

ADMINISTRATION – ABSENCE FEES

POLICY

To maintain the child's permanent booking with the Family Day Care Educator, families are charged fees (as per the Educator's Fee Schedule) when child/ren are absent from care on day/s they would normally use; for example, when they are ill or on holidays.

Educators may not charge when they are unable to provide care due to illness, holidays or other personal reason. Public holidays are an exception to this rule and may be charged by the Educator. (See the Educator's Fee Schedule and the Scheme's Fee Setting policy for more information).

PROCEDURE

1. In the event of an absence, the parent is to notify the Educator promptly giving the reason for the absence.
2. 100% fee is charged for Regular/Permanent booked care day/s. The fee may also be charged for a casual booking if it is not cancelled within 48 hours prior to the booked casual day, so that an Educator may accept another booking.
3. Educators may choose to reduce the fees payable to 50% of the standard fee for a period of extended absence.
4. The Educator will complete the timesheet appropriately noting that an absence fee is payable.
5. The amount of time charged will be as per the booking agreement.
6. Absence fees may apply to Public Holidays although the Educator may not offer care on that day. (See the Educator's Fee Schedule and the Scheme's Fee Setting Policy for more information)
7. Absence fees do not apply and are not charged to families if the Educator is unable to provide care due to their own illness or other personal reason.
8. Standard fees are payable for the period a child is at pre-school/kindergarten if the Educator has the child before and after pre-school/kindergarten and is the contact person for the child during their period of attendance.
9. Parent/guardian must sign the timesheet to verify all information.
10. Child Care Subsidy is payable for up to 42 Absences in each financial year. The 42 absences include sick days, holidays or any other absence.
11. If a medical certificate is provided to the Scheme, any day/s covered by the certificate will not count toward the 42 allowed absences. The medical certificates are applied when a family would otherwise exceed the total of 42 absences allowed.
12. Rostered Days Off are not included in the absence total if evidence is provided by the employer and the evidence presented to the Scheme.

Source:

DET Child care Provider Handbook 29 May 2018

Reviewed February 2006, August 2008, July 2009, July 2012, March 2013, July 2018