

ROTATING SHIFT WORKER CHILDCARE CONTRACT

Full Time **Part Time** **Temporary** **School Age**

CHILD'S FIRST NAME: SURNAME:

PARENT'S NAME: CARER'S NAME:

STARTING DATE:/...../..... CEASING DATE: (If known)/...../.....

REASON FOR NOTIFICATION:

BOOKED TIMES

DAYS BOOKED

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

TIME BOOKED

START _____ _____ _____ _____ _____ _____

FINISH _____ _____ _____ _____ _____ _____

COMMENTS

.....

ESTIMATE OF WEEKLY CHARGE

(Subject to change if care is provided out of core hours or over contracted hours)

	COST TYPE	HOURS	CHARGE
	FULL TIME CONTRACT		\$
	PART TIME CONTRACT		\$
	SCHOOL AGE CONTRACT		\$
A	TOTAL NO. OF HOURS		\$

A	TOTAL HOURLY COST (FROM ROW A)		\$
J	Loading for @ \$		\$
K	Loading for @ \$		\$
L	Loading for @ \$		\$
M	Total Care Cost (A+J+K+L)		\$
N	Total Scheme Levies x \$5.00 per contracted day or	\$	\$
	Total School age Scheme Levy x \$2.50 per contracted day	\$	
O	Holding Scheme Levies x \$ 2.50 per contracted day	\$	
	Holding School Age Scheme Levy x \$1.25 per contracted day	\$	
P	PARENT PORTION TOTAL		\$
Q	Less Child Care Benefit Allowed	Max Benefit \$	\$
S	Total Parent Payment (P-Q)		\$

CONDITIONS AND GUIDELINES FOR CARE

Please read the following contract conditions and guidelines for childcare on the back of this form. Signatures are required on the back of this form to complete the agreement.

CONDITIONS AND GUIDELINES

Please Note: The following conditions and guidelines only apply if the carer is charging as per the minimum fee schedule guidelines.

FEE SCHEDULE

Please refer to the **minimum fee schedule guidelines** for all fees. If you have any queries please discuss them with your Carer immediately.

Standard Fee rates will be charged for 'core' hours – 7.30am to 5.30pm weekdays.

Out of Core rates will be charged for care outside of 'core hours'.

Public Holiday rates apply where a child is IN care on a public holiday. If a child would normally be in care, but is not in care because it is a public holiday, then the contracted fee applies.

OVERTIME

Negotiated Overtime rates will be charged when care outside contracted hours is negotiated with the Carer. Rates are at a minimum of one hour. Child Care Benefit will be paid on negotiated overtime provided that the total hours remain within the number approved by the Family Assistance Office.

Un-negotiated Overtime will be charged when parents are late and have not negotiated this extra time with the Carer. Child Care Benefit cannot be paid on un-negotiated overtime.

LOADINGS

Loadings may be charged for additional services. Please consult the **minimum fee schedule guidelines** for amounts and details.

ABSENCES FROM CARE

As per Commonwealth Government Regulations Child Care Benefit is paid for a child's absences due to the parents rotating shift roster (approved Absences), on an unlimited basis. If the child is absent for other reasons e.g. extended sickness – without a medical certificate, Grandma visiting, annual leave, (Allowable Absences) Child Care Benefit will be paid to a limit of 42 days per year.

HOLDING FEE

A holding fee may be charged when a child is on holidays or is sick, to guarantee the child's place with the Carer when the child returns. Holding fee is calculated on contracted hours only. Please consult the **minimum fee schedule guidelines** for details.

TERMINATION OF CARE

Notice to terminate care must be given at least one week prior to ceasing date. If one weeks notice is not provided, the Parent is required to pay the Carer one weeks fees, as contracted, in lieu of notice.

FAILURE TO PAY

If fees are not paid as agreed the carer may charge penalties and deny care. The scheme will not provide an alternative carer to a family if they have outstanding fees with a previous carer. Please consult the **minimum fee schedule guidelines** for details.

PARENT/GUARDIAN AGREEMENT

I have read, understood, and agree to, the **minimum fee schedule guidelines**.

I have read, understood, and agree to, the above conditions and guidelines.

I understand that all fees must be paid on a day agreed on by the Carer and myself.

..... Parents Signature/...../.....

Witnessed by:

..... Caregivers Signature/...../.....