

Family Day Care Fee Schedule

Child Youth & Family

Effective 1 July 2019

Booked Care	Cost
Minimum booking 'session' of five hours for non-school children and two hours 'daily' for school children	
Standard Hours: 7.30am - 5.30pm Monday to Friday	\$9.20 per hour
Non-Standard Hours (+50% standard educator fee + service fee)	\$12.90 per hour
Casual Care (charged for actual hours in care – no minimum)	
Standard Hours	\$11.20 per hour
Non-Standard Hours	\$13.70 per hour
Public Holidays	
All care provided on a public holiday (double educator fee + service fee) NOTE: If you have booked care – your educator will charge a holding fee. However, if you need care with another educator, you will be charged twice (one with CCS – the other will be full fee as CCS cannot be charged twice).	\$16.60 per hour
Service Fee (retained by co-ordination unit)	
All hourly rates include a service fee.	\$1.80 per hour
Meals	
Breakfast	\$4.00
Lunch	\$4.00
Dinner	\$5.00
Snacks (Maximum of two charged per day)	\$3.00 each
Travel	
Travel is calculated on a daily basis (e.g. 0 - 5km = \$3.20, 5 - 10km = \$6.40, 10 - 15km = \$9.60) *Travel to school and kindergarten is charged only on one child per family if all attend the same venue. NOTE: When transporting children (eg to school or kindergarten), there MUST be a childcare component as part of that service. (Cannot be transport only).	\$3.20 every 5 km
Communication Fee (booked care only)	
Failure to notify the Educator of any changes 15 minutes prior to the booked time may attract a penalty. Note: Child Care Subsidy (CCS) is not paid on penalty rates.	\$5.00

NOTE: Parents can check their child's attendances submitted/claimed on the <https://my.gov.au> website.

If your child is in care at another service or with more than one educator

Please advise the co-ordination unit familydaycare@casey.vic.gov.au if you are using more than one service/educator as this may affect your Child Care Subsidy (ccs) entitlements.

Electronic signatures for attendance/bookings

The City of Casey Family Day Care service records all attendances/bookings electronically through the 'Harmony' software program. You will be provided with a personal identification number (PIN) for you to record your child's attendances/absences. All authorised persons you have nominated to collect or deliver your child will be assigned their own PIN. Please do not share this PIN with anyone including your educator.

Children attending secondary school or over 14 years

CCS cannot be claimed unless exceptional circumstances apply. Please contact Centrelink to advise of your child's eligibility criteria. (If ineligible, care can be provided at full fee – no CCS).

Absences (for booked care only)

- » Fees are charged for absences of booked care.
- » CCS is paid for 42 absences across **all** services the child uses, per financial year.
- » CCS can be claimed up to a maximum of six consecutive weeks.
- » For holidays/extended leave, fees need to be paid and absences authorized in advance.

School Children Holidays

- » Children in care during term - If school holiday care has been booked and then not required, Educators are 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, the holiday booked 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.
- » If families ONLY book school holidays - 4 weeks' notice of proposed absences needs to be given to the educator or holding fees will be charged.

Note: A 'Booking Request' (with your educator) must be submitted prior to any care commencing.

Back-up Care (when your educator is absent/unavailable)

If back up care is offered to families, a booking for the requested days is to be completed with the family prior to care commencing. If a child is absent on one of the booked days, the booked fee will be applied to that absent day. This agreement will exclude public holidays.

CCS can only be paid towards one educator at one time. Therefore, if you are required to return to your 'normally booked' educator at a specific date but remain at the back-up educator (or return earlier than arranged) – a full fee will be applied to one educator's fees (No CCS). To avoid this – please discuss any change to back up care arrangements with the coordination unit staff prior to making a decision to return earlier than originally planned.

Termination of Care

Either parent or educator must give one week's notice.

** Note: CCS cannot be claimed for any absences prior to a commencing care or after a child's last day in care.

Availability of educator

If the educator is unavailable to provide the booked hours care, fees are not charged.

Contact City of Casey

03 9705 5200

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

TIS: 131 450 (Translating and Interpreting Service)

caseycc@casey.vic.gov.au

casey.vic.gov.au

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PO Box 1000
Narre Warren VIC 3805

Customer Service Centres

Narre Warren

Bunjil Place,
Patrick Northeast Drive

Cranbourne

Cranbourne Park
Shopping Centre