



## Nature Alliance Family Day Care Service Child Care Subsidy (CCS) – Governance Policy



### **POLICY IN THIS SECTION AS REQUIRED BY**

Education and Care National Regulations ,2012 Regulations:2.1 Provider Approvals, 2.2: Service Approvals, Division 1: Applications for Service Approvals, Division 3: Transfer of Service Approvals.

### **PURPOSE:**

Our Family Day Care Service aims to comply with the Child Care Subsidy legislative requirements associated with operating a fee reduction Service for eligible families. We understand the Department of Education, Skills and Employment (the department's) approach to maintaining the financial integrity of all childcare funding.

Our Family Day Care Service has a genuine commitment to meet our obligations to maintain financial integrity and have effective compliance systems in place to ensure childcare funding we receive is administered appropriately. Our Service accepts the legal responsibilities associated with claiming Child Care Subsidy within the Family Assistance Law. We will continuously examine our business and service model to identify opportunities to cater to the needs of our families and community. (Child Care Financial Integrity Strategy, 2019).

Our financial integrity is transparent as we provide information about our organisation size and structure, decision making processes, employment procedures, fit and proper checks, operational structure, financial viability, and risk management.

### **SCOPE:**

This policy applies to the Approved Provider, Coordinator staff, Educators, Educator Assistants, and families of the Family Day Care Service.

### **GENERAL PROCEDURE**

Approved provider details

To claim Child Care Subsidy to pass onto families as a fee reduction, our Family Day Care Service must be approved by a delegate of the Secretary of the Department of Education, Skills and Employment by showing the required evidence and information to ensure ongoing compliance with the Family Assistance Law. Our Family Day Care Service will ensure all reporting requirements for claiming and administering CCS payments will be maintained. These include the requirement for the provider to undertake fit and proper checks on all relevant key personnel and ensuring background checks have been undertaken for relevant key personnel.

- each person who has management or control of the provider
- each person who has responsibility for the day-to-day operation of the service
- Family Day Care educators

**REQUIRED INFORMATION INCLUDES:**

Provider Approval Number	PR- 0008252
Service Approval Number	SE-00014151
Business Name	MR Holdings Pty Ltd
Trading Name	Nature Alliance Family Day Care
Contact Persons	Joanne Georgiou and Joy Alder
Telephone	
Mobile	0477 029 132 and 0429 030 362
Email	info@naturealliancefdc.com.au
Address	Po Box 505 Dunsborough WA 6281
NQA IT System details	Are you registered? YES, X NO <input type="checkbox"/>
Provider Entity Name	MR Holdings Pty Ltd.
ABN	16 164 122 847
Relevant Entity Documents (Financial Statements, signed partnership agreement etc) completed and available.	YES, X NO <input type="checkbox"/>
Financial Management Checks	Beryl Mort Susan Robertson Joy Alder Kylie Martin Joanne Georgiou have all had checks completed through the National Personal Insolvency Index Bankruptcy search, current and historical personal name extract search of the Australian Securities and Investment Commission (ASIC) and there is evidence that the persons do not appear on the banned and disqualified register of ASIC
Details in which the provider or their personnel have an interest	Directors
External Management Organisation	Is your Service under the management of an external group? YES <input type="checkbox"/> NO x
Number of years of operation	8.5 years

## NATURE ALLIANCE FAMILY DAY CARE SERVICE AND BUSINESS STRUCTURE.

The following information describes the type and size of our family day care service operation, including personnel, recruitment and professional development strategies, fee structure, philosophy, and financial position.

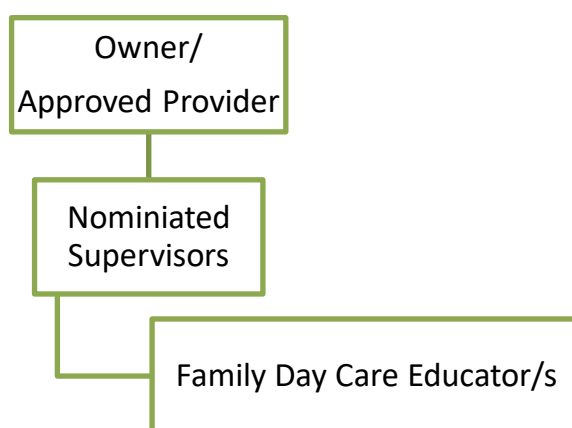
Entity Type (Partnership, Private Company, Sole Trader, Public Company etc)	Private Company
Information provided with application for provider approval	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Number of Managers	2 Directors, 3 Managers including Office Manager and 4 Nominated Supervisors
Number of operation personnel	73 Educators, 1 Administration Assistant
Recruitment and Professional Development Plans	Employment of Family Day Care Staff Policy guides the recruitment of staff. Staff reviews are conducted annually.
Structure of the business	See diagram on next page.
Number of sites and locations	Two office sites.
Service Type	Family Day Care

## OPERATIONAL STRUCTURE

Days of Operation	Monday to Friday
Hours of Operation	8.30am to 4.30pm
Weeks of Operation	52 weeks
Fee Schedule	Service levy of \$1.40 per child Educator Annual Membership Fee Registration for Application Fee. Relevant policies available.
Number of Licensed Children	<i>The National Law requires the Family Day Care Service to have no more than 7 children at a time for each Family Day Care Educator, and no more than 4 of the children can be preschool age or over. Under the Family Assistance Law, children who are a niece/nephew, cousin or grand/great-grandchild of a Family Day Care educator must make up fewer than half of the children to whom the educator is providing care within any fortnight.</i>
Services Provided	Philosophy reviewed and updated 2016. The service has Educators through the metropolitan and rural and remote areas of WA. These Educators are supported on a

	regular basis via face-to-face visits and phone support as required. This is conducted in a timely and respectful manner.	
Current Employees & Qualification	Name	Qualifications
	<ul style="list-style-type: none"> <li>• Beryl Mort</li> <li>• Susan Robertson</li> <li>• Joy Alder</li> <li>• Joanne Georgiou</li> <li>• Joanne Chapman</li>   <li>• Leanne Major</li> <li>• Nadia Buckland</li> <li>• Kylie Martin</li> </ul>	Advanced Diploma Children's Serv Diploma Early Childhood Education Diploma Children's Services Diploma Children's Services Advanced Diploma Children's Services Diploma ECE Diploma ECE Diploma Front Line Management
Collection of Fees	Payment types accepted (Credit card, direct Deposit) Educators are encouraged to take a Bond on enrolment.	
Liabilities	Vehicle Loan with Commonwealth Bank.	

## ORGANISATIONAL STRUCTURE DIAGRAM [DECISION MAKING HIERARCHY]



Source: CCS Provider Handbook <https://www.education.gov.au/child-care-provider-handbook>

### FINANCIAL OBJECTIVES

Our primary target for 2021 is to increase the number of Educators to 75 and to maintain 100% occupancy. We will consistently review our waitlist management procedures.

To maintain a competitive position within our marketplace fees are reviewed annually and all associated functions are governed by our 'Payment of Fees Policy'. This includes management of fee increases, the recommended collection of a Bond on enrolment, collection of all Parent Fees including late fees.

The amount of Child Care Subsidy families can receive will be dependent to the lowest of either the:

- Hourly fee the Family Day Care charge
- Hourly rate cap

The Family Day Care hourly cap is \$11.30.

<https://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy/how-much-you-can-get/type-child-care-you-use-affects-it>

There is no entitlement to Child Care Subsidy or Additional Child Care Subsidy where a Family Day Care Educator, or their partner, cares for:

- their or their partner's child, including a foster care child, adopted child, kinship child or child for which they otherwise have legal responsibility, or
- their or their partner's brother, sister, half-brother or half-sister, stepbrother or stepsister.

The Family Day Care provider must ensure that less than 50 per cent of the children to whom the Family Day Care educator is providing care within the Child Care Subsidy fortnight at the service are related to the Family Day Care educator as a:

niece or nephew

cousin

grandchild (including a great-grandchild).

## **FAMILY DAY CARE RECORD KEEPING**

Family Day Care providers are responsible for ensuring they comply with the below requirements. Providers are encouraged to:

- update policies and procedures to reflect the requirements.
- communicate the requirement with all Family Day Care (FDC) educators
- create a log for FDC educators to confirm on a regular basis that they are not in breach of the requirements.
- incorporate a question in the provider's Complying Written Arrangement and enrolment notice asking if a child is related to the FDC educator so necessary information is gathered.
- ensure there is a log of any educators who are currently providing care to the specified relatives across a given fortnight.
- establish a weekly or fortnightly reporting mechanism for educators to flag what, if any, care is delivered to relatives.
- provide details of the name of the individual who would otherwise be eligible for Child Care Subsidy (for example, the parent or their partner)
- provide the name of the Family Day Care Educator (whether this is the same individual) and their childcare personnel identification number (ID), the relevant child and their customer registration number (CRN)
- whether the child is still eligible for Family Day Care because the child is an eligible disability or Inclusion Support Program child, or is a remote area child, or the educator is usually in paid work or formal study at the time care is usually provided.
- engage with the provider's childcare software provider regarding the incorporation of a reporting mechanism into the attendance reporting system.

## **NON-COMPLIANCE RISK MANAGEMENT**

To ensure the continued commercial, operational, and financial viability our Family Day Care Service will maintain a current Quality Improvement Plan, Professional Development and

Training Plan, Personnel files, Professional Indemnity and Public Liability Insurance and a Child Care Management System. (Harmony Software)

We understand our obligations to comply with requirements for the governance and financial administration of payments of childcare funding and continually monitor and evaluate our FDC Service's financial viability.

TYPE OF RISK	PREVENTION / STRATEGIES IN PLACE	ACTION TO BE TAKEN
CCS Compliance	Harmony Software.	Staff conduct manual weekly checks are completed to monitor the children's ratios.
Insurances	Public Liability Contents on both office premises.	Reviewed and renewed annually.
Service Competition	We view Self-assessment as an ongoing and constant part of the everyday operation of the service. Our Quality Improvement Plan is regularly added to reviewed and discussed	QIP is listed on the monthly staff meeting agenda. Regular discussion between staff and Educators as required.
Submission of attendees	Educator Attendance Records are submitted weekly and payment to the Educators as soon as advised by CCMS.	Weekly and ongoing
Submission of vacancies	Vacancies are updated weekly and submitted via Harmony.	Weekly and ongoing
Staff Skills and Knowledge	Staff Reviews are conducted annually and at this time Professional Development is discussed and documented. If relevant PD becomes available at other times and staff are interested and budget requirements are adequate, staff are encouraged to participate.	Annually and as per recruitment strategy.
Accurate Data Reports	Access reports via Harmony Software or PRODA as required	As required.

*NOTE: As with any business changes, you may want to seek further guidance from your financial management team, legal advisor, management committee, board, accountant and/or other financial advisor as to how these changes may specifically affect your Service.*

#### SOURCE

Australian Government Department of Education, Skills and Employment. *Applying for Child Care Subsidy (CCS) Approval*

<https://www.education.gov.au/applying-child-care-subsidy-ccs-approval>

Australian Government Department of Education, Skills and Employment. *New Child Care Package for providers (from 2 July 2018)*

<https://www.education.gov.au/child-care-package-providers>

Australian Government Department of Education, Skills and Employment. *Child Care Provider Handbook (2018)*

<https://www.education.gov.au/child-care-provider-handbook-0>

Australian Government Department of Education, Skills and Employment. *Guide to Additional Child Care Subsidy (child wellbeing)* (2019) <https://www.education.gov.au/accs-child-wellbeing-guide>

Australian Government Department of Education, Skills and Training. *Business support tools and resources for child care services* <https://www.education.gov.au/business-support-tools-and-resources-child-care-services>

Australian Government Department of Education, Skills and Employment. *Child Care Financial Integrity Strategy, 2019* <https://docs.education.gov.au/node/52656>

Australian Government Department of Education, Skills and Employment. *Mandatory Documents for Care Subsidy Approval Applications August 2019*

<https://docs.education.gov.au/node/50221>

Australian Government Department of Education, *Child Care Subsidy (CCS) Specified Personnel Roles* (2020)

<https://docs.education.gov.au/documents/child-care-subsidy-specified-personnel-roles>

Australian Government Department of Education and Training (2017) *Child Care Services Business Support Resource – A guide for considering your business*

[https://docs.education.gov.au/system/files/doc/other/business\\_support\\_resource\\_1.pdf](https://docs.education.gov.au/system/files/doc/other/business_support_resource_1.pdf)

### **Related Documents**

Enrolment and Placement of Children Policy

Fraud Prevention Policy

Governance Policy

### **Related Legislation**

Child Care Subsidy Secretary's Rules 2017

Family Law Act 1975

A New Tax System ( Family Assistance ) Act 1999

See all related legislation for Child Care Provider Handbook in Appendix G

<https://www.education.gov.au/child-care-provider-handbook-0>