please note - a surcharge applies of \$30 per child.

#### **ABSENCES:**

The booked hours of care must be paid each week. There will be no reduction in fees where absences occur due to holidays, sickness, flexitime, rostered days off, or other occasional absences.

#### **ALLOWABLE ABSENCES:**

Centrelink will pay Child Care Benefit on up to 42 days of absences per child each year, including Public Holidays. No Child Care Benefit will be paid after the 42 days are used.

#### **HOLIDAYS:**

One week's notice is required. However, it would be greatly appreciated if you can give your Educator as much notice as possible of your intended holiday absence.

#### **CANCELLATION OR REDUCTION OF HOURS OF CARE:**

One week's notice is required to cancel bookings or reduce hours, except where a family pays a casual rate, where 24 hours' notice is required to cancel care. When cancelling a placement, please notify the Educator and the Brisbane & Bayside Family Day Care Office.

#### **EDUCATOR IS SICK:**

Childcare will be offered with an alternative Educator. However, if you prefer to make private arrangements, then no fee applies. If you accept alternative care with a Family Day Care Educator and do not use that care, and do not notify the scheme that you have made alternative arrangements, then you will be charged for the booked care.

#### **EDUCATOR IS TAKING HOLIDAYS:**

Alternative childcare will be offered when an Educator is taking holidays. Where a parent states to the Educator that they want alternative care, the office will be notified and alternative care will be arranged. Unless the parent phones the office to cancel the arrangements the care must be paid.

**PARENT ADMINISTRATION LEVIES:**

\$7.50 per week per family applies together with seventy cents (.95) per hour, per child. These levies contribute to the operational costs of the service, such as playgroup, resources, equipment, toys, staffing, rental, etc.

**Payment of Fees and Levies:**

Levies are incorporated into your weekly fees. You make only one payment per week directly to the Educator.

**MINIMUM HOURS OF CARE:**

Minimum fee of 8 hours per day for under-school aged children and 1 hour prior and 2 hours after school for school aged children.

**STANDARD AND NON-STANDARD HOURS:**

Standard hours are 8:00 AM – 6:00 PM.

Care outside these hours will be charged at a higher rate.

Non-Standard Hours attracts Child Care Benefit.

**LATE FEE WITHOUT NOTICE: \***

\*CHILD CARE BENEFIT IS NOT PAYABLE ON THE LATE FEE.

Where you are late picking up your child/ren without prior arrangement with your Educator, then a Late Fee is payable of \$5.00 per child, per fifteen minutes or part thereof.

**MEALS AND TRANSPORTS:**

**Meals and Transports are charged as per the Educator Fee Schedule.**

**Fees:** Standard and non-standard hours of care, Weekend, Casual and Public Holiday rates are charged as per the Individual Educators Fee Schedule.