



## Childcare Service Booking Agreement

### **Payments**

Educators are entitled to be paid for the childcare they have provided.

All parents/Guardians are required to pay their percentage of childcare fee direct to their Educator. Fees are to be paid promptly on the day agree.

Educator has responsibility to collect gap fee from families and report any discount/non-payment from families to scheme.

### **Holding Fees**

When a child is absent due to family leave (holiday), holding fees would be charged at request of the educator. Holding fees need to be paid in advance and educator will marked children absent during these periods.

### **Outstanding Fee:**

Fees are overdue by more than seven days after receiving invoice, a late payment fee may apply at \$10.00 every week it's overdue. Care may also be denied. Family need to notify educator/scheme if delay in payment is expected. If non-payment is caused because of financial hardship please speak to Pink Lotus Family Day Care coordinator.

### **Allowance Absence**

Under the Law, each parents/child is eligible to receive CCS for and initial 42 days of absences per financial year, which can be used for any reason and without proof of circumstances (including public holidays). Once the initial 42 absence days have been exhausted additional may be claimed in certain circumstances

### **Electronic Sign in/out and Time Sheet:**

Parents and educators must sign in and out **daily** to record hours of care undertaken and reasons for overtime or absences. There is to be one timesheet per child.

Timesheets also need to be signed **at the end of each week if the children are absent for the whole or majority of the week** in which the parent certifies that he/she agrees with the fees being charged.

### **Back-up Care:**

Parents must notify the office when back-up care is needed if their regular educator is unavailable.

Parents must contract with their back up educator and pay for the hours they require. These may be different to the hours they use with their normal educator.

If backup care is organised due to an educator being unexpectedly unavailable, then the parent will pay for the actual hours used on that day.

If parents do not use the care, they still pay that educator the agreed amount, unless they have given 24 hours' notice for back-up care of periods less than one week or 7 days' notice for back up care of one week or more.

### **Educator on leave:**

When educators take leave, parents do not have to pay fees unless they use another educator with the scheme for back-up care.

If the educator is unavailable to provide the care (Educator on leave) – no fee is charged

**I consent that I have read and understand the above information**

**Educator Name:**

**Signature:**

**Date:**



## FEE SCHEDULE

**Childcare fees:** Fees cover all contracted hours and anytime the child is in care with the educator. Childcare fees do not cover food, nappies, travel, and nappy/clothes laundering or bathing.

**Child Care Subsidy:** The Child Care Subsidy (CCS) is a payment made by the Commonwealth Government to assist families with the cost of quality care. To register for Child Care Subsidy you need to contact the Family Assistance office on 136 150.

**Minimum charge: There is minimum booking hour per day (This can be varied by Educator but could not be below the scheme requirement below)**

- Minimum 6 hours for Pre-school children per session and,
- Minimum 2.5 hours per session for School-aged Children.

**All fees included the scheme administration levy of \$1.55 per hour as at 01/07/2024**

<b>STANDARD HOURS</b>	<b>(could not be below 8.1\$)</b>	From 10\$ to 16\$
<b>NON-STANDARD HOURS</b>	<b>(could not be below 9.0\$)</b>	From 10\$ to 20\$
<b>PUBLIC HOLIDAY/CASUAL BOOKING</b>	<b>(could not be below 9.5\$)</b>	From 10\$ to 20\$
<b>MEALS (maximum charge \$5)</b>		
<b>TRANSPORT (maximum charge 80cents per km)</b>		
<b>Other fees or conditions specific to my service (need to consult with Scheme first)</b>		

NOTE: If parent doesn't make due payment after 7 days of invoicing, educator have right to cease until debt is paid.

**STANDARD HOURS:** Monday to Friday: 8am to 6.00pm

**NON-STANDARD HOURS:** All hours before 8:00am and after 6.00 pm Monday to Friday  
Weekend hours

**Educator Signature**

**Staff Member Signature**

**Date:**

**Date:**