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## ATTENDANCE RECORD PROCESSING POLICY 2015

**National Quality Standard:** 7.1.1, 7.2.3 (see footnote for definitions)

**Policy:** For each week in which a session of care is provided to a child for whom an enrolment has been provided by a service under s219A or s219AA of the Act, the service must provide an online attendance record to DEEWR. Services are obliged to accurately report attendance information for all children in care within 14 days of the week care is provided. The attendance record report must be submitted by the end of the second week immediately following the week in which the care was provided.

**Background:** An attendance record report is an electronic record of the details of care provided for an enrolment for a specific CCB week. It contains details of the sessions of care used, the fees charged for the sessions, and other details such as whether a child was absent. This information is then used by the FAO to calculate weekly CCB / CCR fee reductions or to calculate a lump sum entitlement after the end of the financial year. Under family assistance law you must provide attendance record reports for all enrolments confirmed by DEEWR.

Apart from being subject to sanctions, a service that contravenes these obligations is also committing a criminal offence (penalty of \$6600 for an individual and \$33000 for a body corporate). Infringements and civil penalties may also be imposed.

### **Relevant Legislation:**

- Education and Care Services National Regulations 2011 (Regulations159)
- National Quality Standard
- A New Tax System (Family Assistance) Act 1999
- A New Tax System (Family Assistance) (Administration) Act 1999
- Family Assistance Legislation Amendment (Child Care Management System and Other Measures) Act 2007
- Family Assistance Legislation Amendment (Child Care Benefit and Other Measures) Act 2008
- Family Assistance Legislation Amendment (Child Care) Act 2010
- Schedules 5 & 6 to the A New Tax System (Family Assistance and Related Measures) Act 2000
- Family Assistance Legislation Amendment (Child Care Management System and Other Measures) Regulations 2009

### **Key Resources:**

- CCMS Newsletters

**BBFDC Administration Procedure:**

Families payment and attendance records are submitted to the Department of Social Services weekly.

Step 1: Monday - All attendance records must be received into the office by 1pm.

Attendance records not received, will be processed the following week.

Step 2: Tuesday - The scheme submits all attendance records to the Department no later than 3pm.

Step 3: Wednesday - The Department receives attendance records & allocates CCB/CCR entitlements.

Step 4: Thursday - Our scheme receives the families CCB/CCR entitlements and we transfer the entitlements to the educators banking account.

Please note: We are following best business practice by ensuring we are only passing on the families CCB/CCR entitlements as we receive them from the Department of Human Services. That is why keeping to our fixed timeframe needs to be followed.

**Educator Procedure:**

- 1) Payment and Attendance records are completed weekly and are submitted to the office by 1pm Monday of the processing week.
- 2) Attendance records dropped off in the Brunswick Street letterbox must be in a sealed business or A5 sized envelope.
- 3) Attendance records are a legal document and therefore should only be completed using black or blue ink pens. Please do not use liquid paper or white out on attendance records.
- 4) Payment and attendance records are required to be in alphabetical order using the child's surname.
- 5) It is the educator's responsibility to ensure that attendance records are correct and signed by the parent before submitting them to the office.
- 6) Educators can fax, scan or email attendance records; however you are required to send the original attendance records within 5 working days to the office.
- 7) All attendance records even if incomplete must be processed each week as per the Educator Payment and Attendance Calendar. This will ensure split care child rates are applied.
  - Attendance records that are unsigned by the parent with a contract on file will be processed for CCB entitlements.
  - Attendance records that are unsigned without a parent contract on file will not be processed.

**Recovery of completed paperwork for compliance with Family Assistance Law:**

- 1) Administration Officer will email educator direct to inform educator of missing documentation.
- 2) If paperwork is still not received, by the second week the Manager will contact the educator by phone advising the educator that if documentation is not

received by an agreed upon date it will be brought to the Management Committee attention.

Note:

- a) If the family has left the educator's service and the arrival or departure time is not completed the Administration Officer will send a copy of the attendance record to the parent to complete and return to the office in a self-addressed envelope provided.
- b) If the educator is reporting a session of care, the educator must be available to provide care for that whole session, should a family need it.
- c) Families must provide our service with a copy of their JETCCFA assessment that includes Family Day Care on the assessment notice before processing can be submitted.
- d) Discrepancies such as a change of CCB percentage needs to be addressed by the educator with the family directly.

Policy Created: February 2012, April 2015

Policy Ratified at Committee Meeting (date) .....

Signed: Sheneen Velaon Title: 3<sup>rd</sup> May 2017

**NQS Definitions:**

**7.1.1** – Appropriate governance arrangements are in place to manage the service.

**7.2.3** – An effective self-assessment and quality improvement process is in place.

POLICIES: ATTENDANCE RECORD PROCESSING