



## Updated Fee Schedule

Dear <<First Name>>

Towards the end of each financial year, Enhance undertakes a process to review its levies. Our decision considers the changing costs of operating a business predominantly caused by the increases in the Consumer Price Index, adding to the cost of goods and services as well as increased wage costs.

We understand that the current economic climate is everchanging, with many unknowns still ahead for our Families, Educators, Team members and businesses alike.

As part of the annual Levy review, access to affordable childcare for our families remains at the core of all Enhance Service level decisions. We have worked to minimise the increases by off-setting or reducing expenditure, whilst still ensuring that our services remain viable and able to cover our rising costs.

It has been decided to increase the service levy to \$1.65 per hour per child.

- Based on the new Service Levy for 2023, a family that, on average, accesses 20 hours of early education and care per week will notice an increase of approximately \$3.00 per week per child when the levy is passed on full.
- Please note that in line with the upcoming changes to the Child Care Subsidy (CCS) package, most families will receive an increase in their CCS %, and the annual increase of the child care subsidy caps will help families with the affordability of fees
- The new Service Levy Increase will be implemented from Monday 10 July 2023.

At this time of year, we encourage all Educators to review and adjust their Educator fees, considering increases in operational costs, ensuring their Service offering remains competitive within the Sector, and is reflective of the exceptional education and care you provide, whilst also affordable for families.

[View the updated Fee Schedule here](#)

### Fee Schedule Timeframes

Below are examples of timeframes to guide you in preparation to commence your new fees by Monday 10 July 2022.

### Important Reminder

*You will need to provide your families and the service with four weeks notice before your new fees can be implemented.*

Action	Fee Schedule to Start: MONDAY 10 JULY 2023
New fee schedule template sent to Educators	Thursday 11 May 2023
Educator to send adjusted fee schedule to service for review	Anytime from Thursday 11 May 2023 but no later than Thursday 8 June 2022. Schedules to commence on Monday 10 July 2023
Educator to notify all families and guardians of fee schedule changes	No later than Monday 12 June 2023
Admin team send families new Complying Written Arrangements (CWA) to confirm	From Monday 10 July 2022
Families accept new CWAs	Upon receipt of email from Redbourne (Harmony)
New fee schedules active	Monday 10 July 2023

*\*Please note, these are subject to change based on when you provide the service and families with your Fee Schedule. If you are starting later than Monday 10 July 2023, please adjust your start date to reflect the 4 weeks notice period.*

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Please note that families have been informed of the fee schedule review. We have also included information relating to Child Care Balancing. You can view the Family email by clicking on the button below

[View the Family email here](#)

[Family Balancing Information](#)

### **How do I complete online forms?**

Fee Schedules and online forms are best completed by using your Smartphone or desktop, rather than handwriting, to ensure professionalism and that the document can be clearly displayed to the service and families. You can view instructions of how to do this [here](#).

If you have any questions regarding the new Educator Fee Schedule and Agreement Timeframes, or are unsure of how to incorporate your charges and fees into one Fee Schedule, please contact your Service Administrator.

Finally, as we approach the end of another financial year, I would like to say a heartfelt thank you to each of our Enhance Educators for your commitment to providing exceptional education and care within your homes, for keeping the "family" within Family Day Care and for holding child wellbeing at the heart of all that you do.

Kind regards



Meegan Walsh  
General Manager, Enhance