

Guidelines for using Family Day Care

Childcare Subsidy (CCS)

Child Care Subsidy Eligibility

Some basic requirements must be satisfied for an individual to be eligible to receive Child Care Subsidy for a child. These include:

- the age of the child (must be 13 or under and not attending secondary school)
- the child meeting immunisation requirements
- the individual, or their partner, meets the residency requirements.

In addition, to be eligible for Child Care Subsidy the individual must be liable to pay for care provided, the care must be delivered in Australia by an approved child care provider, and not be part of a compulsory education program.

How does it work

There are three factors that will determine a family's level of Child Care Subsidy. These are:

- Combined Family Income
- Activity Test - the activity level of both parents
- Service Type - type of child care service

The Child Care Subsidy will be paid directly to providers to be passed on to families as a fee reduction. Families will make a co-contribution to their child care fees and pay to the provider the difference between the fee charged and the subsidy amount.

CCS Information for families

Centrelink Payment and Service Finder - to estimate what the Child Care Subsidy might be and assess eligibility for other support payments.

mychild.gov.au - for information about children's services, including early learning and child care services, costs and vacancies.

my.gov.au - to create and then access a Centrelink online account, to make Child Care Subsidy claims and view the status of claims.



FEES for ABSENCES

To maintain placement during absences, fees are chargeable on **booked hours** for all regular permanent care.

No fee is chargeable when the Educator is unavailable to work, excluding public holidays, which are not recognised as personal leave for the educator, but holidays set by governments for all workers in Australia.

Full fees apply to all absences. A child can have up to 42 allowable absences in a financial year, but more may be allowable in particular circumstances (such as due to illness). A reason does not need to be provided for a child's initial 42 days of absence.

Additional absence days

Once 42 absence days have occurred in a financial year, Child Care Subsidy and Additional Child Care Subsidy can only be paid for any additional absences where they are taken for a reason defined in the Family Assistance Law. These reasons can include any of the following:

- The child, the individual who cares for the child, the individual's partner or another person with whom the child lives is ill
- The child is attending preschool
- Alternative arrangements have been made on a pupil-free day
- The child has not been immunised against a particular infectious disease, the absence occurs during an immunisation grace period and a medical practitioner has certified that exposure to the infectious disease would pose a health risk to the child
- The absence is because the child is spending time with a person other than the individual who is their usual carer as required by a court order or a parenting plan
- The service is closed as a direct result of a period of local emergency
- The child cannot attend because of a local emergency (for example, because they are unable to travel to the service), during the period of the emergency or up to 28 days afterwards
- The individual who cares for the child has decided the child should not attend the service for up to seven days immediately following the end of a period of local emergency. In shared care arrangements (where separated parents both claim Child Care Subsidy for the child's care), the allocation of 42 absences relates to the child, not to each individual claimant.

Absences for School aged children

Education & Care for school aged children will attract fees on absences during school terms only, unless you register for vacation education & care to take place during school holidays (to be negotiated with your educator at your first interview). If vacation education & care is agreed upon, your educator will prioritise a vacation care place for you. Fees will apply for cancellations of booked vacation care at the full rate.

A fee will be charged for booked casual education & care if cancelled within less than twenty four (24) hours notice.

A fee will be charged for absences for booked permanent rostered education & care based on an average of hours normally used.

Gazetted Public Holidays:

Christmas Day, Boxing Day, New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Anzac Day, Queen's Birthday, Melbourne Cup Day.



TERMINATION OF CARE

The Educator is entitled to two (2) weeks of notice or two (2) weeks normal fee in lieu of notice, if education & care is to cease. **Important information: CCS cannot be paid for absent days if they are the last day/s of booked care. Full fees will apply.**

KINDERGARTEN

Where the Educator is required to deliver and collect a child to and from Kindergarten, **no deduction** in fees is made for the hours the child is attending kindergarten.

MEALS

Please discuss with your Educator the options for your child's meals for the day. Our Village Family Childcare has a nutrition policy in line with the Education & Care Services National Standards that educators are required to adhere to.

Treats: All children enjoy food treats at some time. Please discuss this area with your Educator for the following reasons:

- Nutritional needs
- Cost to the Educator - if not supplied by the parent
- Social/emotional development - it is much better for each child in care to have the same treat so no-one is missing out
- Treats are not used in care for behaviour management to encourage a child to cooperate.

PAYMENT OF ACCOUNTS

Accounts will be forwarded fortnightly.

Our Village Family Childcare is a DIRECT DEBIT service only. Care will only commence once a signed direct debit agreement is in place. Our Village Family Childcare is a non-profit children's service and as such does not have the capacity to carry debt. Should payment not be received within the stated time or adequate reason given, care may cease without notice and further action taken.

In the event where your overdue account is referred to a collection agency and/or law firm, you will be liable for all costs which would be incurred as if the debt is collected in full, including legal demand costs.

Please notify the coordination unit should your financial position change or special circumstances arise as funding may be available for such situations.

Please direct any enquiries regarding fees to the office on 9744 9534 or 9744 9535,
or email: ourvillage@scchc.org.au

