



## Educator fee schedule

Complete this form when you change your fees.

Your new fee schedule must be approved by the Business and Customer Support Centre (BCSC).

Email the completed form 2 weeks before the start date to the BCSC – [educationfdcbusiness@sa.gov.au](mailto:educationfdcbusiness@sa.gov.au).

### Educator details

Scheme name: \_\_\_\_\_

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Start date: (must be a Monday) \_\_\_\_\_

### Regular week hourly fee

| Type of fee                               | Fee per hour (\$) |   | Administration levy per hour (\$) |   | Total cost per hour (\$) |
|-------------------------------------------|-------------------|---|-----------------------------------|---|--------------------------|
| Monday to Friday 8am to 6pm               |                   | + |                                   | = |                          |
| Monday to Friday (after hours) 6pm to 8am |                   | + |                                   | = |                          |
| Saturday                                  |                   | + |                                   | = |                          |
| Sunday                                    |                   | + |                                   | = |                          |

### Public holiday hourly fee

| Type of fee                                | Fee per hour (\$) |   | Administration levy per hour (\$) |   | Total cost per hour (\$) |
|--------------------------------------------|-------------------|---|-----------------------------------|---|--------------------------|
| Public holidays – 8am to 6pm               |                   | + |                                   | = |                          |
| Public holidays (after hours) – 6pm to 8am |                   | + |                                   | = |                          |



**Transport fee**

| Fee per km (\$) |    | Fee per trip (\$) |
|-----------------|----|-------------------|
|                 | or |                   |

**Meal and snacks fee – if not included in hourly fee**

| Type of fee     | Fee (\$) |
|-----------------|----------|
| Breakfast       |          |
| Lunch           |          |
| Dinner          |          |
| Morning snack   |          |
| Afternoon snack |          |

**Hourly sessions**

|                                                                                            |    |                                  |
|--------------------------------------------------------------------------------------------|----|----------------------------------|
| I charge sessions or a minimum number of hours between Monday to Friday 8am to 6pm.        |    | Yes or no (circle your choice)   |
| Session 1 from: _____ am/pm To: _____ am/pm<br>Session 2 from: _____ am/pm To: _____ am/pm | or | a minimum of _____ hours per day |

**Bond sessions**

|                                                                                                                 |                                |
|-----------------------------------------------------------------------------------------------------------------|--------------------------------|
| I charge a bond at the beginning of care.                                                                       | Yes or no (circle your choice) |
| The amount of the bond will be reimbursed at the end of care if all outstanding child care fees have been paid. | Bond amount (\$) _____         |



### Other fees and charges

| Type of fee or charge (please list) | Fee (\$) |
|-------------------------------------|----------|
|                                     |          |
|                                     |          |
|                                     |          |
|                                     |          |
|                                     |          |

### Educator Acknowledgement

|                                                           |                                |
|-----------------------------------------------------------|--------------------------------|
| I agree the above fee information to be true and correct. | Yes or no (circle your choice) |
|-----------------------------------------------------------|--------------------------------|

Educator signature: \_\_\_\_\_ Date: \_\_\_\_\_

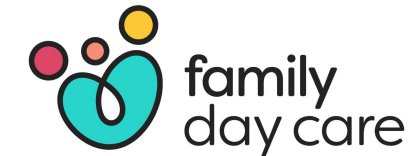
### Approval details

#### Business and Customer Support Centre (BCSC)

|                                                                                   |                                |
|-----------------------------------------------------------------------------------|--------------------------------|
| The proposed fee details are within the fee and charging policies and procedures. | Yes or no (circle your choice) |
|-----------------------------------------------------------------------------------|--------------------------------|

BCSC representative full name: \_\_\_\_\_

BCSC representative signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Parent or carer approval for paying gap fees

Parent gap fees must be paid electronically into an educator's bank account for a family to remain eligible for Child Care Subsidy. This is known as an electronic funds transfer (EFT). Cash will no longer be accepted for payment of gap fees.

The below parent or carer signature acknowledges that the parent or carer has been informed of and agrees to pay the fees in this fee schedule through an EFT payment.

[illegible]