



Baw Baw Family Day Care

Service Fee Guide

Effective from JULY 7th 2025

Booked Care- Min.7 hours. Charged in 15-minute increments. (Some Educators minimums may be more) School children - 1 hour per session minimum during school term	Service Fee per child per hour	Care cost per hour (Excluding service fee) (Educators vary due to service provided)
Standard Hours 8am to 6pm (Mon-Fri)	\$2.40	Between \$11.50 and \$15.60
Non-Standard Hours 6pm to 8am (Mon- Fri)	\$2.40	Between \$11.50 and \$23.40
Weekends (Fri 6pm – 8am Mon)	\$2.40	Between \$11.50 and \$31.20
Public Holidays when child attends FDC	\$2.40	Between \$15.50 and \$31.20
Child Absences – (illness, holidays, periods of local emergency and <u>including Public Holidays</u>) **In line with other Government Child Care programs, Educators are not required to provide care on Public Holidays	100% of Usual Fee Applies (up to a total of 42)	
Travel, meals and misc. expenses are additional costs to be discussed with individual Educators	n/a	Individually charged if required
Late pick up fee may be charged if Educator is not notified. (CCS not applied)	n/a	Min. \$5.00 per ½ hr, if applicable

Fees and Payments of Fees

Parents can apply for their fees to be subsidised by the Child Care Subsidy by using their Centrelink online account through myGov, or the Express Plus Centrelink app. Online enquiries can be made via www.servicesaustralia.gov.au/childcaresubsidy to find out further information. CCS is calculated as a percentage of the actual fee charged, or of the relevant Federal Government hourly rate cap (whichever is lower).

Baw Baw Shire Family Day Care sets the service fee guide range. Educators are independent contractors to our service. The service has a range of fees within the service fee guide that vary, according to which educator you engage for your childcare needs. The fee applicable will be determined by the educator in consultation with the service.

The service fee, per child per hour, enables the effective running of the service, including monitoring, resourcing and support of educators, child placements, processing CCS payments and ongoing operational costs.

All fees are subject to review annually or as part of Council's budget process reviews.

All fees, including service fees, less Child Care Subsidy (CCS) (if applicable) are due and payable immediately on receipt of your invoice. Payments are to be made directly to the service through an approved third party payment gateway provider that provides secure payment processing services that integrate directly with our childcare management system, Harmony Web.

If payment is not received within 7 days, the service may suspend care until all fees are paid.

Child Care Subsidy will only be paid if attendance records are signed by the parent.

Absences

All absences are charged at the usual rate. Child Care Subsidy is applicable for up to 42 absences per financial year. CCS cannot be claimed for absences taken for more than 6 consecutive weeks. When a family goes on leave, fees need to be paid, and attendance records signed in advance.

All absences beyond 42 will only attract subsidies if supporting evidence is provided by the parent that the following exceptional circumstances apply.

- Illness of child or parent with a medical certificate
- When a child is not immunised and there is an outbreak of infectious disease.
- Temporary closure of a school or a pupil free day.
- A period of local emergency.
- Exceptional circumstances.

Additional absences DO NOT include Public Holidays.

CCS can only be paid up to the last actual day of care attended.

Reduction of Care / Termination.

Two weeks' notice is required from either party if care is to be reduced or terminated. Child Care Subsidy cannot be applied to holding fees ending with an absence. Full fee will apply to absences. Child Care Subsidy will only be paid up to the last day of actual care attended.

School Aged Care

Before and After school care is contracted for terms only. School Holiday care is to be arranged separately for each holiday break. Once the booking is made, a booking request is to be signed and a fee will apply if there is a cancellation of care, as applies above.

Service closure

Educators may close their service due to illness. They also will close for holidays, giving parents at least 2 weeks' notice.

If the Educator is unavailable, **NO FEES** apply.

If you have a query, please contact the Coordination Unit via email
family.daycare@bawbawshire.vic.gov.au