



Nature Alliance Family Day Care Service

Educator Fee Policy



POLICY IN THIS SECTION AS REQUIRED BY

Education and Care Services National Regulations, 2012 – Regulation 168(2)(n)

The New Tax System (Family Assistance) Act 1999, the New Tax System (Family Assistance) (Administration) Act 1999 and the Child Care Subsidy (Eligibility for Approval and Continued Approval) Determination 2000, which are collectively referred to as Family Assistance Law

Child Care Services Handbook – Enrolling Children

PURPOSE:

Nature Alliance Family Day Care Service is an approved Family Day Care Service and recognises that although Family Day Care Educators are independent small business owners who are able to set their own fees and charges for their business within the Nature Alliance Family Day Care Service Fee Guidelines, Nature Alliance is ultimately responsible for all aspects of the service complying with Family Assistance Law.

SCOPE:

This Policy applies to the Nature Alliance Family Day Care Service, Nature Alliance Family Day Care Educators, and parents.

PRINCIPLE:

The Educator agrees to be engaged as an independent contractor by the Approved Provider to provide education and care for children within a Family Day Care residence as defined under the National Law and the National Regulations, and in accordance with the Family Assistance law and this Educator Agreement. As an independent contractor, the Educator will set their own fees, however;

The Commonwealth requires the Family Day Care Service to establish a Fee Guideline and to approve the Educator's Fee Schedule prior to the establishment or change of the fee.

Nature Alliance Family Day Care Service recognizes Educators as independent business contractors who work under a contractual arrangement with the Service. The Educator has the right to cover their expenses and to earn an income from their Family Day Care business.

POLICY

Nature Alliance Family Day Care Service recognizes the Family Day Care Educator as an independent contractor for the Family Day Care Service in relation to the setting of the individual Fee Schedule in accordance with the Commonwealth requirements. The Family Day Care Educator will establish their Fee Schedule within Nature Alliance Family Day Care Service Fee Guidelines.

The Approved Fee will be applied to all families regardless of their circumstances. The fees charged will be set out in the individual Educator's Fee Schedule.

PROCEDURES:

1. Nature Alliance Family Day Care Service will be responsible for setting the Fee Guidelines that all Educators must work within. Educators will not be able to operate with Nature Alliance until their Fee Schedule is approved.
2. That there be no collusion between Family Day Care Educators in the setting of the Fees (*Competition and Consumer Act (Cth) Section 45*).
3. The Educators' Fee Schedule must be submitted on the Nature Alliance Fee Schedule Template and must clearly state the Educator's name, address and if applicable the trading name and the date of commencement.
4. Nature Alliance Family Day Care Service will inform families that Educators set their fees within the Nature Alliance Fee Guidelines and these fees are approved by the service prior to implementation.
5. An Educator who wishes to set a fee for service outside the Fee Guidelines must provide clear written justification for the fee they wish to charge at the time they submit their Fee schedule. Nature Alliance Family Day Care Service will not enter into discussions relating to the value of an individual service compared to other services as related to the fee charging practice.
6. Educators working with Nature Alliance Family Day Care Service will provide families with a copy of their approved 'Fee Schedule', in writing at the time of the parent interview/enrolment and again when the Fee Schedule is updated. As part of the electronic enrolment process, parents are required to acknowledge the fees and charges.
7. Any amendments to the Educator's Fee Schedule must be submitted to the Service on the Nature Alliance Fee Schedule Template and in a timely manner to allow approval and notice to parents. This includes any changes to the hours of operation or rate charged and will supersede the specified rate on the agreement of 7th August 2023 and any future agreement.
8. Family Day Care Educators must provide two weeks written notice to families of any changes to their approved 'Fee Schedule'. (It is recommended that all fee increases are consistent, both to be set for the beginning of each financial year and no more than twice a year).
9. Nature Alliance Family Day Care Service requires that fees must be equitable for all families in the same service and not be discriminatory.
10. A 'trial period' is recommended and no notice of termination is required during this period by either the Family Day Care Educator or the family. This period is determined by the Educator and is stated on the Educator Fee schedule and discussed at the time of enrolment. This trial period will be included in the Educator's Parent Handbook.
11. Termination of education and care requires a notice in writing by either the Family Day Care Educator or the parent. This period is determined by the Educator, is discussed at the time of enrolment and be included in the Educator's Parent Handbook.
12. Nature Alliance Family Day Care Service will review the Service Levy for Family Day Care Educators each financial year based on the annual budget thereby ensuring that the required income will be received to run the service efficiently.
13. Parents are required to pay the service the equivalent of two weeks gap fee (this is referred to as a Holding Fee) in advance or the full cost of contracted childcare at the commencement of care if CCS is not in place. Payments must be kept in advance, whether the child attends or not. This includes public holidays and any other absences. The Holding fee will be refunded to families if all accounts are paid in full and no amount is outstanding when the child leaves the FDC service.
14. Parent Gap Fees must be paid via direct debit using redPay. This direct debit authorisation must be established during the enrolment process. If this fee is not paid or

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declines, Nature Alliance will contact both the Educator and the parent to make arrangements for payment or cancel the child's booking.

SUPPORTING DOCUMENTATION:

NA-FRM-0011A Nature Alliance Family Day Care Service Fee Guidelines

NA-FRM-0011 Fee Schedule Template

NA-IFRM-0034 Approved Fee Schedule

Policy 34- Fee Policy