

Educator first name: _____ Surname: _____

Address: _____ Suburb: _____ Post code: _____

This document is to be completed by educators proposing details of their Fee Schedule / Contract, including: business name; fee types and rates; and, preferences for payments (as detailed in the sections below). If the proposal is approved by the Kath Dickson Family Day Care (KDFDC) Coordination Unit, an official Fee Schedule / Contract document, identifiable with your name, will be sent to you to provide to families. If your proposal is not approved, further negotiations will occur.

HEADING

Please fill in your preferences for the [placeholder text fields] below. This will appear at the top of your approved Fee Schedule / Contract. Please be precise with your wording, as we will use exactly what you enter here on the final copy.

FEE SCHEDULE / CONTRACT OF [educator name or business name]

Kath Dickson Family Day Care Educator
[educator address] | [contact number] | [email]

[educator name or business name]: _____

[educator address]: _____

[contact number]: _____

[email]: _____

FEE TYPES AND RATES

Fees effective from: _____

Fee types marked with an asterisk () are mandatory. They will be applied in place of excluded fee types where applicable.
If you do not intend to use a certain fee type, please indicate.*

		PROPOSED DETAILS
		Hourly rate Min. hours
* STANDARD		
HOURS	Care that falls between the hours of 8 a.m. to 6 p.m., Monday to Friday. \$8.00 - \$17.00 per hour, per child.	_____
* NON-STANDARD		Hourly rate
HOURS	Care that is outside of standard hours. \$8.00 - \$21.00 per hour, per child.	_____
* CASUAL HOURS	Care that is accessed outside of the agreed booked hours. \$8.00 - \$26.00 per hour, per child.	_____
* ABSENCES	Any booked hours that are not attended by the child, where the educator is available to work. 100% of usual fees.	
PUBLIC HOLIDAY	Care accessed on a public holiday. Normal booked hours are charged if care is not accessed. \$8.00 - \$26.00 per hour, per child.	_____
WEEKEND	Care that falls between 12 a.m. Friday (midnight) and 12 a.m. Sunday (midnight). \$8.00 - \$21.00 per hour, per child.	_____
ROSTER	Care that is accessed in accordance to a parent whose work hours change from week to week. \$8.00 - \$21.00 per hour, per child.	_____

SCHOOL TERM CARE		
ONLY	<i>Care that is accessed only during school terms.</i>	
	\$8.00 - \$21.00 per hour, per child.	
SCHOOL HOLIDAY CARE		
ONLY	<i>Care that is accessed only during school holidays.</i>	
	\$8.00 - \$21.00 per hour, per child.	
FOOD	<i>Additional fees for when the educator provides meals to children.</i>	
	\$2.00 - \$6.00 per meal.	
TRAVEL	<i>Additional fees for when the educator transports children.</i>	
	Minimum \$1.00 – Maximum as per Australian Tax Office (ATO) approved kilometre rate.	
	Cents per kilometre method Australian Taxation Office (ato.gov.au)	
EXCURSIONS	<i>Additional fees for when an admission fee is required for excursion events.</i>	
	Additional fees may apply to cover admission fees and / or other associated costs.	
OTHER / MISC.	<i>Anything that does not fit elsewhere should be listed here, e.g. "Meals are included in the fees."</i>	

Parent Administration Levy Charged at \$2.35 per child per hour.

Gap fee payments are to be paid via our RedPAY direct debit service, these transactions occur weekly once we have processed attendances. A statement of your charges will be sent on a Tuesday and any funds outstanding against the invoice will be debited from your nominated bank account or debit/credit card account on a Wednesday.

For accounts that become more than 2 weeks outstanding contact will be made to make payment or care may be suspended until payment is made.

If you nominate to pay via credit card, you may notice a \$0 authorisation transaction pending in your online banking when we register your credit card details in our system. This transaction will disappear after a few business days. When a payment is processed from your nominated direct debit account, a payment description of "RED*EastCoastFDC or Metropolitan" will appear on your bank statement.

Depending on your nominated payment method, you may also incur the transaction fee/s shown in the below table. These fees will be charged to you and will appear on your statement.

Direct Debit Fee Type	Credit Card/Debit Card	Bank Account
Transaction Fee	\$0.70	\$0.70
Surcharge	1.9%	N/A
Dishonour Fee	\$8.00	\$8.00