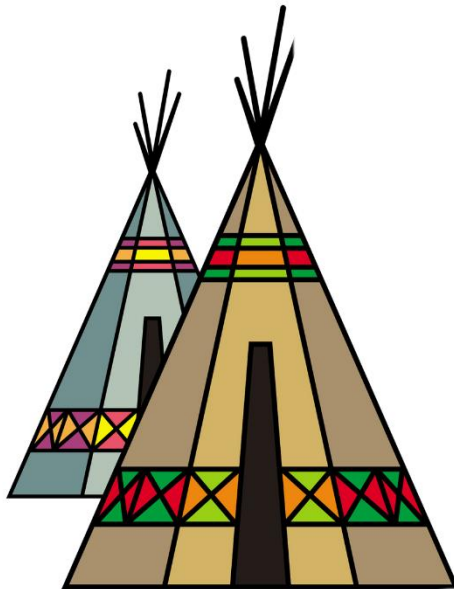


CUBBECO

YOUR ECCO FAMILY DAY CARE



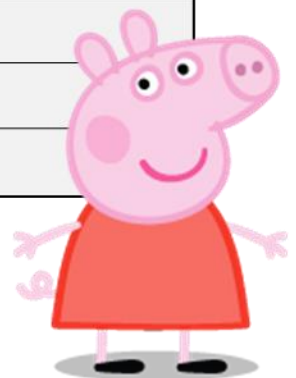
PARENT PACK

CUBBECO

YOUR ECCO FAMILY DAY CARE



Time	Routine
8:00	Arrivals and Quiet Play
8:45	Free Group Activities indoor or Outdoor
9:15	Nappy Change / Tidy Up
9:30	Wash Hands and Morning Tea
10:00	Group Time Outside Area
10:45	Age individual activities Theme
11:15	Nappy Change / Tidy Up
11:30	Wash Hands / Lunch Time
12:30	Rest Time
14:30	Children Wake Up / Nappy Change
15:00	Wash Hands / Afternoon Tea
15:30	Group Activities Eco Time
16:30	Nappy Change / Body Movement Activities
17:00	Wash Hands / Late Afternoon Tea
17:30	Quiet Activity
18:00	Children Depart





CUBBECCO

YOUR ECCO FAMILY DAY CARE



What your child needs in their bags:

- Lunch and Water Bottle
- 2 Changes of Clothes
- Nappies/creams
- Favorite / security toy/blanket or pillow
- 1 hat and sun lotion
- Bath towel

Cubbecco will provide:

- Morning/afternoon and late afternoon tea
- Hands towels
- Bed Linen

Attention Parents:

Please give all medication to the educator (Chris Sena) when you arrive to drop off your child/children. Please have all medication in a zip lock plastic bag labeled with your child's name.



PARENT/EDUCATOR AGREEMENT FORM FOR CONTRACTED CARE

This Agreement is effective from and is for the care of

FEE CALCULATION:

(The cost of childcare is GST free)

Contract Times			Select days	Out of hours (rounded to ½ hour)	Other - food, loading levy etc.
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
TOTAL			_ days x \$(daily rate)	_ Hours x \$	\$
			\$	\$	\$

TOTAL WEEKLY COST OF CARE \$

Week in advance: \$

AGREEMENT:

- Payment for contracted hours for permanent care will be paid in ADVANCE.
- Educator must be notified in ADVANCE, within ONE week if there is any temporary variation to arrival and departure times or days. Failure to make these arrangements with the Educator by the time specified will result in an additional charge of the *Early/Late Fee*. Educator is to be paid a late fee for early arrivals and late collections AS THEY OCCUR.
- Educator/Parents to give at least 4 weeks notice, or payment in lieu of notice, on termination of permanent care.
- Educator to keep parents informed of activities and outings in ADVANCE.
- Parents to notify Educator if child is on any medication and complete the Medication Form.

We, the undersigned, agree to abide by the terms and conditions outlined in the Conditions of Fee Schedule.

EDUCATOR NAME: *(Please print)* PARENT NAME: *(Please print)*

ADDRESS: ADDRESS:

PHONE: (M) PHONE: (M)

EMAIL: EMAIL:

SIGNATURE: SIGNATURE:

Purpose: To formalise agreement between Parents and Educators

Intended Recipients: Council Staff, Family Day Educators, Parents and the Dept of Family & Community Services

Supply: Required by Dept of Family & Community Services and must be supplied prior to care commencing

Storage: Council's Main Office

The information may be corrected / updated by contacting Council



CUBBECO FAMILY DAY CARE
Registered under Ku-ring-gai Council's Family Day Care
Scheme

Fee Centre

Educator Fees

Core hours of the scheme: 8am – 6pm

Hours of operation: **(08:00-18:00)**

Minimum 8 hours' fee applies during core hours

Core Hours – minimum booking of 8 hours between 8am – 6pm \$13.50		
8 hours		\$108
9 hours		\$121.50
10 hours		\$135.50
Outside Core Hours		
Before 8am – after 6pm		\$1 Per/Minute
Casual Care – minimum booking of 4 hours		
4 hour minimum booking	\$- per hour (insert your hourly rate)	\$54
Before and After School Hours Care (delete this section if you don't provide this type of care)		
1st hour before and after school		\$13.50
2nd hour up to 6pm		\$18.50
Additional Charges (delete any that don't apply to you or insert N/A)		
Early/Late fee	Per ¼ hour (15 minutes) or part thereof	\$15
Food	Lunch and morning/afternoon tea	Included in Daily Rate

The cost of childcare is GST free



Conditions of Fee Schedule: (2017)

Permanent Care

Permanent Care relates to a booking made for the same days and hours each week either full-time or part-time. A minimum of 8 hours per day between the hours of 8am – 6pm must be paid for whether care is used or not during this time.

A Parent/Educator Agreement Form must be signed by both the Parent and the Educator and returned to the Family Day Care office. Any changes to your contract must be negotiated with the Educator at least one week prior to commencement of your new care requirements. A new Parent/Contract Agreement Form is to be completed and forwarded to the Family Day Care office.

Confirming a Placement

To confirm a childcare placement with an Educator, families will need to make payment within 3 working days after the Educator interview, or 1 month before care is to start. The deposit fee is equal to the **total** amount due for one week's fee for care. Confirmation of the childcare placement must also be made by telephoning the Family Day Care office. Failure to do so may result in the loss of the placement with that Educator.

Weekly Fee Payment

Payment is made directly to the Educator at the beginning of each week. Your Educator will issue you with a receipt of each payment. Parents on Child Care Benefit are only required to pay their portion of the childcare fee after the Child Care Benefit has been deducted.

One week's notice must be given to the Educator and the office staff when the contract is changed (ie reduction of days or times).

Termination or Cancellation of Care

Parents must give the Educator and the Family Day Care office 4 weeks notice in writing before care is to cease. If 4 week's notice is not given, then 4 weeks' payment in lieu of notice must be paid. The 1-week deposit paid at the start of care can be used to pay the last week of care. Child Care Benefit is not available for payment in lieu of notice.

Carers are also required to give parents 4 weeks notice in the event of terminating care.

Child Absences

Full payment of fees is due, even if your child is absent due to illness, public holidays, rostered days off, holidays etc. If the Educator is not available for care, then no fees are due for this period.

Child Care Management System (CCMS) and Child Care Benefit (CCB)

The Child Care Management System (CCMS) is a national childcare system that will bring all approved childcare services online. Your childcare service will use their CCMS registered software to record child enrolment and attendance information.

Services report this data to the Department of Education, and Training via the internet to allow calculation and payment of Child Care Benefit (CCB) fee reductions on behalf of children in their service. Parents wishing to claim the Child Care Benefit as a reduction on their weekly fee must advise the Family Assistance Office when applying for the benefit.

On being notified by the Family Assistance Office, Ku-ring-gai Family Day Care will inform the Educator and Parent of the proportion of the total fee parents must pay directly to the Educator. The

CCB component will be paid by the Scheme directly to the Educator. Alternatively, parents may claim this as a deduction on their annual Income Tax Assessment. For further details, contact 136150. Our Scheme Service Provider Number is: 1-6PX-2702.

Allowable Absences

Under the Child Care Management System, Child Care Benefit will be paid for up to 42 days absences for each child per financial year without the need to provide documentation such as medical certificates. All absences beyond the first 42 days will only be paid for 'additional absences' if parents/guardians provide evidence that the absence has occurred under a permitted circumstance.

50% Child Care Tax Rebate

The Child Care Tax Rebate (CCR) is a payment from the Government that helps working families with the cost of childcare. If you are using approved childcare for work, training or study-related reasons, from 1 July 2008, the Government will provide you with 50% of your out-of-pocket childcare costs, up to \$7,500 (indexed) per child per year. For more information please visit the Australian Government Department of Human Services. <https://www.humanservices.gov.au> or phone 136150

Casual Care/Occasional Care

Casual Care relates to children requiring irregular care for a period of **less than 2 calendar weeks**. A minimum booking of 4 hours per day is due to the Educator whether this time is used or not.

Children requiring care for a period of **more than 2 calendar weeks** are classified as requiring permanent care and the **permanent rate** applies.

Public Holidays

If a gazetted Public Holiday occurs on a child's regular booked care day, the normal fee is applied. **Please note:** If the Educator's service is closed directly before or after a Public Holiday, then the parent is **not** required to pay for the Public Holiday.

Service Closure

An Educator may close their service temporarily for leave, giving at least 4 week's notice in writing to Parents and the Family Day Care office. Fees are not payable to the Educator when the service is closed. Parents should contact the Family Day Care office if relief care is required.

Illness of an Educator

Parents needing relief care are required to contact the Family Day Care office if their regular Educator is unavailable due to illness. Fees are not due to your regular Educator if they are unavailable for this reason.

Relief Care

If your Educator is unavailable for any reason at any time, and you are in need of an alternate Educator, please notify the Family Day Care office as soon as possible. Every effort will be made to find an alternate Educator for this time, but relief care cannot be guaranteed. Permanent rates and conditions apply. Cancellation of relief care will result in Parents making full payment to the relief Educator.

Absent due to Illness

If your child/ren are ill, the best place for them is in their own home. Please notify your Educator as soon as possible if your child/ren will be absent from care. Children should not be sent to the

Educator's home if sick or suffering from infectious diseases. Children with an infectious disease will be excluded from Family Day Care for the period of time recommended by the NSW Health Department. If a child becomes ill whilst in care, the Educator will require the Parents to collect the child.

In some instances, it will be necessary for parents to provide a medical certificate or written statement verifying the child's absence from care due to illness. A medical certificate may be required to confirm that the child is well enough to return to care.

Holidays

Full fees are payable to the Educator if a child is absent for holidays. Fees must be paid in advance for the full number of days the child is usually in care. A minimum of 4 weeks notice is required in writing to the Educator when taking holidays. Educators are also required to notify the Parents and office 4 weeks in advance in writing of their intention to take holidays.

Attendance Requirements

For the purpose of the Scheme's accountability requirements to the Commonwealth Department of Education and Training, parents are required to accurately write and initial the time of actual arrival and collection of their children on the attendance form at the Educator's home.

Early/Late Fee

Parents are required to notify their Educator in the time agreed on the Parent/Educator Agreement Form if they are wanting to drop off or pick up their child/ren outside their booked times. If no prior arrangements are made, the Educator will charge the Early/Late Fee for each quarter hour or part thereof for this time.

These charges cannot be claimed on Child Care Benefit.

Transport

The cost of transporting children in care to and/or from school or preschool is paid by the parents. This cost is not claimable on Child Care Benefit.

Meals

Educators and parents/guardians are to discuss the meal and snack requirements of the child/ren. A decision as to who is providing the meals should take place prior to the commencement of care.

Administration Fee

Parents registering with Ku-ring-gai Family Day Care are required to pay an administration fee of \$100.00 at the time of the interview. This payment is a one off fee and is non-refundable.

Further clarification on these conditions can be made by the Family Day Care office by phoning 9424 0000.