

# Family Day Care Fee Schedule

Effective from 6 July 2015

<b>Booked Care (minimum booking five hours for non-school children and two hours for school children)</b>	<b>Cost</b>
Standard Hours: 7.30 am-5.30 pm Monday to Friday	\$7.70 per hour
Non Standard Hours	\$10.20 per hour
<b>Casual Care (actual hours in care)</b>	
Standard Hours	\$8.00 per hour
Non-Standard Hours	\$10.20 per hour
<b>Public Holidays</b>	
All care provided on a public holiday	\$14.20 per hour
<b>Service Fee (retained by co-ordination unit)</b>	
Hourly rate includes a service fee of \$1.20 retained by the co-ordination unit	
<b>Meals</b>	
Breakfast	\$3.80
Lunch	\$3.80
Dinner	\$4.80
Snacks (Max. two per day)	\$2.80 each
<b>Travel</b>	
Travel is calculated each day (round up to nearest kilometer) (e.g. 0 - 5km = \$3.00, 5 - 10km = \$6.00, 10 - 15km = \$9.00)	\$3.00 every 5 km
*Travel to school and kindergarten is charged only on one child per family if all attend the same venue	
<b>Communication Fee (booked care only)</b>	
Failure to notify the FDC Educator of any changes 15 minutes prior to the booked time may attract a penalty. <b>Note:</b> CCB (Childcare benefit) is not paid on the penalty rate.	\$5.00

**NOTE:** If payment is not made at the end of each week, care may cease until debt is paid.

## Formula for calculation:

<b>NON-SCHOOL CHILDREN</b>	<b>SCHOOL CHILDREN</b>
<u>Non Standard Hrs + Standard Hours up to 37.5 hrs</u>	<u>Non Standard Hrs + Standard Hrs up to 37.5 hrs</u>
$\$5.5599 \times \text{Hrs} \times \text{CCB}\%$	$\$5.5599 \times \text{Hrs} \times \text{CCB}\% \times 85\%$
<u>Standard Hours over 37.5 hrs</u>	<u>Standard Hours over 37.5 hrs</u>
$\$208.50 \times \text{CCB}\%$	$\$208.50 \times \text{CCB}\% \times 85\%$

## Absences

- » All absences are charged at the normal rate and CCB is paid for 42 allowable absences, across all services per financial year (which includes public holidays, illness, curriculum day etc.).
- » CCB cannot be claimed for absences taken for more than six consecutive weeks.
- » When a family goes on leave, fees need to be paid and attendance records signed in advance.

## School Children Holidays

- » If school holiday care has been booked and then not required, FDC Educators will need to be notified one week prior to the school holidays. Holding fees will then be applicable on the term booked hours. If less than one week notice is given long day hours will be charged.
- » If school holiday care is required (long day hours) and a public holiday falls in that time – a holding fee on those 'long day hours' is charged.

Note: Please ensure an 'Agreed Hours' form is completed prior to any care commencing and both parties are accepting of the booking arrangements. Also, please be aware that school children can only access 85% of the CCB entitlement on all charges (as directed by Department of Human Services).

## Back-up Care

If back up care is offered to families, a 'Backup Care Agreed' form needs to be completed with the backup FDC Educator prior to care commencing. The booking arrangement will be based on the days that are required as per written agreement. If a child is absent, a holding fee will then be applied to that absent booked day. This agreement will exclude public holidays.

The Childcare Benefit can only be paid towards one FDC Educator at one time. Therefore, if you are required to return to your 'normally booked' FDC Educator at a specific date but remain at the back-up FDC Educator (or return earlier than arranged) – a full fee will be applied to one FDC Educator's fees (No CCB).

To avoid this – please discuss any change to back up care arrangements with the coordination unit staff prior to making a decision.

## Termination of Care

Either parent or FDC Educator must give one week's notice.

Note: CCB cannot be paid for holding fees ending with an absence.

## Availability of FDC Educator

If the FDC Educator is unavailable to provide the care – **no** fee is charged.

## Privacy Statement

Your personal information will be handled in accordance with the *Privacy and Data Protection Act 2014* and used for the specified purpose. You can access your personal information by contacting Council's Privacy Officer on 9705 5200.

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### Contact City of Casey

03 9705 5200

**NRS:** 133 677 (for the deaf, hearing or speech impaired)

**TIS:** 131 450 (Translating and Interpreting Service)

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### Customer Service Centres

**Cranbourne**

Cranbourne Park Shopping Centre

**Narre Warren**

Magid Drive

**Narre Warren South**

Amberly Park Shopping Centre