



# Nature Alliance Family Day Care Service

Fees Charged by the Education & Care Service



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

Education and Care Services National Regulations, 2012 – Regulation 168(2)(n)

The New Tax System (Family Assistance) Act 1999, the New Tax System (Family Assistance) (Administration) Act 1999 and the Child Care Subsidy (Eligibility for Approval and Continued Approval) Determination 2000, which are collectively referred to as Family Assistance Law

Child Care Services Handbook – Enrolling Children

### **PURPOSE:**

Nature Alliance Family Day Care Service is an approved Family Day Care Service and recognises that although Family Day Care Educators are independent small business owners who are able to set their own fees and charges for their business within the Nature Alliance Family Day Care Service Fee Guidelines, Nature Alliance is ultimately responsible for all aspects of the service complying with Family Assistance Law.

### **SCOPE:**

This Policy applies to the Nature Alliance Family Day Care Service, Nature Alliance Family Day Care Educators and parents.

### **PRINCIPLE:**

Nature Alliance Family Day Care Service recognizes an Educator registered with the service as being an agent of the service in relation to their individual “Fee Schedule” and child enrolment into their Family Day Care business, however,

The Commonwealth requires the Family Day Care Service to establish a Fee Guideline and to approve the Educators Fee Schedule prior to the establishment or change of the fee; and

The Commonwealth requires the Family Day Care Service to make every endeavor to ensure that the fees charged by the Educators and any fee or levies charged by Nature Alliance Family Day Care Service provide the family with high quality, accessible and affordable early childhood education and care.

Nature Alliance Family Day Care Service recognizes that as independent business operators operating in a contractual arrangement with Nature Alliance Family Day Care Service the Educator has the right to cover their expenses and to earn an income from their Family Day Care business.

## **POLICY**

Nature Alliance Family Day Care Service recognises the Family Day Care Educator as an agent for the Family Day Care Service in relation to the setting of the individual Fee Schedule in accordance with the Commonwealth requirements. The Family Day Care Educator will establish their Fee Schedule within Nature Alliance Family Day Care Service Fee Guidelines.

The Approved Fee will be applied to all families regardless of their circumstances. The fees charged will be set out in a Fee Schedule and will include the fee paid to the Educator and the fee paid to Nature Alliance Family Day Care Service as a service levy.

#### **PROCEDURES:**

1. Nature Alliance Family Day Care Service will be responsible for setting the Fee Guidelines that all Educators must work within. Educators will not be able to operate with Nature Alliance until their Fee Schedule is approved.
2. That there be no collusion between Family Day Care Educators in the setting of the Fees (*Competition and Consumer Act (Cth) Section 45*).
3. The Educators Fee Schedule must be submitted on the Nature Alliance Fee Schedule Template and must clearly state the Educator's name, address and if applicable the trading name and the date of commencement.
4. Nature Alliance Family Day Care Service will inform families that Educators set their fees within the Nature Alliance Fee Guidelines and these fees are approved by the service prior to implementation.
5. Educators working with Nature Alliance Family Day Care Service will provide families with their approved 'Fee Schedule', in writing at the time of the parent interview and when the Fee Schedule is updated. As part of the electronic enrolment process, parents are required to acknowledge the fees and charges.
6. Nature Alliance Family Day Care Service authorises the Educator to act as an agent and collect the parent portion of the fees on behalf of the Service.
  - a. The Family Day Care Educator is to take responsibility for bad debts incurred at their service. Nature Alliance Family Day Care Service will provide guidance and support.
  - b. Nature Alliance Family Day Care Service will not act on a Family Day Care Educator's behalf or for the Family Day Care Educator in settling, retrieving and or negotiating bad debts.
7. An Educator who wishes to set a fee for service outside the Fee Guidelines must provide clear written justification for the fee they wish to charge at the time they submit their Fee schedule. Nature Alliance Family Day Care Service will not enter into discussions relating to the value of an individual service compared to other services as related to the fee charging practice.
8. Parents are liable for the full cost of contracted childcare at the commencement of care and payment must be kept in advance, whether the child attends or not. This includes public holidays and any other absences.
9. The Family Day Care Educator will keep and maintain a record of all fees received on behalf of Nature Alliance Family Day Care Service. This receipt must show the Nature Alliance Family Day Care Service details and the ABN. This can be achieved electronically through Harmony.
10. Any amendments to the Educator's Fee Schedule must be submitted to Nature Alliance Family Day Care Service in a timely manner to allow approval and notice to parents.

11. Family Day Care Educators must provide two weeks written notice to families of any changes to their approved 'Fee Schedule' (It is highly recommended that all fee increases are consistent, both to be set for the beginning of each financial year and no more than twice a year).
12. Nature Alliance Family Day Care Service requires that fees must be equitable for all families in the same service and not be discriminatory.
13. A 'trial period' is recommended and no notice of termination is required during this period by either the Family Day Care Educator or the family.
14. Termination of education and care requires a notice in writing by either the Family Day Care Educator or the parent. This period is determined by the Educator and is stated on the enrolment contract and discussed at the time of enrolment. It will also be included in the Educator's Parent Handbook.
15. Nature Alliance Family Day Care Service will review the Service Levy for Family Day Care Educators each financial year based on the annual budget and ensuring that the required income will be received to run the service efficiently.

**SUPPORTING DOCUMENTATION:**

NA-FRM-0011A Nature Alliance Family Day Care Service Fee Guidelines  
 NA-FRM-0011 Fee Schedule Template  
 NA-IFRM-0034 Approved Fee Schedule  
 Policy 34- Non-payment of fees