

# Rural care program procedure

This is a mandated procedure under the operational policy framework. Any edits to this procedure must follow the process outlined on the [creating, updating and deleting operational policies](#) page.

## Overview

This procedure details the operating requirements for delivering a departmental rural care program, including compliance with the [Education and Care Services National Law \(SA\)](#), [Education and Care Services National Regulations](#) (National Law and Regulations), and [Family Assistance Law](#) (the basis for Australian Government child care fee assistance).

## Scope

This procedure applies to all departmental staff involved in the delivery or administration of a rural care program.



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# Detail

## The program

The department delivers rural care programs integrated with a government preschool in rural communities throughout South Australia. The program has a strong focus on providing care and education for children in communities where there are limited child care options.

The aim of the program is to:

- provide families with access to long day care, before and after preschool and school hours care and vacation care for children from birth-12 years
- enable parents to participate in work, study and non-work related activities
- promote young children's development and learning by increasing access to a high quality early childhood education and care program.

## Operating requirements

A rural care program can only operate where there is physical capacity in the preschool to accommodate the program. The priority for use of the preschool service is the delivery of the preschool program. The maximum size of a rural care program is a 3-educator program.

Department rural care programs provide 10 hours of care per day (8.00am to 6.00pm) and operate for 50 weeks of the year.

The program's 10 closure days in the December - January vacation period will be determined by the site leader in consultation with the preschool management committee or school governing council, to best support the needs of the community.

Site leaders may apply to the Education Director for additional closure days during the December – January vacation period, noting that the program must operate for a minimum of 48 weeks per calendar year to comply with Australian Government requirements.

Two child free days are provided per calendar year to enable Rural Care educators to attend professional development and team planning. Prior approval must be sought from the Education Director.

Site leaders must seek approval from their Education Director for any program closure, prior to notifying [education.RuralCareBusiness@sa.gov.au](mailto:education.RuralCareBusiness@sa.gov.au) to ensure families are not charged for closure days, and that it is reported to the Australian Government in accordance with funding requirements.

Families must be provided at least 1 months' notice to any closure days unless the closure is as a result of an emergency situation.

## Maintaining and increasing places in a rural care program

The base resource allocation for a rural care program is a single educator for 11 hours a day, which equates to 55 hours a week.

- The maximum size of a rural care program is a 3-educator program.

The number of rural care educators and therefore places allocated to the rural care program, is dependent on:

- the physical capacity of the site
- demonstrated demand
- financial viability.

Rural care programs must be financially viable. To be financially viable, a rural care program must maintain the following average full-time equivalent (FTE) utilisation:

- a single educator program operating for 5 days per week must maintain an average utilisation of 4.0 FTE
- a 2-educator program operating for 5 days per week must maintain an average utilisation of 10.0 FTE
- a 3-educator program operating for 5 days per week must maintain an average utilisation of 16.0 FTE.

Programs may operate with a combination of 1, 2 or 3 educators depending on the demand for care, preschool enrolments and site physical capacity.

Where a single educator program falls below an average budgeted utilisation of 4.0 FTE children for 6 continuous months, the site leader will be advised that the program is under review and may be closed if there is no evidence that the utilisation will increase in the short term.

Where a 2 or 3 educator falls below the average budgeted utilisation for 6 continuous months the site leader will be advised the program is under review and the number of educators may be reduced if there is no evidence utilisation will increase.

When a request is made for additional rural care places/additional educator allocation, Preschools and Early Childhood Services- Rural Care team will assess the request taking into consideration the preschool enrolment data (including projected enrolments), the rural care program's utilisation history, and future demand for care before approving additional places.

## After preschool care

Where there is sufficient demand for an after preschool care program, which may include caring for school age children, an additional educator may be approved (up to a maximum of a 3-educator program) subject to the program having the physical capacity to accommodate the additional children and meeting financial viability requirements. Funding for this will be throughout the calendar year, to enable preschool and school age children to attend during school holidays.

# Educator to child ratios

## Single educator

Programs operating as a single-educator program may care for up to 7 children, of which no more than 4 are under school age.

## Two and three educator

The total number of children who may be cared for in a 2 or 3 educator program will depend on the ages of children and the required educator-to-child ratio. Site leaders must ensure that rural care educator-to-child ratios below are complied with at all times:

- from birth up to 24 months – 1:4
- for children over 24 months and less than 36 months – 1:5
- for children aged 36 months or over (not including school aged children) – 1:11

## Mixed age groups

Mixed age groups of children must have the educator-to-child ratios calculated according to the ratio requirements for the youngest child. For example, 1 child under 24 months and 3 children over 36 months will be staffed based on the 1:4 educator-to-child ratio. This means that on occasions older children, including school aged children, may be included in the educator to youngest child ratio requirements.

The rural care staffing calculator can help rural care educators working with mixed age group programs to identify the required number of educators.

## Caring for children in an emergency

Within existing staffing, an additional child (or 2 or more children from the same family) may be cared for in an emergency for a period of not more than 2 consecutive days, in accordance with the requirements outlined under the National Regulations (refer to Regulation 123 (5) and (6)). The site leader must be satisfied on reasonable grounds, that this will not affect the health, safety, and wellbeing of all the children attending the program.

An [incident management system](#) report must be lodged to enable the Regulation and Compliance- Preschools and Early Childhood Services Directorate to notify the Education Standards Board in accordance with the National Regulations (refer to Regulation 175 (2) (ca) (i) and (ii)). The report should include a description of the emergency and a statement confirming that the program has taken into account the health, safety and wellbeing of all the children attending the program.

The Regulation and Compliance team will notify the corporate rural care team of any IRMS reports relating to the program to ensure follow up and support is provided to the site, as relevant.

# Educator qualifications

Site leaders must ensure compliance with departmental staffing policies. Contact People and Culture Division in relation to all staffing matters ([education.HR@sa.gov.au](mailto:education.HR@sa.gov.au)).

The following qualification requirements apply to educators employed in rural care programs:

- Single educator program – minimum qualification of a Diploma in Early Childhood Education and Care.
- Two educator program – the first educator must have a minimum qualification of a Diploma in Early Childhood Education and Care and the second educator must have, or be actively working towards, either a Certificate III in Early Childhood Education and Care or a Certificate III in Education Support.
- Three educator program – two educators must have a minimum qualification of a Diploma in Early Childhood Education and Care and the third educator must have, or be actively working towards, either a Certificate III in Early Childhood Education and Care or a Certificate III in Education Support.

For more information regarding qualifications required for early childhood workers (ECWs) employed in the rural care program, refer to [Qualifications required for early childhood teachers and ancillary staff](#).

Where an appropriately qualified ECW is not available using the departmental recruitment and selection procedures, the National Law (Section 94) provides for the application of a Service Waiver or a temporary waiver. The site leader must contact People and Culture Division for advice (refer to [early childhood \(EC\) reform fact sheet 4a PDF 485KB](#)).

## Salary allocation

Grants for salaries will be provided through the preschool's resource entitlement statement (RES). The allocation of staff hours is based on:

- a program operating for 10 hours per day, 5 days per week
- the employment of staff to cover 2 shifts (inclusive of a 30-minute hand over period).
- an additional 30 minutes per day to enable the set up and pack up of learning environments.

A single educator program is allocated 55 hours per week to cover child contact time. Three additional educator hours per week are provided at an ECW2 rate for the completion of child records and programming and 30 minutes per day for set up and pack up, making the total allocation 60.5 hours per week.

For each day that the program operates as a 2-educator program, an additional 11 ECW hours is allocated.

The following project codes must be used for approved staffing appointments:

- ECWs – 738
- Relief staff (ECW) – 320
- Contracted relief staff (ECW) to support children with a disability – 320.

## Additional staffing considerations

Where a rural care program does not operate at the same time as the preschool program, the site leader must ensure that department policies and procedures, and the National Regulation requirements are met with particular consideration to:

- an identified supervisor (also known as a responsible person) being present at all times that the program is operating (refer to [EC reform fact sheet 8 \(PDF 421KB\)](#))
- an educator with first aid qualifications (ie an approved first aid qualification, anaphylaxis management training and emergency asthma management training) being in attendance and immediately available in an emergency, in accordance with the National Regulations (Refer to Regulation 136)
- complying with the [safety management procedure \(PDF 621KB\)](#) and implementing the risk controls outlined in the [working alone or in isolation](#) health and safety risks page.

## Enrolment, booking and attendances

### Australian Government child care assistance

Families are to be informed about the availability of Australian Government child care subsidy (CCS) payments to assist with the cost of child care and directed to the [Child Care Subsidy – Services Australia](#) information.

Families are able to lodge an application for CCS through [How to claim Child Care Subsidy – Child Care Subsidy— Services Australia](#).

Where possible, advice regarding eligibility for child care subsidy should be sought by a family prior to a booking being processed.

Site leaders must ensure that the parent and child's customer reference number (CRN) are included on the child's enrolment form (Form I) to enable CCS to be claimed.

### Priority of access

When there is more demand for care than available places, consideration should be given to the priority of access criteria outlined in the department's [placement procedure \(PDF 751KB\)](#) inclusive of prioritising access for children who are in care and First Nations children.

If the program is under significant pressure for places, the site leader must carefully assess requests, and consult with their Education Director and Education Lead- Early Childhood where appropriate.

There are some circumstances in which a child who is already in a child care program may be required to change their booked care place or leave the program.

When a program has no vacant child care places and is providing child care for a child who does not meet any of the priority of access criteria outlined above, the program may require that child to change their booked care place or leave the child care program, in order for the program to provide a place for a higher priority child, but only if both of the following conditions are met:



- the person who is liable to pay child care fees in respect of the child was notified when the child first occupied the child care place that the program followed this procedure
- the program gives that person at least 14 days' notice of the requirement for the child to change their booked care place or to leave the child care program.

## Children with a disability

Children with disability may be eligible for assistance through the Australian Government funded Inclusion Support program (ISP). This may include funding to engage an additional educator to increase the educator-to-child ratio to support the inclusion of eligible children.

Gowrie SA is the Inclusion Agency (IA) for South Australia. Information about the program is available from [Gowrie SA Inclusion Agency](#) (phone 1800 129 606 or 8234 5219).

Programs requiring inclusion support for a child must complete a request for service form and return the completed form to [inclusion@GowrieSA.org.au](mailto:inclusion@GowrieSA.org.au).

Once approved sites complete a claim sheet, to include educator hours worked and send to [education.RuralCareBusiness@sa.gov.au](mailto:education.RuralCareBusiness@sa.gov.au) for processing.

For further information, contact the Early Childhood Services- Rural Care team (phone 8226 2032 or email [education.RuralCareBusiness@sa.gov.au](mailto:education.RuralCareBusiness@sa.gov.au)).

## Enrolment and immunisation requirements

A child must not be enrolled in or attend rural care without a current [Medicare Immunisation History Statement](#). At the time of enrolling in rural care, parents or guardians need to provide a copy of their child's current (less than 30 days old) immunisation record that shows that the child's immunisation is up-to-date or on a catch-up schedule with a future end date, or evidence that their child has an approved exemption from the Chief Public Health Officer.

Ongoing evidence must be provided in accordance with the advice provided on the [immunisation requirements and early childhood services](#) page.

Before a child attends the program an integrated services enrolment form (form I) must be completed.

Before a booking is accepted, a rural care fee schedule must be signed. Also discuss the following with the family:

- fee schedule
- priority of access criteria
- booking and cancellation requirements.

The enrolment form together with current Medicare Immunisation History Statement, booked care contract or casual care agreement must be forwarded to the [education.RuralCareBusiness@sa.gov.au](mailto:education.RuralCareBusiness@sa.gov.au) at least 2 weeks prior to the intended first day of care. An enrolment will then be created and submitted to Centrelink, for the parent to confirm to ensure compliance with the Family Assistance Law.

Site leaders are encouraged to contact the rural care corporate team if enrolments are required on an urgent basis, for example when children are connected to the program through Department of Child Protection, to ensure this process can be expedited.

Where there is a waiting list, families will be invited to complete the rural care waiting list.

An enrolment with Centrelink will cease when a child has not attended a session of care for a 13 continuous weeks, as specified by the Australian Government child care assistance requirements (refer to the [Child Care Provider Handbook](#)). Before care can be reinstated, the service must provide the rural care administration coordinator with at least 24 hours' notice to ensure that new enrolment details can be submitted to Centrelink and care arrangements re-established.

## Booking care

When a child commences care, the family must have signed either a [booked care contract \(PDF 318KB\)](#) or a [casual care agreement \(PDF 360KB\)](#) providing 14 days' notice to an initial start date.

A booked care contract is prioritised and ensures that a place is retained for the child on an ongoing basis. When a permanent change to a booked care contract is requested, 14 days' notice is required, and another contract must be completed.

A casual care agreement can be offered on an ad hoc basis subject to availability. If there is a consistent pattern of care a booked care contract is to be established.

Site leaders are encouraged to contact the rural care corporate team if new bookings or changes to bookings are required on an urgent basis, for example when children are connected to the program through Department of Child Protection, to ensure this process can be expedited.

## Cancellation of booked care

Fourteen days written notice is required from a family to cancel booked care and a [notification of changes form \(PDF 347KB\)](#) needs to be completed. In the event that 14 days' notice is not given, absent sessions will be charged at the full fee rate.

A child must attend their last day of booked care or CCS will not be claimable and Centrelink will recoup any subsidy for absences back to when the child last attended care.

## Absences

Families that are eligible for child care subsidy (CCS) are allocated 42 absence days from the Australian Government for each child per financial year. These absences can be used for any reason. Absences will be charged for booked care on public holiday closures.

The program offers 10 days per calendar year when a family can elect to be charged at a reduced rate of 50% of the standard session fee. This fee is eligible for CCS. The family can elect to use these 10 days for family holidays, appointments and for public holidays. A [notification of changes form \(PDF 347KB\)](#) must be completed and provided to the rural care administration coordinator 2 weeks in advance, to request the reduced fee. These absences are not in addition to the 42 absence days allocated by the Australian Government.

All rural care programs close for a minimum of 10 days over the Christmas / New Year period. Two additional child free days per calendar year for educator professional development are provided. During this time no fees will be charged, including for public holidays falling at the beginning or end of the Christmas closure period.

Families will be provided a minimum of 4 weeks notice to any closure of the program, unless in response to an emergency situation.

## Attendance records

During the enrolment process the rural care administration coordinator will provide parents and persons authorised to deliver/collect a child with a registered personal identification number (PIN), enabling use of an electronic signature to sign children in and out of the service on arrival and departure.

Site leaders and educators will be allocated a PIN which can be used in the following circumstances:

- recording a child as absent
- when educators are delivering or collecting children between preschool and school
- one-off circumstances where the parent or legal guardian is unable to deliver/collect the child and has provided authorisation for a person to deliver/collect the child
- emergency situations.

In circumstances where the site leader or educator use their PIN (other than absences or educator delivering/collecting children) a note explaining the reason for using the PIN must be entered with the e-signature.

Site leaders must ensure a record of the child's daily attendance is available for emergency and evacuation processes.

If a parent/guardian, authorised person or educator loses or forgets their PIN, the rural care administration coordinator must be contacted so that the PIN can be reissued and signatories collected on paper-based attendance form until PIN is rectified.

## Statements of entitlement

The rural care administration coordinator will issue a 'statement of entitlement' to parents eligible for CCS each fortnight. This statement details start and end times for each session of care, the actual fee and any fee reduction amounts.

# Fees

## Fee charging

Families are required to pay for all care including care booked on public holidays. These fees are fully recoverable and are subject to departmental debt collection processes. The fee payment processes are to be discussed with families prior to enrolment. A family is required to sign the rural care [fee schedule \(PDF 191KB\)](#) to acknowledge and agree to fee payment responsibilities prior to an enrolment being accepted.

## Fee schedule

All departmental rural care programs must apply the standard program fee schedule. This schedule must be given to families and displayed in a prominent position at the site.

The department will review the fees and a new [fee schedule \(PDF 191KB\)](#) implemented once approved. Families are to be provided with at least 1 months' notice of any changes to the fee schedule and must sign the new fee schedule prior to a booking being accepted.

## Fee payment method

The preferred payment of child care fees is via BPAY® as detailed on invoices.

## Payment date

Payments are due and payable on receipt of invoice. Families may apply to the site leader to vary this arrangement and make regular alternative payments at specified times as documented in a signed payment plan.

## Invoices

Families will receive their first tax invoice in the fortnight following commencement of care. An invoice will include an opening balance, fees charged, less CCS payments received, and a closing balance.

The tax invoice will also include a statement of child attendance for the period of care charged and the accrued number of child absences for the financial year.

Invoices will be emailed where an email address is provided or posted to a mailing address.

## Overdue fees

Where an account is overdue by 30 days or more and there is no [negotiated outstanding fee payment plan \(NOFPP\) \(PDF 343KB\)](#) in place, the following statement will be placed on the invoice:

According to our records, your account appears to be overdue. If payment has been made thank you, if it hasn't, please organise to make a payment within 7 days. If you are having difficulty paying the account please contact the site leader for assistance.

If a family is unable to meet fee payments, they may apply to the site leader or the Rural Care administration coordinator to enter into a signed NOFPP. This plan will focus on clearing the outstanding debt together with meeting payments for ongoing care, allowing care to continue to be provided.

If all attempts to recover debt have been exhausted and a family's account remains in arrears no further additional days of care will be offered until the debt is cleared.

## Debt recovery

The department's rural care program - debt recovery process outlines the steps undertaken in line with SA Government requirements (such as Treasurer's Instruction 05 – Debt Recovery and Write Offs and Commissioner's Determination 6 – Recovery of Overpayments).

## Child free days and emergency closures

Site leaders can nominate two child free days, within a calendar year, to enable Rural Care educators to attend professional development and team planning with their preschool colleagues.

The education director must approve the closure days to ensure intended professional development meets the needs of the partnership and community.

Site leaders must provide families with at least 4 weeks' notice prior to the closure of a program, except in unforeseen circumstances due to an emergency.

Once approved, site leaders are required to notify [education.RuralCareBusiness@sa.gov.au](mailto:education.RuralCareBusiness@sa.gov.au) of any intended child free/closure days including date/times of closure and evidence of approval.

The Rural Care Administration Coordinator will report any closures or amendments to hours of operation to the Australian Government in accordance with Child Care Subsidy (CCS) requirements.

Approval from the education director must also be sought where a closure is required due to exceptional or emergency circumstances. Requests from site leaders to include,

- the rationale for the closure of the program
- an explanation of why the program cannot operate with relief staff
- where possible, alternative care arrangements for families.

An [Incident Response Management System \(IRMS\) report](#) must be lodged to enable Preschools and Early Childhood Services directorate to notify the Education Standards Board in accordance with the National Regulations (Regulation 175 (2) (b) and (c)). The report is to include a description of the emergency and a statement confirming that the program has taken into account the health, safety and wellbeing of all the children attending the service.

Upon receiving an IRMS the department's Regulation and Compliance team will notify the rural care administration coordinator, within 24 hours, of any closures to enable changes to parent accounts and notification to the AG to be made.

## Ceasing a rural care service

Prior to closing a rural care program, the program will be reviewed in consultation with the education director or their delegate. A report on the program's future operations will be prepared for the Executive Director, Preschools and Early Childhood Services recommending either closure or an extension of the review period.

## Roles and responsibilities

### Executive Director, Preschools and Early Childhood Services

Approved provider responsibilities under the Education and Early Childhood Services (Registration and Standards) Act 2011.

## Director, Early Childhood Services, Preschools and Early Childhood Services

Endorse the rural care program procedure.

## Principal Program Officer, Rural Care

Oversee the rural care program.

Manage the rural care budget, including developing an annual budget.

Ensure compliance with the Australian Government reporting requirements.

Review the program fee schedule on an annual basis.

Recommend the expansion of a program to a 2 educator or 3 educator model in collaboration with the education director and site leader.

Monitor, evaluate and review implementation of the procedure.

Provide advice to Education Lead - Early Childhood, and as required, site leaders, educators and governing councils on the rural care program procedure.

## Rural care administration coordinator

Ensure accurate and timely data entry of attendances.

Maintain family records.

Process and report on account payments.

Administer family childcare accounts.

Assist in ensuring CCS claims meet auditing requirements.

Implement overdue fee collection processes (issuing initial letter of demand, final notice and cessation of care letters).

Provide statistical reports.

## Education director

Provide advice on the establishment and closure of program to meet the needs of communities.

Approve program closures and child free days.

## Education lead- early childhood

Provide advice to site leaders to ensure compliance with this procedure.

Notify Preschool and Early Childhood Services- Rural Care team of any concerns relating to the implementation of the procedure or program outcomes.

Notify the Rural Care team of any changes to personnel within site leader roles.

## Site leader

Ensure the efficient management and operation of the rural care program in accordance with this procedure and compliance with relevant departmental policies and procedures.

Ensure the program complies with the Education and Care Services National Law and Regulations.

Monitor program utilisation and adjust operations to ensure program viability.

Delegate administrative functions to rural care educators.

Recruit rural care educators.

Promote the rural care program to parents and the broader community and encourage the involvement of families in all aspects of the program's operations.

## Rural care educators

Provide education and care programs consistent with this procedure.

Implement administrative activities as delegated by the site leader.

## Definitions

### at risk of serious abuse or neglect

The Australian Government Additional Child Care Subsidy (ACCS) (child wellbeing) defines a child to be at risk of serious abuse or neglect if the child is at risk of suffering harm as a result of being subject to, or expose to, one or more of the following events:

- serious physical, emotional or psychological abuse
- sexual abuse
- domestic or family violence
- neglect.

A child is at risk if either of the following apply:

- the child is currently experiencing one or more of the events set out above
- the risk of the child experiencing one or more of the events in the future is real and apparent.

A child may be taken to be at risk of suffering harm in relation to an event mentioned above, even if the event occurred in the past.

A child is also taken to be at risk of serious abuse or neglect where the child is in need of care and protection under relevant state or territory law.

Source: [Family Assistance Guide](#).

## child care subsidy

Australian Government financial assistance to families towards the costs of approved child care.

## educator to child ratios

Educator to child ratios required under the rural care procedure:

- from birth up to 24 months: 1:4
- for children over 24 months and less than 36 months: 1:5
- for children aged 36 months or over (not including children over preschool age): 1:11.

If the children are of mixed ages, the minimum number of educators for the children must meet the above ratios at all times.

## responsible person

A responsible person may be a nominated supervisor or a person in day-to-day charge of the program who has given written consent to undertake this role. A responsible person must be present at a program at all times that the program is educating and caring for children.

## school age child

A child who is enrolled in or registered with a school or has reached 6 years of age.

## site leader

Preschool director, school principal.

## utilisation

The daily child full time equivalent (1.0 FTE) is 10 hours of booked care. This may be made up by 1 or more children.

## Supporting information

[Camps and excursions](#)

[Child care subsidy information for families](#)

[Gowrie SA Inclusion Agency brochure \(PDF 3.9MB\)](#)



[Immunisation requirements and early childhood services](#)

[Incident management system](#)

[Preschool policies, procedures and national regulations](#)

## Fact sheets

[Qualifications required for early childhood teachers and ancillary staff](#) qualifications required for early childhood workers (ECWs) and school services officers (SSOs) in Department for Education occasional care and rural care programs

[EC reform fact sheet 5 \(PDF 202KB\)](#) – applying for a waiver to employ staff who are not qualified to work in a preschool, rural care and occasional care services

[EC reform fact sheet 4a \(PDF 485 KB\)](#) – approved emergency relief early childhood workers (ECWs)/school based preschool school services officers (SSOs) in preschools, rural care and occasional care services behind an ECW/SSO absent because of short term illness or leave

[EC reform fact sheet 8 \(PDF 421KB\)](#) – nominated supervisor

## Forms and agreements

[Account payment plan – rural care program \(PDF 326KB\)](#)

[Booked care contract – rural care program \(PDF 318KB\)](#)

[Casual care agreement – rural care program \(PDF 360KB\)](#)

[fee schedule \(PDF 191KB\)](#)

[Integrated services enrolment form \(PDF 974KB\)](#)

[Negotiated outstanding fee payment plan – rural care program \(PDF 343KB\)](#)

[Notification of changes form – rural care program \(PDF 347KB\)](#)

## Related legislation

[A New Tax System \(Family Assistance\) Act 1999 \(Cth\)](#)

[A New Tax System \(Family Assistance\) \(Administration\) Act 1999 \(Cth\)](#)

[Education and Care Services National Regulations](#)

[Education and Early Childhood Services \(Registration and Standards\) Act 2011, Schedule 1 Education and Care Services National Law \(South Australia\) \(SA\)](#)

[Family Assistance Legislation Amendment \(Jobs for Families Child Care Package\) Act 2017 \(Cth\)](#)

[South Australian Public Health Act 2011 \(SA\)](#)

## Related policies

[Acceptance and refusal of authorisations policy \(PDF 578KB\)](#)

[Preschool attendance recording procedure \(PDF 579KB\)](#)

[Reporting critical incidents, injuries, hazards and near misses procedure \(PDF 234KB\)](#)

[Safety management procedure \(PDF 621KB\)](#)

## Record history

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Policy Officer: Principal Program Officer, Rural Care

Policy sponsor: Director, Early Childhood Services

Responsible Executive Director: Executive Director, Preschool & Early Child Services

Approved by: Director, Early Childhood Services

Approved date: 2 April 2025

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## Revision record

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Approved by: Director, Early Childhood Services

Approved date: 2 April 2025

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Amendment(s): Updated to reflect the change in the IRMS process and updated hyperlinks.

Version: 1.4

Approved by: Director, Early Childhood Services and Strategy

Approved date: 30 March 2022

Review date: 30 March 2025

Amendment(s): Updated contact details and responsibility.

Version: 1.3

Approved by: Director, Early Childhood Services

Approved date: 1 November 2021

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Version: 1.2

Approved by: Director, Early Childhood Services

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Version: 1.1

Approved by: Director, Early Childhood Services

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Version: 1.0

Approved by: Senior Executive Group or Executive Director, Early Years and Child Development

Approved date: 16 March 2017

Review date: 16 October 2019

Amendment(s): The procedure replaces information previously contained in the 'rural care guidelines' and 'rural care enrolment and fee payment policy'.

Version: 3.0

Approved by: Executive Director, Early Childhood Services

Approved date: 28 December 2012

Review date: November 2014

Amendment(s): Guideline developed to replace the rural care handbook.

## Contact

Preschool and Early Childhood Services- Rural Care

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