

EFDCS Pre Enrolment Interview Pack

Online Enrolments & Family Agreement - July 2021

This Pre Enrolment Interview pack contains –

- ✎ **Page 2** - Parent Pre Enrolment Checklist – To be signed by the Educator & Parent & Emailed to –
accounts@empoweredfdc.com.au
- ✎ **Page 4** - Educator Fee Schedule – To be signed by the Parent & Emailed to -
accounts@empoweredfdc.com.au
- ✎ **Page 5** - Complying Written Agreement - To be filled in by the Educator signed by the Parent & Educator & Emailed to –
accounts@empoweredfdc.com.au

- ✎ EFDCS Family Welcome Letter – **Email this to the parent**
 - Family Enrolment Process - URL – Harmony link for registration –
Complete 1st step for the parent
 - Process of Steps & link will be emailed to parent once registered

Pre Enrolment Checklist July 2021 – RETURN TO accounts@empoweredfdc.com.au

Parent Pre Enrolment Checklist	YES Please tick to agree	NO Please tick if disagree
I have been informed of the location of EFDCS policies and procedures & Service Handbook and agree to abide by these at all times whilst registered with the service. <i>A manual is available at your FDC Educators Service & specific policies on the Parent Portal.</i>		
I have read the Fee Schedule with my FDC Educator. I am aware of the fees and charges associated with entering into a Complying Written Agreement (CWA) with Empowered FDC Service Pty Ltd.		
I have paid the non-refundable registration fee of \$30 to my FDC Educator at the Pre Enrolment Interview		
I have been informed about the Parent Portal, shown the location of EFDCS policies and procedures and agree to abide by these at all times whilst registered with the service. <i>A manual is available at your FDC Educators Service & specific policies on the Parent Portal.</i>		
I am aware that all fees are payable for all booked days of care including absences and public holidays where my days are a permanent booking.		
I have signed all of the FDC Educators Service Specific Risk Assessment Management Plans & Routine Permission forms		
Two (2) weeks' notice to leave my FDC Service must be provided and my child/ren must attend during the last 2 weeks to be entitled to receive the CCS payments. I am aware that I can not start or end my child's care on an absence, if so full fees apply with NO CCS payments available. If they do not attend in the last 2 weeks full fees will apply and my bond will not be refunded. (see EFDC "Fee Policy" in Parent Portal)		
I am aware that I must provide 2 weeks' notice to change booked hours and days. I understand that if any additional days or changes occur during this period I will be charged for these as well as my normal booked days of care with my educator.		
I have been informed by my FDC Educator of Empowered FDC Service and the FDC Educators philosophy, goals and delivery of their program for my child/ren which is available on the Parent Portal		
I understand that invoices will be available in my Parent Portal		
Failing to ensure my account is paid as per EFDCS "Fee Policy" I am aware that my care will be jeopardised and if remains unpaid, will be referred for debt collection.		
FULL Fees are to be paid until CCS is approved. All GAP fees are to be paid weekly to my educator. Invoices and receipts for all GAP payments are available in my Parent Portal to comply with the Family Assistance Law		
I understand I can provide feedback to EFDCS between 9am – 4pm Monday-Friday via email info@empoweredfdc.com.au or PH: 5437 0833		
While being transported my child is to be fitted in the following restraint – please circle Rear Facing chair Forward facing chair Forward facing chair+harness Harness+booster Booster+seatbelt Other please detail -		
If my child is being delivered to school or kindy they are to be – <input type="checkbox"/> Delivered to their classroom teacher <input type="checkbox"/> Dropped at the school designated drop off point <input type="checkbox"/> Other -		
How would you rate your orientation with your FDC Educator on a scale of 1 to 5, 1 being the lowest and 5 being the highest with your FDC Educator.	Comments: 1 2 3 4 5	
Parent 1 Name:	Parent Signature:	Date
Parent 2 Name:	Parent Signature:	Date

Empowered Family Day Care Service – Educator’s Fee Schedule

(5th July 2021 – 30th June 2022)

Empowered FDC Service ABN – 40 162 157 652

QLD Service Approval - SE- 40007136

Empowered FDC Service (EFDCS) is an Approved Provider for the Child Care Subsidy. Empowered FDC Service authorises the FDC Educators registered with the service to claim the gap fee payable to them by their families for the care which they have provided. Invoices and Receipts must be issued to families and copies are kept on Harmony as proof of invoicing & payment. These are available to all families via the Parent Portal.

If a parent needs to reduce hours or cancel their booking a minimum of 2 weeks' notice applies. This booking is to be entered via harmony online booking requests - Permanent booked days will be charged if 2 weeks notice is not provided - changes to days or additional days outside of permanent bookings will be charged as extra days during this period. In accordance with reporting requirements there is to be no day swapping or deleting permanent days without 2 weeks' notice.

Termination must be sent in writing to both the Educator and EFDC Service via accounts@empoweredfdc.com.au . If care is not used in this notice period full fees will apply with no CCS rebate applied or claimed for. **Care can not start or end on an absence unless evidence is provided to EFDCS that meets the Departments Guidelines - <https://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy/how-manage-your-payment/if-your-child-absent-from-child-care>**

EFDCS charge a non-refundable hourly administration levy for each child in care. EFDCS do not receive government funding and all administration fees paid to the service go towards wages, coordinators supporting Educators with training, regular visits, marketing EFDCS & Educator Services, Playgroups and administration fees and charges associated with processing Child Care Subsidy (CCS) on behalf of the registered families using Empowered FDC Service.

Explanations

- **Allowable absences** –The Australian Government will pay CCS for up to **42 absences** per financial year. These absences include - illness, holidays and public holidays. (all fees must be paid for if booked)
- **Permanent Bookings** - Permanent bookings are those made for the same days and times.
- **Routine (Standard Hours)** - Routine hours are set between **8am and 6pm Monday to Friday**.
- **Non Routine (Non Standard Hours)** – Non Standard hours refers to care used after **6pm and before 8am** Monday to Friday.
- **Weekend Care** – is care provided on **Saturday and Sunday**.
- **Overnight Care** – is also Non Standard hours care and provided after **6pm through to 8am**
- **Before and After School Care** - Is care provided to school aged children either before school or after school - during school terms. Times must not include times when a school is operating and sessions booked must be when school times end or begin.
- **Holiday Care** – This applies to school age children who require care in the holiday period.
- **Casual Care** – applies to children who need care on a casual basis. This must be discussed with Educators to ensure their availability. If less than 24hrs notice is provided to cancel a casual day which has been booked fees will be charged.
- **Public Holiday** – Normal booked fees apply as per the booking agreement for these days. If care is used on a public holiday a higher fee will apply. If Educators are **NOT** available/closed no fee is charged.
- **Alternate Care** – this is care that is used by a family with another Educator at their registered service if their Educator is away or unavailable due illness or holidays. This is not guaranteed and only available if an Educator has a vacancy – **A MINIMUM OF 24 HOURS NOTICE MUST BE PROVIDED – AN ALTERNATE CARE FORM MUST BE COMPLETED BY THE EXISTING FDC EDUCATOR & SENT TO accounts@empoweredfdc.com.au TO REQUEST THIS CARE FOR THE PARENT**
- **Overnight/24hr care** – This care must be approved by EFDCS prior to commencement & additional forms required.
- **Late Fee** – A late fee may be charged for children who are not collected by their booked time. Child Care Subsidy is not claimable for late fees.
- **Bond** – A refundable amount as per the schedule can be charged by your Educator on commencement and is taken off final gap fees at the end of care if no money is owed to the Educator. This fee can be negotiated.
- **Registration Fee** – A one off registration fee is charged for all new families entering the service by EFDCS & is not refundable.
- **Transport** – Transport costs may be associated with school runs, excursions and other travel as advised by the Educator. Please speak to your Educator.
- **Meals** – Educators who provide meals may include this into their fee or charge an additional cost for individual meals provided. Educators who provide meals must have a Supervisors Certificate and all Educators must have a Food Handling certificate. Menus must be displayed.

I agree to Empowered Family Day Care Service – Educator’s Fee Schedule dated 5th July 2021 & the terms/conditions outlined in this Fee Schedule for –

FDC Service/Educator Name -

Date of commencement - ____/____/____	AMOUNT
Empowered FDC Child Levy	\$1.30 per hour / per child
Registration Family Fee – Non Refundable	\$30/family
Routine (between 8am – 6pm Monday to Friday)	\$
Non Routine (after 6pm – before 8am Monday to Friday) Overnight Care	\$
Weekend Care (Saturday or Sunday)	\$
School Aged Care – (Before School Care) must be times prior to the school operating times	\$
School Aged Care – (After School Care) must be times after the school operating times	\$
School Aged Children - Holiday Care	\$
School Aged Children - School term care	\$
Casual Care	\$
Public Holidays	\$
Late Fee	\$ /15 minutes
Bond – Refundable as per EFDCS “ Fee Policy ” and noted above – This fee can be negotiated between the Educator and the Parent and adjusted accordingly based on days/bookings	\$100 – Part Time (1- 3 days) \$200 – Full Time (4-5 days)
Transport	\$ /trip
Meals – For meals to be provided the FDC Educator MUST hold a Supervisors Certificate and display an approved Menu on the premises	\$ - snacks \$ - main meal \$ - all meals

Parents Name - _____

Signature - _____

Date - ____/____/____

FDC EDUCATOR TO RETURN TO - accounts@empoweredfdc.com.au

RETURN TO accounts@empoweredfdc.com.au

July 2021 - Complying Written Agreement (CWA)

Between the CCS Approved Parent	Parent Full Name - _____ Address - _____ PC _____ PH - _____
And	Empowered FDC Service Pty Ltd PO BOX 359 Golden Beach QLD 4551 ABN – 87 614 926 242
For Childcare of the child	Childs full Name - _____ DOB - ____/____/____ First Day In Care - ____/____/____
By FDC Educator Name	Educator Name – _____ ABN - _____ Business Name – _____ Address – _____ PC _____ PH – _____ M – _____ Email – _____@_____.com

Day	Session start Routine, Before & After School or Preschool	Session end Routine, Before & After School or Preschool	Session start Routine, Before & After School or Preschool	Session start Routine, Before & After School or Preschool	EFDCS Child levy \$1.30/hr x all daily hours	Educator hourly rate	Total Hours booked per day
Monday	: am	: pm	: am	: am	\$1.30/hr	\$ /hr	hrs
Tuesday	: am	: pm	: am	: am	\$1.30/hr	\$ /hr	hrs
Wednesday	: am	: pm	: am	: am	\$1.30/hr	\$ /hr	hrs
Thursday	: am	: pm	: am	: am	\$1.30/hr	\$ /hr	hrs
Friday	: am	: pm	: am	: am	\$1.30/hr	\$ /hr	hrs
Saturday	: am	: pm	: am	: am	\$1.30/hr	\$ /hr	hrs
Sunday	: am	: pm	: am	: am	\$1.30/hr	\$ /hr	hrs

TOTAL fees shown do not include Child Care Subsidy (CCS)

Is this care –

- Casual Care – Fee \$_____/hr
- Roster Care –Ensure this date is the correct week 1 start date
- Before School Care – Fee \$_____/hr
- After School Care – Fee \$_____/hr
- School Term Care – Fee \$_____/hr

I confirm:

- I have agreed to the days of care and the start and end times of these sessions
- I agree care may be provided on a casual or flexible basis where available at the Service in addition to my routine care
- I understand that 2 weeks' notice must be provided to change or cancel my booking
- **I understand that I will be required to pay full fees until my Child Care Subsidy has been approved/confirmed**
- I understand that full fees apply for any absence on my first or last day of care if my child does not attend
- I am liable to pay all fees for my child's care and enrolment as indicated above and in line with Service policies (such as Fee Schedules, Policies and regulations for compliance accessible in the parent portal) I understand these fees are subject to change over time based on advice from the Service Provider.

Parent/Guardian Signature - _____

Date - ____/____/____