

## Child Care Subsidy (CCS) information

**Please apply for Child Care Subsidy (CCS), through MyGov or Centrelink, as soon as possible (if you haven't already done so) as it can take a few weeks to process. A CRN does not mean that your child is eligible for CCS**

**In order for CCS to be paid all the following steps need to be completed:**

1. Individual makes a claim for Child Care Subsidy (CCS) with Centrelink (through your MyGov account or by Tel: 136 150)
2. Child Enrolment form stating care arrangement with your Educator is received by Eastern Region Family Day Care (ERFDC)
3. ERFDC submits the above requested enrolment type and your child's care requirements to CCSS
4. Importantly, to complete the enrolment process, you must confirm your child's enrolment with ERFDC through your MyGov account.

## CCS Statements and Invoices

Once every CCS payment period, legislation requires ERFDC to issue a Statement of Entitlement to parents of children eligible for Child Care Subsidy. This statement will include details of the sessions of care provided and the resulting fee reduction amounts. It will be emailed to the enrolling parent's email address.

In addition to the weekly Statement of Entitlement from ERFDC, parents will have access to information through your Centrelink online account, you can view your entitlements at any time. Parents will receive a notice of all determinations of entitlement during each quarter from Centrelink.

Your Educator will issue invoices and receipts for child care fees incurred.

## Parental authorisations

### MEDICAL / MEDICATION

The Eastern Region Family Day Care medical condition policy is outlined in the ERFDC Family Handbook and Authorisation to Administer Medication forms are available from educators if medication is to be given whilst in family day care.

Should your child be injured or become unwell during the day you will be contacted. If you or your emergency contacts cannot be reached, it may become necessary to contact a doctor or ambulance. A continued effort will be made to contact you and your emergency contacts.

Parents will be responsible for the full payment of any costs incurred for transportation or treatment of any illness or injury relating to their child whilst in family day care.

I hereby consent to the Eastern Region Family Day Care staff / educator, engaging the services of a Doctor, Dentist or Ambulance in any emergency for my child.

I am aware that my child will be excluded from care if he/she is infectious. I understand that my child will be accepted back upon provision of a medical clearance certificate stating fit to return to child care.

Please note that all medication (including over the counter medications) must be in their original packaging and be labelled with medical instructions from a medical practitioner/pharmacist in order to be administered by your child's educator. The products must have previously been administered to your child without incident. You will be asked to complete an Authorisation to Administer Medication form.

The family day care educator may provide treatments for minor wounds and abrasions.

### SUN SAFETY HATS & CLOTHING

Eastern Region Family Day Care require children to be provided with sun safe hats and clothing when attending care. (ie. Tops that cover the shoulders, arms and chest are best; Hats to be bucket, broad-rimmed or legionnaire not caps)

### EXCURSIONS / REGULAR OUTINGS

Each excursion and regular outing requires parental authorisation forms to be signed prior to the excursion and a risk assessment sighted. I understand that my child's family day care educator will notify me prior to these excursions taking place. **(Parent Authorisation - Regular Outing & Transportation form is to be included with this Child enrolment form for parental authorisation)**

## FEES

- My child's Educator has given me a service approved copy of their Statement of fees and the ERFDC Statement of Fees Guide (**attached to the end of this enrolment form for me to save or print**) and I agree to pay fees and levies in accordance with these statements to the educator on behalf of the service.
- I agree to pay a weekly fee for my child's attendance, 1 week in advance.
- I understand that I must still pay fees when my child is absent from the service, this includes days off for sickness, holidays and public holidays.
- I understand that I will not be charged fees for any time the FDC educator is not available to provide care for my child
- I agree to give one week's notice before my child leaves the service and am aware that the FDC educator is also required to give one week's notice if care can no longer be provided (NB. Please refer to your Educator's Statement of Fees if there is any additional notice timeframe).
- I understand that if my child is absent before he/she attends the first day of care or is absent on the last days of care, I will not be eligible for CCS and may therefore be charged full fees for those absence days.
- I am aware that the FDC service requires the presentation of a medical certificate in the event of my child developing a medical condition or signs of illness once my 42 absence days (including public holidays) per financial year is used. CCS will not be paid for public holidays once my child has used 42 absence days.
- I authorise the Eastern Region Family Day Care to pay the educator the assessed CCS payments on my behalf, and to recoup the Parent Levy from the educator through the CCSS payment process.

## GENERAL

- I have viewed the Family Day Care educator's service as listed on this enrolment form and consent to the enrolment of my child with Eastern Region Family Day Care.
- I acknowledge that I will be emailed the Eastern Region Family Day Care Family Handbook, once the ERFDC service receives this enrolment or can view this on their website. I understand that any changes will be communicated in service newsletters or correspondence.
- I agree to comply with all requirements in relation to the Eastern Region Family Day Care service.
- I am aware that it is a legal requirement that I record my child's arrival and departure times at the time of arrival and departure on each day of care. I am also required to sign absence days.

## ERFDC Statement of Fees Guide as of 11 July 2022

**Government regulations require that you receive your Educator's Statement of Fees as well as this ERFDC's guide. Please place both together for future reference.**

CCS Service ID: 190014259H

CCS Provider ID: 190001875C  
 ABN: 20 431 487 930 (Shire of Mundaring)

Terms	Period	Fee per child
<b>Standard Hours</b>	<b>7.30am to 5.30pm (Monday to Friday)</b> Session hours charged will depend on the times your educator is open during above times	<b>Charged as a Session of care:</b> See your Educator's Statement of Fees for actual number of Session hours charged.
<b>Non-Standard Hours</b>	Before 7.30am and after 5.30pm (Mon-Fri)	See your Educator's Statement of Fees
<b>Before School Care</b>	Booking applies to School Term only - <b>Minimum session charged :</b> <b>1 hour for Before School Care to a maximum of 2 hours</b> (only chargeable if attendance is expected beyond the minimum session)	<b>Charged per session</b> See your Educator's Statement of Fees <ul style="list-style-type: none"> <li>Subject to Educator hours of availability</li> <li>Non-Standard Hours apply beyond this</li> </ul>
<b>After School Care</b>	Booking applies to School Term only - <b>Minimum session charged :</b> <b>2 hours for After School Care to a maximum of 3.5 hours</b> (only chargeable if attendance is expected beyond the minimum session)	<b>Charged per session</b> See your Educator's Statement of Fees <ul style="list-style-type: none"> <li>Subject to Educator hours of availability</li> <li>Non-Standard Hours apply beyond this</li> </ul>
<b>Vacation Care (School children only)</b>	Parent to book care as required for each School Holiday period.  Children attending Before / After School Care <b>and</b> Vacation Care pay for <b>all</b> Public Holidays on their booked care days.  School children attending Vacation Care only, pay for <b>booked days only</b> .  <b><i>If a school child is booked for Vacation Care and requires leave, but needs the place held for their return, then normal absence fees apply.</i></b>	Fees apply as per Educator's Statement of Fees for: <ul style="list-style-type: none"> <li>Standard Hours and</li> <li>Non-Standard Hours</li> </ul>
<b>Kindy (4 year old program)</b>	Full session fee may be charged if the Educator is responsible for delivering <b>or</b> collecting the child from the kindy program.	Educator's Standard Hours Session fees
<b>Saturday</b>	All day	See Educator's Statement of Fees
<b>Sunday</b>	All day	See Educator's Statement of Fees
<b>Public Holiday</b>	All day ( <b><i>If the child attends on a Public Holiday</i></b> )	See Educator's Statement of Fees
<b>Parent Levy</b>  <b>(Eastern Region Family Day Care is a not for profit organisation)</b>  <i>The service has been assessed and rated EXCEEDING against the National Quality Standard.</i>	A Parent fee charged by ERFDC to the family, for each child attending care. This fee enables ERFDC to maintain the highest quality of care available for your child. This Levy is added to the Educator's fees and is CCS eligible. <ul style="list-style-type: none"> <li><b>Daily attendance:</b> Children attending any session during the week other than B/ASC</li> <li><b>Before / After School Care (B/ASC):</b> Children attending Before / After School Care only.</li> </ul>	<b>2022 / 2023</b>  <b>Daily attendance:</b> \$2.00 per session hour charged <i>To a Maximum of: \$47.00 per child p/week</i>  <b>B/A School Care booking:</b> \$3.50 per day per child  *Nil Levy for 3rd child attending care
<b>CCS Eligible Hours Per child / per fortnight</b>	The number of hours of subsidised care families can access, will be determined by an activity test. Hours are allocated per fortnight, ranging between maximum of 24 to 100 hours.	Any hours charged in excess of the maximum CCS eligible hours allocated to a family are charged at Full Fees
<b>Permanent Booked Hours</b>	These are the days / hours of care that you nominate on the Child Enrolment Form and confirm through your MyGov account. If your care requirements change your educator will ask you to approve changes on our Harmony Web software.	Days and hours charged each week as being your child's Permanent Booked Hours.  These may vary from time to time and are then a Temporary booking.

## ERFDC Statement of Fees Guide as of 11 July 2022

<b>Terms</b>	<b>Definition</b>	
<b>Record of Care and Fees paid</b>	Government legislation dictates that Eastern Region Family Day Care must provide a Statement of Entitlement to parents of children eligible for Child Care Subsidy, minimum of once a fortnight. We issue them weekly. Your Educator will invoice you (the parent) and issue receipts.	
<b>Fees</b>	Morning tea, afternoon tea and lunch may be provided by the educator. Travel is also included if a child is taken to or picked up from Kindy / School.	
<b>Public Holiday</b>	Usual parent portion is payable for normal booked hours if <b>not</b> attending. If a child attends due to parent's work commitment then Public Holiday Fees apply – See "Public Holiday" on previous page.	
<b>Educator closes their service temporarily</b>	<b>When an educator chooses to close for a full (or part of) day, for any reason, no charge will be made for the period of time the educator is not available. If your educator has to closed due to COVID, an absence is recorded and fees are optional to charge.</b>	
<b>Child Care Subsidy (CCS%)</b>	% of the hourly rate cap the government will pay towards the Child Care Fees (Income tested).	
<b>CCS eligible hours</b>	The CCS eligible hours per fortnight are determined by an activity test. The parent with the lowest hours of activity per fortnight will determine the hours of CCS per fortnight.	
<b>CCS rate cap – 2022 / 2023</b>	\$11.80 per hour	
<b>CCS withholding rate</b>	5% CCS entitlement will be withheld by Centrelink to reduce the likelihood of debt. This will be paid to the individual at Reconciliation time. Parents may request a higher CCS withholding rate.	
<b>Additional Child Care Subsidy (ACCS)</b>	<p>There are four different payments under Additional Child Care Subsidy (ACCS) for which individuals may be entitled to:</p> <ol style="list-style-type: none"> <li><b>Additional Child Care Subsidy (child wellbeing)</b> – to help children who are at risk of serious abuse or neglect. <b>ERFDC can apply for up to 6 weeks to Centrelink who can review or cancel the certificate.</b></li> </ol> <p>To be accessed for any of the following payments, the individual needs to approach Centrelink:</p> <ol style="list-style-type: none"> <li><b>Additional Child Care Subsidy (grandparent)</b> - to help grandparents on income support who are the principal caregiver of their grandchildren</li> <li><b>Additional Child Care Subsidy (temporary financial hardship)</b> - to help families experiencing financial hardship</li> <li><b>Additional Child Care Subsidy (transition to work)</b> - to help low-income families transitioning from income support to work.</li> </ol>	
<b>Age requirements for child</b>	<p>Children must:</p> <ul style="list-style-type: none"> <li>be aged 13 years or under</li> <li>not attend high school (secondary school).</li> </ul> <p>No CCS is payable for care provided to children who do not meet these conditions</p> <p>An exemption may apply for some older children with a disability or children attending secondary school at a young age that may be eligible on a case-by-case basis if they have a legitimate need to access subsidised care and cannot be left unsupervised:</p> <ul style="list-style-type: none"> <li>children aged 13 and under who are attending secondary school</li> <li>children with disability aged 14 to 15 years</li> </ul> <p>Centrelink will consider parent's eligibility in respect of these children based on information and evidence provided by the parent at claim or when updating their circumstances.</p>	
<b>Child absence - at the beginning or end of care</b>	If a child is <b>Absent on the first or last day</b> of care then CCS is not payable (unless due to COVID) the parent will be charged full fees for all absence days until the child physically attended care.	
<b>Child Absence</b>	Usual parent portion is payable for normal booked hours when <b>not</b> attending due to illness, holidays, occasional absence, Public holiday, pupil free day etc. Each child is allocated <b>42 Absence days</b> for which CCS is paid, <b>2022-2023 financial year only an extra 10 absence days are allocated (-52-)</b>	
<p><b>When 52 Absence days have been used</b>, any absence due to those listed above, will result in FULL FEES being payable by the parent ie no CCS is payable for that absence day including Public holidays.</p> <p><b>Once the first 52 Absence days have been used</b>, Child Care Subsidy will be paid for Additional Absences only as listed below.</p>		
<b>Additional Absence Days</b> Documentation is to be kept by ERFDC office for 3 years after the Additional Absence day has occurred.		
Illness (with a medical certificate)	Non-immunisation (exclusion from care)	Court order or parenting plan
Service closed – local emergency	Attendance at pre-school	Temporary school closure / Pupil Free Day
In shared care arrangements (where separated parents both claim Child Care Subsidy for the child's care), the allocation of 52 absences relates to the child, not to each individual claimant.		