



1/39  
COOLGARDIE  
STREET, ST  
JAMES,

PERTH.WA6102 CONTACT-0862613970,0433406466

# Contents For the Year 2023-24

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<b>Booked Care (minimum scheduling five hours for non-school children and two hours for school children)</b>	Service Published Hourly range from
Standard Hours: 7.30 am-5.30 pm Monday to Friday	Range from- \$9.00 to \$15.00/Hour
Non-Standard Hours Before 7:30 Am and After 5:30 Pm After and Before School Care	\$9.00 to \$20.00 Per Hour \$9.00 to \$20.00 Per Hour
<b>Casual Care (actual hours in care)</b>	
Standard Hours	\$10.00 to \$20.00 per hour
Non-Standard Hours	\$10.00 to \$20.00 per hour
<b>Weekend care</b>	\$ 9.00 to \$ 20.00 Per Hour
<b>Public Holidays</b>	\$ 9.00 to \$ 20.00 Per Hour
All care provided on a public holiday will be charged according to Educator's Family Day Care Fee Schedule.	
<b>Service Fee (retained by co-ordination unit)</b>	TBA (Please contact)
<b>Meals</b>	
Breakfast	Educator can charge if provided according to contract
Lunch	Educator can Charge if Provided According to contract
Dinner	Educator can Charge if Provided According to contract
Snacks (Max. two per day) individual need food or snacks will be charges according to the product purchased from the supermarket. No extra cost will be charged on top of that invoice	\$ ? each
<b>Travel</b>	
Travel is calculated each day (round up to nearest kilo meter) (e.g., 0 - 5km = \$3.00, 5 - 10km = \$6.00, 10 - 15km = \$9.00)	\$4.00 every 5 km or According to Educator Fee policy. or
*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 30 minutes before the pickup time may attract a penalty. <b>Note:</b> CCS (Childcare benefit) is not paid on the penalty rates.	\$5.00 Per 15 Minutes.

**NOTE:** If payment is not made at the end of each week, care may cease until the debt is paid. All Educator has different Fee Range between above published rates. Please Note- No all educator has same fee Schedule. It is Parents responsibility to discuss Fee policy with Educator first before enrol Child/ren in any Family Day Care. Parents can discuss Educator Fee schedule with Service provider as well on or before the child enrolment. Contact- Hamparbha Sharma Mobile no. 0422804064, Tel- 0862613970, [Email-nurture.ces@yahoo.com](mailto:nurture.ces@yahoo.com) or visit our website- <https://nurturechildcareservices.com.au>

## **FEE POLICY**

**It is important that Educator and Parents must discuss their fee structure before providing the care to children. Coordinator may or may not be approved given fee schedule by Educator.**

**There is no compulsion to give any reason behind not approved fee schedule. if, guideline provided to change the fee rate than educator must follow it. Coordinator and Service can suggest fee rate according to Educator's Education, Experience, Knowledge and Behaviour. Service can direct to change and reduce the fee rate anytime if evident that Educator's poor performance. Educator can increase Fee Rate once in a year with the approval of Service Coordinator / Service key personnel and must inform to all Families 14 Days before to make any changes in fee. But FDC fee rates can be decreased many times in a year with the approval of Service Coordinator/ Service Key Personnel. It is Educator responsibility to explain their fee rates to parents during orientation.**

**Family day care may require families to pay fees in advance on enrolment or before commencing care. Payment of one-week advance and 1-2-week bond is needed if asked by Educator. Depending on the number of days of care payment is necessary. E.g., If the child uses two days per week of permanent care, advance payment of those two days + equal amount of bond. For full week Permanent care, full week advance payment + one- or two-week bond is required.**

**The bond would be adjusted according to the outstanding debts in the last week of the child's care. If any difference of payment, it would be returned on the Lasts Day of care or will be transferred in parent's account. Parents must have to pay gap fee through electronic means or govt. approved mediums. No cash deals or payments can be done. Parents can be asked for the evidence of payment any time if they claim that their gap payment has been made to educator/Service. Without proof of bank transfer or any other electronic or bank statement medium there is no any statement/s will be considered as payment made to Educator/Service. Late payment for educator's full or gap fee will be charged @2% per month and @24% of per annum. Three reminder notice will be sent and parents must have to make payment arrangements prior to payment collection notice. Child/ren care will be terminated after two notices. Parents must have to pay gap fee if any doubt or issue arise. Parents can contact to service nominated supervisor to resolve the issue but gap payment must be paid to resolve the issue and to avoid any interest or payment collection notice. Parents must have to pay for all absents. Service is reserve the right to approve the absents for Educators. Parents can be denied to claim the absents for their better interests. For more details, please go to Nurture Policies and procedure. Parents must have to ask for updated copy of policies and procedure from service Director, Coordinator, Nominated supervisor, or FDC Educator. Web base document may take time to update.**

## **ELIGIBILITY FOR BENEFITS (CCS)**

**Nurture childcare and education services is Approved Service for CCS system from the govt.**

**CCS is a payment made by the Commonwealth Government to help families with the cost of quality child care. A family's eligibility is subject to an income test, which is administered by the Department of Human Services (DHS).**

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It is the responsibility of the parent to register for CCS. Information and forms can be accessed from the DHS Office (through Centrelink), or families can call direct on 136 150.

With the introduction of the Government's Child Care Subsidy System (CCSS), families will receive a CCS fee reduction only if they have registered with Centrelink, are eligible for CCS, have a formal enrolment at the service and the service has received confirmation from the Government pertaining to the percentage of CCS they qualify for. If parents do not qualify for CCS, full fees must be paid.

### **ELIGIBILITY FOR BENEFITS (CCS)**

A family's eligibility is subject to a Combined Family Income, Activity Level of Parents, Type of Child Care Service test, which is administered by the Department of Human Services (DHS).

It is the responsibility of the parent to register for Child Care Subsidy because it's not automatically roll over from other two current payment. Information can be accessed from the DHS Office (through Centrelink), or families can call direct on 136 150.

Alternatively, they need to register online to My Gov. App

### **NEW CCS SYSTEM**

**The Child Care Subsidy will be the primary way the Government will assist families with their child care fees. It provides genuine, much-needed reform for a more affordable, accessible and flexible child care system.**

**Be paid directly to child care providers to be passed on to families be more straightforward than the current multi-payment system be better targeted and provide more assistance to low and middle-income families.**

# CHILD CARE SUBSIDY

**Annual subsidy cap is subject to change and must be check on govt. website.**

<https://www.servicesaustralia.gov.au/your-income-can-affect-child-care-subsidy?context=41186> Please follow the link for most recent updates.

**Families earning \$186,958<sup>^</sup> or less will have no cap on the amount of Child Care Subsidy they can claim.**

**Families earning over \$186,958<sup>^</sup> and under \$351,248<sup>^</sup> will benefit from an increase in the current cap of \$7,613 to \$10,190<sup>^</sup> per child, per year.**

**These amounts are correct for 2018/19 and may be subject to adjustment through indexation in subsequent years.**

**How does it work?**

**Three things will determine a family's level of Child Care Subsidy:**

- 1. Combined family income A family's annual adjusted taxable income will determine the percentage of subsidy they are eligible for.**
- 2. The activity level of parents**

**The number of hours of subsidised care families can access, will be determined by an activity test. The higher the level of activity, the more hours of supported care families can obtain, up to a maximum of 100 hours per fortnight.**

**RECOGNISED ACTIVITIES**

- paid work – including leave, such as maternity leave**

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- study and training
- unpaid work in the family business
- looking for work
- volunteering
- self-employment
- other activities on a case-by-case basis.

There will be exemptions for parents who legitimately cannot meet the activity test requirements, as well as to support children’s participation in preschool.

**HOURS OF ACTIVITY**

The parent or guardian with the lowest hours of activity per fortnight will determine the hours of subsidised care. The hours of subsidy are per child.

Parents whose hours of paid work vary from one fortnight to the next (such as casual workers) can estimate their fortnightly hours of action based on three months fortnightly

Hours of activity*	Hours of subsidy* (maximum)
Less than 8 hours	24 hours
8 to 16 hours	36 hours
More than 16 to 48 hours	72 hours
More than 48 hours	100 hours

**3. Type of childcare service** It will be calculated by the hour using these hourly rate caps:

- Family day care – \$12.72<sup>^</sup> per hour

You must provide some new information and confirm your current details using your Centrelink online account through my Gov.

You will be asked to provide:

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- Your combined family income estimates for the 2023-24 financial year
- The hours of recognised activity including work, training, study and volunteering
- The type of child cares your family uses.

For more information on this process, visit [education.gov.au/childcare](http://education.gov.au/childcare)

Child Care Safety Net the Package includes a \$1.2 billion Safety Net to give the most vulnerable and disadvantaged children, as well as those from regional and remote communities, a strong start through access to quality early learning and childcare. Additional Child Care Subsidy Included in the Child Care Safety Net is an Additional Child Care Subsidy. It will, in most cases, cover all a child's fees. It is designed to support:

- families who require practical help to promote their children's safety and wellbeing
- grandparents who are IN Primary care
- families experiencing temporary financial hardship
- families are transitioning from income support to work.

The Additional Child Care Subsidy replaces several existing payments including the Special Child Care Benefit and the Jobs, Education and Training Child Care Fee Assistance.

To find out more, and to estimate what your new subsidy might be, visit [education.gov.au/childcare](http://education.gov.au/childcare)

(Please Note- All given information is taken from Govt. websites. It is Mere Parents responsibility to check all information and their eligibility through Centrelink. Nurture Childcare and Education Services has no any legal responsibility if above given information has been altered, deleted, changes, updated or Renewed Some or all of the above content. Your eligibility is depending on your personal circumstances. Information is only provided for the convinience of families only and current information should be finding through below given links) FOR MORE INFORMATION YOU CAN VISIT TO -

<https://www.education.gov.au/new-child-care-package-information-resources><https://www.education.gov.au/new-child-care-package-information-resources-families>**families**

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## **New Child Care Package - information resources for families For:**

### **All**

- A range of information resources is available to assist families in understanding the details of the New Child Care Package.

### **Estimating Child Care Subsidy**

- You can get an estimate of what your family may be entitled to by entering your details into the [Department of Human Services Payment and Service Finder](#).

### **Factsheets**

- [New Child Care Package overview – factsheet](#)
- [The New Child Care Package – brochure](#)
- [Changes for Families – factsheet](#)
- [Child Care Safety Net – factsheet](#)

**(Please Note: Nurture childcare and education CANNOT GUARANTEE A REGULAR RELIABLE INCOME For Educators.)**

**Time sheets are processed Fortnightly for final payments of the Educators and on behalf of the Parents after all deductions.**

**Service Suggested Fee Schedule: -**

**Standard Care- Timing from 07:30 to 17:30 Rates from- \$9.00 to \$15.00**

**Non-Standard Rates- \$9.00 to \$20.00**

**Casual Care- \$9.00 to \$20.00**

**Before and After School - \$9.00 to \$20.00**

**Weekend and Holiday Care- \$9.00 to \$20.00**

**Dear Parents Please Note that All Educator has different fee structure and they can charge fee between above Publish fee. No Educator can go beyond the higher fee limit but they can charge less than the published fee schedule.**



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### Casual Care

100% advance is payable for casual enrolments. Notice is given before 48 hours full refund will be provided and less than 48 hours' notice.

If the child does not arrive on the booked day, then full day fees apply. Please do not hesitate to discuss further.

Permanent care: - Parents must have to provide agreed notice period before taking child out of care to avoid any extra fee due to not giving proper notice to service and using another service which might charge double to families one is for absent due to not providing sufficient notice and another side if they using another care.

### Late Collection Fee

The penalty of \$5 for every 15 minutes is charged for the late pickup and penalties. CCS not paid on the penalties.

### Absences

Nurture childcare and Education services is working for the best interest of all stake holders. Due to family absents exhausted nominated supervisor may reject the parents or FDC educators claim of absents during overseas, local holidays or if observed that parents and educators are misusing the absents facilities provide by govt., to retain the spots for the child parents can pay agreed amount or can re unroll their child into the service to avoid exhausted holidays. Any given information is not assumed in general and must have to contact to service director to get correct interpretation of given information in Fee policy or in Service policy and procedure.

- » All absences are charged at the normal rate, and CCS is paid for 42 allowable absences, across all services per financial year (which includes public holidays, illness, curriculum day etc.).
- » CCS cannot be claimed for absences taken for more than six consecutive weeks.



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» When a family goes on leave, fees need to be paid, and only that child's spot will be booked permanently.

Note- Parent must have to provide a reason of child's absent and may provide doctor certificate if required.

### School Children Holidays

- » If school holiday care has been booked and then not required, FDC Educators will need to be notified two weeks before the school holidays. Holding fees will then be applied to 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 fall in that time – a holding fee on those 'long day hours' is charged.

Note: Please ensure an 'Agreed Hours' form is completed before any care commencing and both parties are accepting of the booking arrangements.

**Backup Care** If back up care is offered to families, a 'Backup Care Agreed' form needs to be completed with the backup FDC Educator before 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 Subsidy can only be paid towards one FDC Educator at one time whoever will provide care on an actual day. 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 CCS).

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

### Receipting

Educators will issue receipts or time sheet receipt to all families for money received. Educators will provide the parent copy (yellow copy) of the timesheet to parents fortnightly or on receiving payments if used as a receipt.

### Fraudulent Behaviour

**Writing information on a contractor time sheets that is not true to obtain CCS payment is a deceptive practice. Fraudulent behaviour that relates to (CCS) includes but is not limited to:**

- asking or letting parents sign a blank claim form or contract;
- asking or allowing parents to sign a claim form in advance when a child is not going to attend care

Providing wrong information on timesheets, e.g., the child is overseas and shown present on Timesheets.

- **Claiming for care that did not offer (excluding absences on contracted care);**



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- **claiming for care at a time different than actual care provided;**
- **continuing to claim CCS after the family has left care.**

**If changes need to be made to a contract or time sheets than educators and parents are required to write their initials and the date next to the changes.**

**Termination of Care** Two weeks' notice if child is permanent in care is to be given by either the educator or parent for termination of care. The child must attend the last day of care to be eligible for the fortnight's CCS. Educators may cease care without two weeks' notice if the educator has not received the remaining portion of the total fee required to be paid by the parent on time and in full.

### **Availability of FDC Educator**

If the FDC Educator is unavailable to provide the care, or modification of their residence in that particular premises and they cease their care for a short period – **no** fee is charged, and no benefits eligibility

Educators are not entitled to any payment if they are visiting to overseas or not present in Australia because of any reason personal or any emergency. Educators must have to notify to service if they have any plan or in an emergency, they left but can leave a message or email for the closure of a short period.

The educator who is on maternity leave or about to go to hospital planned or unplanned visit will notify to scheme as early as possible and are not entitled to receive any payment.

It is a criminal offence to make any adjustments in care days or time or in time sheets or any care which more than ratio is or to provide any private care with or without the consent of the parents. Only registered children are allowed to care in the family day care premises. If any educator breaches the policy and procedure of Nurture childcare and education services and Education and Care National Regulations and Law (WA), 2012 will face the heavy penalties or criminal proceedings to fraudulent activities. Their service will be terminated immediately after a report in the Police Department and will be reported to the Education and care unit.

**Note-** Nurture childcare and education services believe in honest practices and hope that Educators will not involve themselves in any activity which can lead them to loss of work or termination. If educators are unaware or unsure of doing anything which is different from their usual activities can consult Coordinator anytime rather than making any excuse after which will not be tolerated because of any reason. **Privacy Statement**

Your personal information will be handled by the *Privacy Act 1988* and used for the specified purpose.



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## Vacancies

Parents can contact to the service for more details about Fee and Vacancies available Right Now. We are also updating our vacancies time to time into the Govt.

Website- <http://wwwchildcarefinder.gov.au>