

Genesis Family Day Care Services

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CONDITIONS OF CARE 2024-25

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1. OVERVIEW

The Conditions of Care should be read in conjunction with the Genesis Family Day Care Services (the Service) Policies and Procedures (www.genesisfdc.com.au/policies).

2. FDC EDUCATORS

All Educators registered with the Service have, or working towards, Certificate III or above in Early Childhood Education and Care (or Children's Services) and have:

- Valid ACT Government Working with Vulnerable People (WWVP) registration
- Current First-Aid Certificate including Asthma & Anaphylaxis management
- Child Protection training
- Safe Sleep Practices training

3. CHILD ENROLMENT

3.1. Enrolment Process

For all new enrolments, parents should complete an online enrolment at www.genesisfdc.com.au/forms and a Parent Agreement Form (Complying Written Arrangement). Please include **all mandatory information** in the enrolment form (refer in [Clause 8.2](#)). The completed Parent Agreement must be given to the Educator to be sent to the Service. Up to 3 children can be included in a single Parent Agreement Form. The Service will contact parent or Educator, if any additional information or clarification is required.

All re-enrolments require a Complying Written Agreement (CWA) completed and sent to the Service. No emails or texts in place of CWA will be actioned.

Care must not be provided by Educators without an enrolment and a signed Parent Agreement (Complying Written Arrangement) or CWA provided to Service.

All forms and documents related to a child's care at the Service are available at the website. Please take the time to visit the site www.genesisfdc.com.au

Parent or Educators can cancel care arrangements by giving 4 weeks written notice. If a child is ceasing care with an Educator and moving to another Educator within the Service, then the notice period is 2 weeks.

3.2. Mandatory Enrolment Information

The Education and Care Services National Law specifies the mandatory information (refer [Page 17](#)) required to be provided by parents in a child's enrolment form. Enrolments must include both parent names and contact details unless the parent has sole custody.

For the safety and wellbeing of children it is important that contact details for parents and emergency contacts/ authorised persons are updated whenever there are changes. It is vital that the Service be advised of any changes to mobile and landline telephone numbers, addresses, and medical and emergency contacts. Enrolments without these details will not be accepted.

The Full Name, Date of Birth and CRN for child and parent provided in the enrolment should match details held by Centrelink, otherwise enrolment will not be validated, and no Child Care Subsidy (CCS) paid.

4. CARE BOOKING

A child can be enrolled in one of three types of care:

- (i) Routine Sessions only - No casual care is included
- (ii) Casual Enrolment - No routine sessions are included
- (iii) Routine Sessions with Casual Care permitted

A child's enrolment automatically ceases if the child does not attend care for 8 continuous weeks.

4.1. Session of Care (Minimum Booked Hours)

The minimum number of booked hours for which fees are charged in a day:

- (i) Routine care booking (i.e. permanent booking) for under school age children is minimum **7 hours** per day
- (ii) Casual care on weekdays for under school age children is minimum **7 hours** per day
- (iii) Weekend care is minimum **7 hours** per day
- (iv) Bookings for Before & After School care are **1 hour** for before school care; and **3 hours** for after school care
- (v) For vacation/ school holiday care, **7 hours** per day for children aged 0 - 13 years
- (vi) Educators may set their own minimum care hours per day that are more than the Service's minimum booking hours per day, but not exceeding **10 hours per day for under school age care; 2 hours for before school care; and 3 hours for after school care.**

4.2. Changes to Booked Days and/or Hours

In order for the Service (and Educators) to comply with Government requirements and ensure correct Educator to child ratios and report accurate attendance information, families are required to notify Service of any changes to booked days and times.

Minor changes to booked days/ times can be agreed with the Educator and notified by email to admin@genesifdc.com.au.

If ongoing and/or substantial changes to booked days/ times are required, then the request will have to be made through a Complying Written Arrangement (CWA) that can be found at www.genesifdc.com.au/forms.

If parents wish to reduce care days and/or hours, a **2 week notice period is required**.

Swapping care days is generally not permitted and can only be accommodated if sufficient notice (minimum 48 hours) is provided and in exceptional circumstances.

4.3. Electronic Sign-In (ESI)

Child care providers are required by the Australian Government to report actual times of attendance for each child. Incomplete attendances cannot be submitted to Centrelink and even if the times are missing/ incorrect for a day, the attendances for the whole week for that child will not be submitted. The Service has introduced mandatory electronic sign-in (ESI) for parents and authorised persons to sign in and out when dropping off and picking up children.

The ESI requires the mobile number and a 4-digit PIN of the parent, emergency contact person or authorised person to sign in/out.

Parents must ensure the mobile phone numbers of parents, emergency contact persons and authorised persons held by the Service are current. Parents can check and update the details via the parent portal in HubWorks.

Parents are provided HubWorks login details at the time of enrolment and can request their login details to be re-sent anytime by emailing their request to admin@genesishdc.com.au.

4.4. Parents' Responsibility for ESI

The Australian Government requires, as a condition of making CCS payments, all child care services to accurately report sign in/ out times for each child for each session of care that they attend. If sign in/out times are missing or incorrect for a day, then attendances for the whole week cannot be submitted. Incorrect sign in/out may occur when the ESI is used to sign in and out the child at the same time.

Therefore, the Service requires parents to correctly use ESI for signing their children in and out of care with the Educator. Parents who fail to correctly use ESI for signing in and out their children will be notified of the lapses, and repeated failures to use ESI may result in the cancellation of enrolment.

Where the Educator or the Service has advised the parent that a child has not been signed in/out using ESI on a particular day, an email confirming the time the child was dropped off/ picked up must be sent to admin@genesishdc.com.au by **6pm Saturday** in that week (if a child is cared for on a Sunday then by **6pm Sunday**) so attendances for the whole week can be submitted for that child on time.

4.5. Manual Sign-In

Educators have responsibility to provide ESI enabled devices for parents to sign in and out their children, and also to ensure parents are familiar with the ESI and are using them correctly.

Educators should use "manual sign-in" only in exceptional circumstances. Educators must check the ESI at the end of each day to ensure there are no missing sign in or sign out for any child. All manual sign in/out records must be sent to the Service by 4pm, Sunday in that week. Late receipt of manual attendances will only be processed the following week.

4.6. Hours Charged

Parents are charged for the agreed booked hours of care. The reporting of actual care times collected through ESI is for information and reporting purposes and that families are required to pay for the booked hours even if they use less than the booked hours. For example, if a child is dropped off late or picked up early, the agreed booked hours will still be charged and will be required to be paid.

Educators may charge for extra care if a child is dropped off early or picked up late from care.

4.7. Casual Care

Casual care is not to be considered as care that is ad-hoc or provided without notice. Casual day/s should be booked according to Educator vacancies and paid for accordingly with sufficient notice.

All bookings for casual care should be made by parents in writing (e.g. email) to the Educator and forwarded to the Service by the Educator.

Child enrolled as “Routine with Casual Care” Arrangement (CWA):

For a child enrolled as “routine with casual care” (i.e. a child with routine care booking but also casual care as needed), requests for casual care for additional days must be made at least 24 hours before commencement of care.

Child enrolled as “Casual Care” Arrangement (CWA):

Initial enrolments as “casual care” will only accepted if the total care hours required is at least 40 hours over a 4 weeks period.

Requests for one-off casual care with total care hours of less than 40 hours may be accepted in certain limited circumstances (e.g. a sibling is already in care with an Educator).

For a child enrolled as “casual care”, all requests for casual care have to be made on a week by week basis (and NOT on a day to day basis) by 6.00pm preceding Sunday and with minimum 24-hour notice.

One-off requests for casual care due to emergencies or unforeseen circumstances may be agreed to by the Service with less than 24-hour notice. All such requests should be forwarded by the Educator immediately to the Service Manager (marie@genesishdc.com.au) prior to care commencement.

Cancellation of casual care booking within 24 hours of care commencement will incur full fees.

4.8. Overnight Care

Overnight care is approved only for work-related care purposes upon providing evidence to the Service of work roster or letter from employer. Approval must be sought from the FDC Service Manager prior to commencing care arrangements. Additional risk assessment of the FDC Residence and sleeping arrangements at the residence will be considered prior to approving care.

4.9. Before & After School Care

Before and after school care booking covers the school terms only and minimum booking hours will apply (see Sessions of Care 4.1). When the Educator drops off a child at school or picks up a child from school, the Educator will electronically sign out/in the child after dropping off or picking up the child.

4.10. Vacation Care

If vacation care is required, then families have to book the care hours/days needed before starting vacation care using the “Child School Holiday Booking Form” found at www.genesisfdc.com.au/forms. Once the booking is confirmed, the care is paid for whether used or not. A minimum of one (1) week notice is required to cancel booking without charges. Otherwise, normal fees will be charged, and absences recorded for the child. For school children no absences can be claimed for public holidays during vacation care.

4.11. Pre-School Care

If the Educator is to be responsible for the child while they attend preschool/activity group, then the Educator is able to charge the normal fee during the child's attendance at these groups. The Educator must be available during these hours to either deliver or collect the child from preschool or activity group.

Educators can charge fee for the hours including the child is in preschool and CCS is payable for those hours, when a child is attending preschool or activity group where:

- the Educator is available to attend to the child, should the Educator be contacted whilst the child is at preschool; and
- the child is in care with the Educator immediately before or after attending preschool; and
- the child would be in care with the Educator, if she/he were not attending preschool

If all of the above conditions are not met, then CCS will not be payable for the hours the child is in preschool.

In these instances, Educators can provide care for children for after-preschool only and charge a higher hourly rate of fee, but anytime not exceeding total of 4 under school age children.

4.12. Cessation of Care

Parents or Educator can cancel the care arrangements by giving 4 weeks' notice to the other party. The notice period will commence once the notice is received in writing (e.g. email). CCS is payable only up to the last physical day of care - i.e. during the notice period the CCS is payable only up to the last day of care that the child has actually attended.

4.13. Summary of Notice Periods

Cease of Care	4 weeks
Change Educators within Service	2 weeks
Reduce Care Days and/or Hours	2 weeks
Cancellation of Vacation Care Bookings	1 week
Casual Care Cancellation	24 hours

5. EDUCATION & CARE ENVIRONMENT

Educator will show parents the care area in their home including indoor and outdoor play areas; children sleep area; and explain home safety checks undertaken by the Educator as well as those carried out by the Coordinator.

Educator will also explain hygiene practices and prevention of cross infection. The Service strictly prohibits smoking or the consumption of alcohol or drugs by anyone, including family members living at the FDC residence, whilst care is being provided.

5.1. What to Bring for Care

Spare clothes (for messy play); comfortable footwear e.g. runners; sunscreen (30+)/hats - legionnaire (flap covering neck and ears), bucket or wide-brimmed hats (caps are not acceptable); and sufficient nappies, wipes, pull-ups, extra underwear. It is best if linen is provided by the parent- separate linen for each child. Healthy food to last for the day and water bottle.

5.2. Play and Learning

Educator will provide indoor and outdoor play based educational experiences. Parents are encouraged to sight and provide feedback to Educators on the supporting documentation. The Service runs Playgroup and Music sessions each week.

5.3. Pets

Educator will show the pet(s) including where they are kept. Supervised interaction with the Educator's pet/s may be allowed with parental consent. A risk assessment for interaction with pets will be undertaken by the Educator.

5.4. Children with Medical Conditions

Parents will have to advise the Educator about any allergies, asthma, anaphylaxis, diabetes or any special need the child has or any regular medication the child takes. Enrolments with incomplete medical information will not be accepted. For all children with a medical condition, parents will have to provide a Medical Management or Action Plan from a registered medical practitioner.

The Educator, in consultation with parents and the Service, will also develop and have in place a Risk Minimisation Plan and Communication Plan for all children with a medical condition. Even where the medical practitioner/ parents determine that a child with a medical condition is not required to have a medical management plan, the Educator is required to have a risk minimisation plan in place.

Where a child who has a medical condition becomes unwell during care, the Educator will as appropriate:

- Give first-aid treatment and/or seek medical attention if any emergency exists
- Notify the parent immediately or request an authorised nominee to collect the child
- Only administer medication for which written authority is given by checking the correct dosage before each administration and after the administration will record the dosage and time administered

A child cannot be in care, if the child has any of the following symptoms:

- Ear and/or eye discharge
- Temperature of 38.0 Celsius or higher
- Undiagnosed rash
- Unusual skin colour
- Persistent cough
- Continuous runny nose
- Sore throat
- Swollen glands
- Open sore with discharge
- Unusually tired or lethargic
- Vomiting
- Diarrhoea and/or continuous loose bowel episodes

If a child develops any of the above symptoms while in care, then the Educator will complete an Incident, Injury and Illness form and will contact the parents or the authorised emergency contacts to ask the child to be collected. The incident, illness form will have to be signed by the parents. On return, Educators may require a clearance certificate from a registered medical practitioner.

5.5. Immunisation & Infectious Diseases

If a child is suffering from an infectious disease, the child will be excluded from care for the duration of the exclusion period listed in the ACT Immunisation Requirements for entry into school, preschool and childcare. A copy of the publication can be accessed at <http://www.health.act.gov.au/>; the Service's office; or your child's Educator. Children who are not immunised will be excluded from care during an outbreak of certain diseases, unless a medical exemption notice is provided.

5.6. Outings & Excursions

Educator may go on routine outings (e.g. library, music time, playgroup, shops, pick up other children from school or kindergarten) on a regular basis. The Educator will do a risk assessment and seek parental consent once each year for regular outings. Special parental permission is required for the Educator to take children on a non-routine outing.

6. FEES & CHARGES

6.1. Service Fee Policy

The Service's fee schedule provides a range with minimum and maximum hourly fees. Individual Educator's fees are set in compliance with the Service's Fee Schedule having regard to the following:

- Educator's fee should be specified in the Parent Agreement (Complying Written Arrangement) and/or CWA prior to being signed by parents
- All families using the same type of care should generally be charged the same fee
- Educators may offer discounts on their total fees but must never offer discounts on the gap fees (i.e. gap fee = total fee - CCS)
- Parents must pay the gap fee for the care used and the Educator must not waive the gap fee (except where the Australian Government has specifically approved gap fee waivers and the Service has communicated this to the Educators and parents)
- Educators may charge higher fees (up to the Service's maximum hourly fee) if they:
 - have approved Diploma or higher level qualifications and relevant experience
 - offer a range of services (e.g. range of learning activities, and quality and range of indoor/outdoor equipment, toys, books)
 - provide a range of regular activities (e.g. music, playgroups, library visits, excursions)
 - are required to adapt their provision of education and care to meet needs of families
- The hourly fees generally do not include the provision of meals but include cost of travel related to regular outings. Meals can be charged separately as per the rates shown in [Clause 6.6](#) below.
- Educator's hourly fee includes the **Service Hourly Fee of \$1.80** plus the Educator's contribution towards the workers compensation premiums for self-employed FDC Educators as required by the ACT Government.

6.2. Fee Review

The Service's Fee Schedule is effective 10 July 2024. Educators may increase their fees once a year in compliance with the Service's fee schedule after giving at least 4 weeks notice to parents prior to any increase in fees becoming effective.

6.3. Fee Payment

Fees are charged on a weekly or fortnightly basis in arrears i.e. after the care has been provided. Parents pay the gap fees (i.e. full fee less CCS) directly to the Educators.

Educators **cannot and must not provide any discounts on the gap fees** and the parents **must pay the gap payment in full**.

Parents **must** pay the gap fees to Educators by **bank transfer only**. **No cash payments can be made to the Educators**. Educators must provide invoices/ statements to the parent on a regular basis.

The Service will send monthly childcare statements to parents at the beginning of the following month.

6.4. Enrolment Bond

An enrolment bond may be collected by the Educator at the time of confirmation of 'routine/ regular care' and the monies held by the Educator. This consists of two weeks full fees at contracted hours. When notice of cessation of care is given, the bond should be used as credit for the last two weeks of care and any remaining credit refunded. If parents pay a bond, then the Educator is required to issue a receipt clearly identifying the payment as a refundable bond.

6.5. Standard Operating Hours

The Service's standard operating hours are 8.00am to 6.00pm Monday to Friday.

Educators must obtain approval from the FDC Service Manager for any weekend care, late night or overnight care that is outside of standard operating hours. Any such care provided by the Educator will incur additional Service fees.

6.6. Service Schedule of Educator Fees

CARE DURING STANDARD OPERATING HOURS (8.00AM - 6:00PM)	FEE PER HOUR
Under School Age (0 - 5 Years)	\$13.00 - \$17.00
Before and After School Care	\$13.00 - \$20.00
Vacation / Holiday Care	\$13.00 - \$18.00
CARE OUTSIDE OF STANDARD OPERATING HOURS	FEE PER HOUR
Under School Age (0 - 5 Years)	\$13.00 - \$20.00
Before and After School Care	\$13.00 - \$22.00
WEEKEND & PUBLIC HOLIDAY CARE	FEE PER HOUR
Weekend and Public Holiday Care	\$16.00- \$50.00
CASUAL CARE	FEE PER HOUR
Under School Age (0 - 5 Years)	\$13.00 - \$20.00
Before and After School Care	\$13.00 - \$22.00

Note: The 2024-25 CCS hourly rate cap for Family Day Care Services is **\$13.24** per hour. Fees indicated in table above include an administration fee of **\$1.80** per hour per child plus compulsory workers compensation contributions for FDC Educators to meet the ACT Government requirements.

In addition, individual Educators may provide meals and charge for the meals separately. The Service's schedule for the cost of meals is provided in table below.

MEALS	COST
Breakfast	\$4.00 - \$6.00
Lunch	\$5.00 - \$8.00
Dinner	\$5.00 - \$8.00
Snacks	\$2.00 - \$3.00

6.7. Service Fees & Charges

There are also additional charges for care on weekends and public holidays, and any ad-hoc requests for casual care.

6.7.1. Casual Care

For a child with a CWA requiring “casual care” only, bookings for a week must be made in advance before 6.00pm preceding Sunday. Infrequent requests for casual care made during the week can be accepted with minimum 24 hours notice but an additional booking fee of \$10 per child per booking may be charged.

6.7.2. Weekend & Public Holiday Care

The Service will approve care on weekends and public holidays only for work related (including self-employment) purposes. Appropriate evidence prior to care approval may be required.

For irregular, one-off weekend or holiday care, an additional fee of \$10 per child may apply.

6.8. Outstanding Fees

It is important that fees are paid promptly. Parents should contact the Service Manager if experiencing difficulty with payment of fees as payment plans may be arranged. Care cannot be arranged with an Educator if fees are owed to another Educator, until the debt has been paid. If fees remain unpaid for an absent child for more than 3 weeks, after the date on which the fees must have been paid, the child will be deemed to have ceased care and the Service will notify the parents and cancel the enrolment.

6.9. Summary of Additional Fees

Fees Charged to Parents:

Casual Care Bookings at Short Notice (refer 6.7.3)	\$10 per child
One-off Weekend or Holiday Care Booking (refer 6.7.3)	\$10 per child

7. ABSENCES

7.1. Allowable Absences

If a child does not attend care because the Educator is unavailable to provide care, then no fees are charged.

For all other absences including child's holidays, public holidays and sick days, normal fees are charged. Each child is eligible to have an initial 42 days of allowable absences each financial year and CCS can be claimed for those days. Once the child has reached 42 absence days, CCS cannot be claimed for further absences, unless they are taken for an 'additional absence reason'.

CCS can be claimed if evidence can be provided for 'additional absence reasons' for absences after the initial 42 days such as illness (with medical certificate); rostered days off/rotating shift work (with written evidence); temporary closure of a school or pupil-free days; periods of local emergency; shared care arrangements due to a court order, parenting plan or parenting order (with copy of documentation); attendance at preschool; and exceptional circumstances.

There is no limit to the number of these 'additional absence days' taken for the above reasons for which CCS may be claimed, if supporting documentation (where required) is provided; and they are days on which care would otherwise have been provided.

A family may still take absences that exceed 42 absence days that are not for an 'additional absence reason', but CCS cannot be claimed.

However, a child's enrolment is automatically cancelled by the Australian Government Department of Education if the child does not attend care for 12 continuous weeks and any CCS paid for the child during this continuous period of absence will be recovered from the parents.

To avoid such situations, the Service will not approve absences of more than six (6) weeks and will cancel enrolment even if the family asks the Service to hold a place. A new enrolment will be created when the child returns to care.

If a child is absent from care for more than one week without informing the Educator or Service, the Service will contact parents and seek explanation. If not able to contact parents, the enrolment will be cancelled immediately.

7.2. Sick Days

Parents must advise the Educator as early as possible, if their child is going to be absent from care due to illness. In cases of infectious/ contagious illnesses, the parent and the Educator must notify the Service as soon as practical of the nature of the illness. Educator will not care for a sick child. A child with infectious disease will not be allowed to attend care. The Educator must inform the parents of the other children in care about the infectious/ contagious illness so that parents can seek the necessary medical advice.

A medical certificate must be provided to the Service (directly or through the Educator) before returning their child to care.

All absences, including sick days, are charged at the normal rate. Any child away due to illness for a week or more must provide a medical certificate.

7.3. Child on Holidays

Parents must pay the full fees when they take holidays and are requesting their position to be held. If a child is going to be away for more than 1 week, parents must complete the “**Child Holiday Notification Form**” and provide to the Service.

Where a child is going overseas, and the parent wants to keep the child’s place with the FDC Educator, then the Educator should ensure the parents complete and return to the Educator/ Service, the “Child Holiday Notification Form”. The period of absence cannot exceed six (6) weeks.

Attendances can then be lodged as “absences” for the routine booked days while the child is overseas, and CCS can be claimed for those days. If no written notification is provided, no attendances will be lodged for the child while away.

7.4. Public Holidays

The daily fee is payable if the public holiday is normally a day the child is in care. If the child attends on public holidays then the Public holiday rate will be charged. No absences can be lodged for CCS purposes for school age children for public holidays during school holidays.

7.5. Back-up Care

Back-up care can be arranged by the Service and/or the regular Educator. CCS is paid to one FDC Educator at a time. If the child is to return to the regular Educator on a specific date but continue to be cared for by the back-up FDC Educator (or return earlier than arranged) - a full fee will be applied to one FDC Educator’s fees with no CCS.

If back-up care is booked and the child is absent on a booked back-up day, full fee will be applied to that absent booked day. Where the back-up care booking is for 1 day, a **minimum of 24 hours notice** must be provided for cancelling care without charges. For back-up care arrangements that are for 2 or more consecutive days, the notice period is 1 week. Otherwise, normal fees will be charged, and absences recorded for the child.

7.6. Educator Leave

Educators must notify the Service of any leave of 1 day or more, due to illness or other reasons.

Educators are required to inform parents as early possible if the Educator is not available to provide care. Parents may be given the option of an alternate Educator. If Parents do not accept alternative Educator, then Parents will not be charged fees for that day(s).

Educators are required to give the Service and parents at least two weeks advance notice when taking planned holidays to allow alternative care to be arranged should parent/guardians not have a back-up. While the Service aims to provide consistent care, occasionally Educators may be unable to give adequate notice due to unavoidable family illness or other legitimate reasons. It is important that parents have an emergency back-up person should this occur. Alternative care may be able to be arranged dependent on vacancies. There is no charge when the Educator is unavailable.

8. ADDITIONAL INFORMATION

8.1. Child Care Subsidy (CCS)

In order for parents to receive CCS, each child will have to be assessed for CCS by Centrelink. Once assessed, parents will receive the Child Care Subsidy Assessment notice (via their myGov account).

If a child has been assessed for CCS and the enrolment information all correct, then an Enrolment Notice will be sent to the Parent’s myGov account.

Parents need to check their myGov account and confirm the enrolment. If they have difficulty, they can contact the Service.

Please note that when a parent signs the Parent Agreement and utilise care, they are liable for full fees. If they get CCS, then they pay only the gap fees.

For a parent to be eligible for Child Care Subsidy:

- (i) a child must be aged 13 years or under, and not attend secondary school (there are exemptions)
- (ii) a child must also meet immunisation requirements
- (iii) the parent or their partner must be Australian residents or be eligible non-residents

The amount of CCS to which a family is entitled is determined by the:

- (i) Family income
- (ii) Results of an Activity test
- (iii) Types of eligible child care services

8.1.1. Family Income

Table below shows the Family Income and the subsidy percentages for 2024-25.

Family Income	Subsidy Rate
Up to \$83,280	90 per cent
\$83,280 to \$533,280	Decreasing from 90% For every \$5,000 family income over \$83,280, CCS rate decreases by 1%

The **hourly rate cap** for Family Day Care Services is **\$13.24 per hour in 2024-25**.

Centrelink will generally withhold 5 per cent of the CCS entitlements from the weekly/ fortnightly payments.

8.1.2. Activity Test

Family entitlement to the Child Care Subsidy (CCS) is determined by a three-step activity test. The eligible hours of subsidised care will be based on the combined hours of work, training, study or other recognised activity undertaken, and providing for up to 100 hours of subsidy per fortnight.

Step	Hours of Activity per Fortnight	Maximum Number of Care Hours per Fortnight
1	Less than 8 hours	0 hours - if earn more than \$83,280 24 hours - if earn less than \$83,280 36 hours - if Aboriginal and/or Torres Strait Islander child
2	8 hours to 16 hours	36 hours
3	16 hours to 48 hours	72 hours
4	More than 48 hours	100 hours

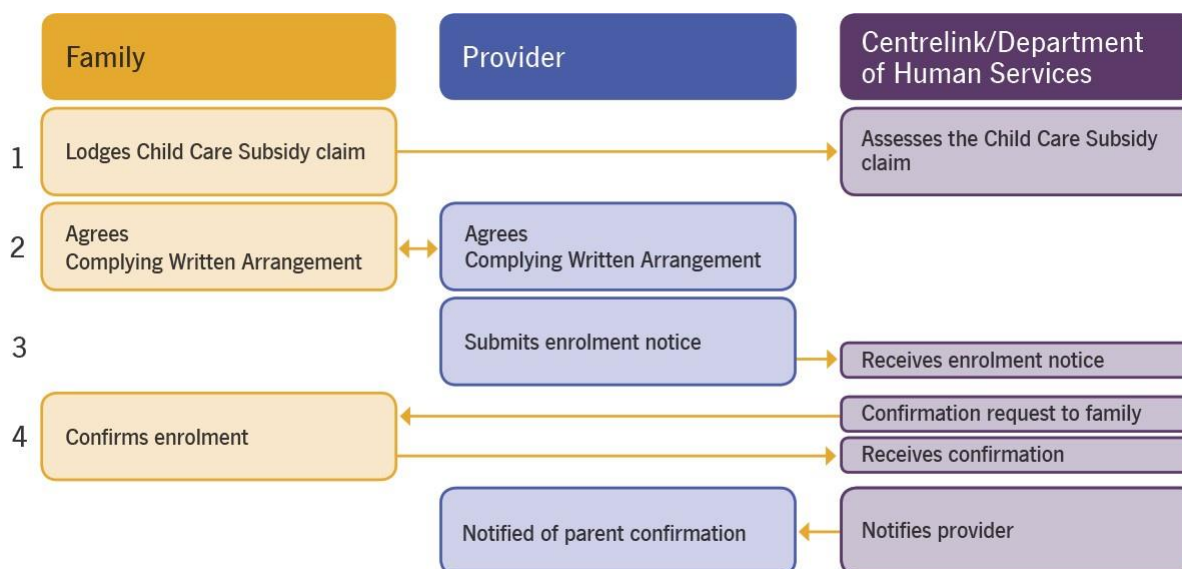
A broad range of activities will meet the activity test requirements including:

- paid work including being self employed
- paid or unpaid leave, including paid or unpaid parental or maternity leave
- unpaid work in a family business
- unpaid work experience or unpaid internship
- actively setting up a business.
- doing an approved course of education or study
- doing training to improve work skills or employment prospects
- actively looking for work
- volunteering; and
- other activities on a case by case basis.

8.1.3. CCS Enrolment Notification

The enrolment notification process for CCS is depicted in the diagram below. It involves a 4 step process

- (i) Parent makes a claim for Child Care Subsidy with Centrelink through their online Centrelink Account (via myGov)
- (ii) Provider and parent agree an arrangement (Complying Written Agreement or CWA) for care of a child. If a family does not wish to claim CCS for session of care a Relevant Arrangement (RA) is made
- (iii) Provider submits an enrolment notice to Centrelink
- (iv) Parent confirms the enrolment



8.2. Mandatory Information to be included in the Enrolment Form

The following information is required by the Education and Care Services National Law to be included in the enrolment form and is mandatory. The Service will not accept enrolment forms that do not include all the required information:

- (i) Full name, gender, date of birth and address of the child;
- (ii) Name, address and contact details of **each known parent of the child**;
- (iii) Emergency contact person details if any parent of the child cannot be immediately contacted, including if the person has been given permission by a parent:
 - to collect the child from the Educator;
 - to consent to medical treatment of, or to authorise administration of medication to, the child;
 - to authorise an Educator to take the child outside the education and care service premises.
- (iv) Authorisation to consent for the Educator to seek:
 - medical treatment for the child from a registered medical practitioner, hospital or ambulance service; and
 - transportation of the child by an ambulance service.
- (v) Details of any court orders, parenting orders or parenting plans;
- (vi) Language used in the child's home;
- (vii) Cultural background of the child and, if applicable, the child's parents;
- (viii) Any special considerations such as cultural, religious or dietary requirements or additional needs
- (ix) Health information including:
 - Name and contact details of the child's registered medical practitioner or medical service;
 - Specific healthcare needs of the child, including:
 - Medical conditions such as allergies, and if the child has been diagnosed as at risk of anaphylaxis;
 - Any medical management plan;
 - Details of any dietary restrictions for the child; and
 - Immunisation status of the child.