

CHILDCARE POLICY (as at June 2010)

Preamble:

In order to encourage the full participation of all members within the forums of the Union the following Child care policy is endorsed.

1. Childcare

1.1 *Childcare for attendance at AEU ACT forums:*

The reimbursement of reasonable childcare expenses will be provided to financial members of the AEU-ACT Branch for attendance at Branch Council meetings, TAFE Council meetings, Branch Executive meetings and Union training courses.

1.2 *Interstate/overseas conferences and forums:*

Childcare costs incurred by delegates who attend interstate or overseas conferences/forums as representatives of the AEU-ACT Branch may be reimbursed on a case by case basis, as decided by Executive. This may include reasonable accommodation and meals expenses for children accompanying delegates.

2. Childcare guidelines

The operation of childcare within this policy is in accordance with the following guidelines:

2.1 *Childcare arrangements:*

Childcare can be arranged in two ways:

- Centre-based care; or
- Home-based care arranged by the member

and, in both cases, the AEU-ACT Branch will reimburse the member up to the maximum prescribed payment detailed in 2.3 of these guidelines.

2.2 *Reimbursement of childcare costs:*

The reimbursement of childcare costs is subject to the following conditions:

- The member and the child for whom the care is to be provided must meet the definition of 'immediate family' as defined in the Enterprise Agreement (ie. A child or an adult child [including an adopted child, a step-child, an ex-nuptial child, or a child through a care and protection order], parent, grandparent, grandchild or sibling of the employee or domestic partner of the employee).
- A childcare reimbursement claim form must be completed and signed by both the member and the childcare provider and submitted within one month of the childcare;
- Costs for daily and overnight childcare will be reimbursed for children up to and including the age of 15, or for any dependent of the member who has a physical, intellectual or social impairment and requires an adult carer;
- Childcare costs will not be paid to a member of the immediate family, i.e. spouse, defacto or other child or other relative living in the same house, except when they have had to forego other paid employment to provide the care;
- Delegates attending Union meetings/forums will be reimbursed for childcare if the spouse or partner who would normally look after the child or children cannot reasonably do so.

2.3 *Prescribed payment:*

The maximum childcare costs to be reimbursed to the member are determined in accordance with the following:

- Hourly rate : (X)
- Daily rate : (X) x 8 hours

Where (X) = the casual hourly rate for Childcare Worker Level 4, as set out in the Children Services Award 2010. The highest rate is Level 4.3 (after 2 years in the industry) and as at 15 June 2010 this pays \$20.51 per hour.

- The overnight rate equals 50 per cent of the maximum daily rate, payable when a child remains in care the entire night.

2.4 *Review of childcare arrangements*

In March of each year the Executive will consider a report on reimbursement provided for childcare during the previous 12 months and review the childcare arrangements if necessary.



CHILD CARE REIMBURSEMENT CLAIM FORM

Please read policy overleaf

PART A: TO BE COMPLETED BY CLAIMANT

NAME _____
SURNAME (Block Letters) _____ GIVEN NAMES _____
ADDRESS _____
MEETING/COURSE ATTENDED _____
DATE/S OF MEETING/COURSE _____
DATE AND TIME WHEN CARE COMMENCED _____
DATE AND TIME WHEN CARE CEASED _____
TOTAL TIME between start and finish of care _____ DAY(S) _____ HOUR(S)
NUMBER OF CHILDREN REQUIRING CHILDCARE _____
AGES of CHILDREN _____
DAILY/HOURLY RATE CHARGED BY CARER _____ TOTAL COST INCURRED _____

I prefer reimbursement by the following method (please tick one):

- Electronic transfer into my bank account:
Name of account: _____ BSB number: _____ Account number: _____
 Cheque drawn in favour of the name given above and posted to the above address.

DECLARATION

I hereby certify that I incurred the above expenses in accordance with the AEU-ACT Branch Childcare Policy

SIGNATURE _____ DATE _____

PART B: TO BE COMPLETED BY CHILD CARE PERSON/CENTRE DIRECTOR

To enable this claim to be processed without delay, please provide the following information with respect to the childcare worker/centre director:

NAME _____
SURNAME (Block Letters) _____ GIVEN NAMES _____
ADDRESS _____ Postcode _____
PHONE NUMBER _____

I, _____ do hereby state that I have charged \$ _____
for providing childcare for the above Parent/Guardian as detailed on this form.

SIGNATURE _____

THE CLAIMANT IS REQUESTED TO RETURN THIS FORM AS SOON AS POSSIBLE AFTER THE RELEVANT MEETING TO:
AEU-ACT Branch, PO Box 3042, Manuka, ACT, 2603 or Fax: 6273-1828

Business Use Only

APPROVED BY SECRETARY _____ Date: _____