ERFDC Statement of Fees Guide as of August 2026

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
Standard Hours	***7.30am to 5.30pm (Monday to Friday)*** Session hours charged will depend on the times your educator is open during above times	***Charged as a Session of care:*** See your Educator's Statement of Fees for actual number of Session hours charged.
Non-Standard Hours	Before 7.30am and after 5.30pm (Mon-Fri)	See your Educator's Statement of Fees
Before School Care	Booking applies to School Term only - **Maximum of 2 hours** (only chargeable if attendance is expected beyond the minimum session – See Educator's Statement of Fees)	***Charged per session*** See your Educator's Statement of Fees • Subject to Educator hours of availability • Non-Standard Hours apply beyond this
After School Care	Booking applies to School Term only - **Maximum of 3.5 hours** (only chargeable if attendance is expected beyond the minimum session - See Educator's Statement of Fees)	***Charged per session*** See your Educator's Statement of Fees • Subject to Educator hours of availability • Non-Standard Hours apply beyond this
Vacation Care **(School children only)**	Parent to book care as required for each School Holiday period. Children attending Before / After School Care ***and*** Vacation Care pay for ***all*** Public Holidays on their booked care days. School children attending Vacation Care only, pay for **booked days only.** ***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.***	Fees apply as per Educator's Statement of Fees for: • Standard Hours and • Non-Standard Hours
Kindy **(4 year old program)**	Full session fee may be charged if the Educator is responsible for delivering ***or*** collecting the child from the kindy program.	Educator's Standard Hours Session fees
Saturday	All day	See Educator's Statement of Fees
Sunday	All day	See Educator's Statement of Fees
Public Holiday	All day ***(If the child attends on a Public Holiday)***	See Educator's Statement of Fees
Parent Levy **(Eastern Region Family Day Care is a *local government organisation*)** *The service has been assessed and rated meeting the National Quality Standard.*	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. • **Daily attendance:** Children attending any session during the week other than B/ASC • **Before / After School Care (B/ASC):** Children attending Before / After School Care only.	**2026/2027 – effective from 31/08/2026** **Daily attendance:** $2.00 per session hour charged *To a Maximum of: $85 per child p/week or $120 per family p/week*
CCS Eligible Hours Per child / per fortnight	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 72 to 100 hours.	Any hours charged in excess of the maximum CCS eligible hours allocated to a family are charged at Full Fees
Permanent Booked Hours	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 August 2026

Terms	Definition
Record of Care and Fees paid	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. We will invoice you (the parent) and issue receipts.
Fees	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.
Public Holiday	Usual parent portion is payable for normal booked hours if ***not*** attending. If a child attends due to parent's work commitment, then Public Holiday Fees apply – See "Public Holiday" on previous page.
Educator closes their service temporarily	**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.**
Child Care Subsidy (CCS%) **CCS eligible hours**	% of the hourly rate cap the government will pay towards the Child Care Fees (Income tested). The CCS eligible hours per fortnight are determined by an activity test. For more information visit Services Australia Child Care Subsidy.
CCS rate cap –2026/2027 **CCS withholding rate**	$14.08 per hour 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.
Additional Child Care Subsidy (ACCS)	There are four different payments under Additional Child Care Subsidy (ACCS) for which individuals may be entitled to: 1. **Additional Child Care Subsidy (child wellbeing)** – to help children who are at risk of serious abuse or neglect. **ERFDC can apply for up to 6 weeks to Centrelink who can review or cancel the certificate.** To be accessed for any of the following payments, the individual needs to approach Centrelink: 2. **Additional Child Care Subsidy (grandparent)** - to help grandparents on income support who are the principal caregiver of their grandchildren 3. **Additional Child Care Subsidy (temporary financial hardship)** - to help families experiencing financial hardship 4. **Additional Child Care Subsidy (transition to work)** - to help low-income families transitioning from income support to work.
Age requirements for child	Children must: • be aged 13 years or under • not attend high school (secondary school). No CCS is payable for care provided to children who do not meet these conditions 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 subsided care and cannot be left unsupervised: • children aged 13 and under who are attending secondary school • children with disability aged 14 to 15 years 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.
Child absence - at the beginning or end of care	If a child is ***Absent on the first or last day*** of care then CCS is not payable and the parent will be charged full fees for all absence days until the child physically attended care.
Child Absence	Usual parent portion is payable for normal booked hours when ***not*** attending due to illness, holidays, occasional absence, Public holiday, pupil free day etc. Each child is allocated **42 Absence days** for which CCS is paid.

When 42 Absence days have been used, 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.

Once the *first 42 Absence days* have been used, Child Care Subsidy will be paid for Additional Absences only as listed below.

Additional Absence Days **Documentation is to be kept by ERFDC office 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 42 absences relates to the child, not to each individual claimant.

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 from page 1 to CCSS
4. You need to complete the enrolment process by confirming 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.

Our Service (Eastern Region Family Day Care) 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 Parent 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)

Parental authorisations continued……

EXCURSIONS / REGULAR OUTINGS

Each excursion and regular outing require 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. ***(Regular Outings Authorisation is to be included with this Child enrolment form for parental authorisation)***

My child's educator has notified me and I have sighted a Risk Assessment of a pool, spa, water feature or water hazard current at the residence (where applicable).

My child's educator has notified me and I have sighted a Risk Assessment of the pets currently on the residence (where applicable).

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 Eastern Region Family Day Care
- **I agree to pay a weekly fee for my child's booked sessions of care via Direct Debit/Credit Card. I understand that I will be charged full fees until my child's CCS information has been received through Eastern Region Family Day Care's CCS portal (Harmony).**
- I understand and agree to pay the bank transaction fees for the weekly direct debit processing through third party secure payment gateway provider redPAY.
- I understand that redPAY will automatically deduct from my nominated direct debit/credit card account, their per transaction fees which are:
    - Bank account $0.70
    - Debit/credit card $0.70 + 1.9%
    - Dishonour $8.00 + $0.70

  Please note: Effective 31 August 2026*, parents will no longer be charged redPAY transaction processing fees for direct debit payments, including bank account and debit/credit card transactions. However, in the event of a declined or dishonoured transaction, a dishonour fee of $8.00 will still apply and be charged to your nominated bank account/credit card*

- I understand that, prior to my child commencing care, I am required to pay two separate invoices, each equivalent to one week's estimated gap fee. In the event I am not eligible for CCS, or my CCS has not yet been approved, I understand I will be charged full fees.
  - Holding Fee Invoice : This payment secures my child's booking. This amount will be credited towards my child's final week of care, provided all fees and charges have been paid and cease care notice has been received.
  - Gap Fee Payment: This will be for one week's estimated gap fee, payable in advance. This payment covers my child's first week of care.
  Both invoices must be paid in full by the nominated due date and prior to my child commencing care.
  I understand that failure to pay these invoices by the due date may result in my child's commencement of care being delayed or care being suspended until payment has been received.
- I understand that all casual care, including school holiday booking must be paid for in advance.
- School holiday bookings are required to be paid minimum 3 weeks in advance. Separate invoices will be issued for each week of school holiday care, and will be payable prior to my child attending care.
- I understand that bookings made with less than 2 business days' notice are considered emergency care.
  I understand Emergency care needs at least 2 business hours' notice and is subject to agreement by the ERFDC team, based on staff availability and administrative capacity.
  I understand a $20 administration fee per child applies to these bookings and cannot be claimed through CCS.
  I understand if my child attends care without a prior booking, the same $20 administration fee per child will apply.
- I understand that any remaining credit balance on my account at the conclusion of care will be refunded to me.
- 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. Please note, some Educator's have individual service policies pertaining to notice periods. Please check with your Educator regarding their notice period.
- 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.
- To ensure ongoing childcare, I understand that I should discuss payment plan options with ERFDC staff within 1 week of fees becoming overdue. I understand that if a payment plan is not agreed to and followed, that my childcare may be discontinued without notice. I understand that the Service may use a debt collection agency to recover my unpaid fees.

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 Parent Handbook, once the ERFDC service receives this enrolment. 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.
- I understand that when my educator's service is closed I will need to make alternative care.
- I understand that there is an initial "settling in" period of 4-6 weeks. This means that I can withdraw my child from the service or if the service decides that they cannot accommodate my child's needs during this period, each must inform the other party at least 48 hours in advance.