



**Frontier Services**  
serving remote Australia

## WHAT IS IN HOME CARE?

In Home Care is the care of children in the child's own home by an approved educator. Most of the educators registered with our service work on stations/properties, although some are based in towns. Parents, educators, and In Home Care Coordinators work together for quality outcomes for children.

### ELIGIBILITY REQUIREMENTS

Families with children who cannot be cared for by other child care services or whose circumstances mean that an existing child care service cannot meet their needs **and** to whom one or more of the following applies:

- The child has, or lives with another child who has an illness or disability
- The child's guardian (or guardian's partner) has an illness or disability that affects their ability to care for the child
- The child lives in a rural or remote area
- The work hours of the child's guardian (or guardian's partner) are hours when no other approved child care service is available
- The child's guardian (or guardian's partner) is caring for three or more children who have not yet started school

## FAQ's

### How much does it cost?

This is highly variable depending on whether the child-care educator is qualified, experienced, the number and ages of the children, the number of care hours required, and whether accommodation and board are part of the arrangement.

***Fees are a matter for negotiation between the family and the educator.***

Frontier Services provide a Base Recommended Fee in the *Parent Information and Educator Information Booklets* for an unqualified educator where accommodation is provided.

The service charges a service levy of \$3/child/week which is deducted from the Child Care Benefit Subsidy each fortnight.

### How much Child Care Benefit Subsidy will I receive?

Families need to ring the Family Assistance Office (FAO) on 13 61 50 to ascertain their eligibility and obtain their Customer Reference Number, child care percentage, and number of eligible hours for each child.

The Coordination Unit can then provide an estimate of how much subsidy will be remitted by the FAO based on the Recommended Base Fee Rate.

Please be aware that changes such as those listed below, can change the estimate provided:

- **Income**
- **Amount of care used**
- **Reason for using care**
- **Number of children in care**
- **Number of eligible hours of care**

Families are directly responsible for paying the educator the difference between the Child Care Subsidy and the negotiated fee.

### How much can I claim back?

The Child Care Rebate (CCR) can be claimed by families who have an 'out of pocket expense' for child care. This fee is when families "pay" their educator a percentage of the weekly fee. This amount can be remitted fortnightly or quarterly through the FAO.

***Contact with the FAO is essential for claiming the CCR.***

### Can payments be backdated?

The Child Care Subsidy is calculated and remitted by the DEEWR and attendance sheets must be remitted within a fortnight of the care occurring.

### How do I enrol?

Upon enquiring with the Coordination unit, Family Information and Enrolment kits will be sent to you. These contain an application form and details required to finalise the registration.

Once all the information is received and an educator is registered, then a ***“Provision of Care”*** agreement will be signed by all parties.

The agreement contains:

- Details of the care provided, any requirements for children with disabilities, and arrangements for emergencies
- The names of the children provided with care and the period for which it is being provided
- Arrangements for insurance
- Confirmation of the duties required by the educator
- Details of any training or support to be provided to the educator
- Any safety requirements to be met by the premises
- Details of the fee charged for the care

**Approved child care educators *“establish an enterprise”* and consequently are deemed self-employed. They are required to look after their own tax, superannuation, and must have their own public liability insurance.**

In addition educators are advised to obtain an ABN and to seek advice from an accountant about whether to register for GST and what record keeping is necessary for business deductions and tax purposes.

The educator’s role is primarily to provide child care and does not encompass household responsibilities such as being a domestic. However, the educator may undertake some duties associated with meeting the needs of the children in their care, such as preparing lunches, clearing and cleaning up afterwards and putting toys away.

For Home Schooled children, In Home Care (and the child care benefit subsidy) applies to the time **OUTSIDE** of formal tuition. Contract dates and hours of care are part of the negotiation process between the family and the educator and will be recorded in the Provision of Care Agreement.

***Child-care educators are NOT Governesses. They should not be conducting school lessons, or be expected to carry out ‘property’ work.***

### How can I recruit an Educator?

Many of our families find their own educator, either through personal networks or by advertising on the governess Australia website:

[www.governessaustralia.com.au](http://www.governessaustralia.com.au)

[www.gumtree.com.au](http://www.gumtree.com.au)

[www.rftte.com](http://www.rftte.com)

The Family Information Booklet provides topics that need to be discussed with the educator **BEFORE** care commences. Please note that Educators will be required to undergo an interview and registration process **PRIOR** to commencing care as an In Home Care Educator.

***Any arrangements made before the Coordination Unit advises care can begin, is a private arrangement between the family and educator and CCB will not be paid. The family will be responsible for the FULL weekly fee to the educator.***

### How long does the registration process take?

This varies as all the documentation must be in place before the registration can be processed. The Working with Children Card usually takes 40 working days to be processed, so the quicker this is applied for the better. Educators are also required to hold an Australian First Aid Certificate with qualifications in CPR for children.

Educators become registered with our service through a selection process. This involves:

- Interviews with the prospective educator
- Character reference checks
- Medical
- Criminal History checks
- Assessment of the Educator’s understanding of appropriate child care
- Signing of an agreement between the service and the educator, and the family and the educator

**For further information about the IHC program please contact:**

**Brisbane Regional Office**

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