



Nature Alliance Family Day Care Service

Absences from Care



THE POLICY IN THIS SECTION IS REQUIRED BY:

Education and Care Services National Law (WA) Act 2012:
Education and Care Services National Regulations, 2012

The A New Tax System (Family Assistance) Act 1999, the A New Tax System (Family Assistance) (Administration) Act 1999 and the Child Care Benefit (Eligibility for Approval and Continued Approval) Determination 2000, which are collectively referred to as Family Assistance Law.

PURPOSE:

To ensure that the Allowable Absences that families are entitled to are managed in a fair and equitable manner.

SCOPE:

This Policy applies to Nature Alliance Family Day Care Service, Nature Alliance Family Day Care Educators and families.

PRINCIPLES:

To act in an equitable and transparent manner when implementing Allowable Absences available to families under the Family Assistance Law.

POLICY:

Child Care Subsidy and Additional Child Care Subsidy are payable for up to 42 absence days for a child in a financial year, in relation to sessions of care where an individual still incurs a genuine fee liability to pay for the care. The 42 absence days may be varied by the Government in exceptional circumstance.

PROCEDURE:

1. If a child is booked in to commence care on a particular date, and does not start on that day, no Child Care Subsidy will be paid until the child physically attends a session of care.
2. If a family has confirmed their child's last day at a service, but that child does not attend their last booked session of care, no Child Care Subsidy will be paid for any days after the child's last physical attendance at the service.
3. If an Educator continues to charge fees for sessions on days after a child has left the service because the family did not give the agreed period of notice, Child Care Subsidy will not be payable for these sessions of care and the family will be liable to pay full fees. If absences are reported in the above circumstances and Child Care Subsidy is incorrectly paid, these amounts will be recovered by CCMS and any CCS paid to Educators will be automatically reversed.
4. When a child has not attended care for an extended period of time (i.e. more than 14 weeks) the child's enrolment will be ended by the Child Care Management System (CCMS). A new enrolment (current version) will be required when the child returns to care and a new enrolment ID number will be allocated.

5. If parents are overseas for longer than 6 weeks, CCS will be cancelled by the CCMS and all absences claimed for during that period will be automatically reversed. If families are on a temporary protection type visa their subsidy will stop when they leave the country.
6. If the absences have occurred at the end of a contract and the Educator has left the service, an invoice will be issued to the Educator for the recovery of the funds.

Monitoring Absences:

Nature Alliance Family Day Care Service will undertake the following steps to monitor absences by:

- a. Accessing the CCS/CCMS Messages daily and checking for any notifications of Enrolment Ceases – non-attendance.
- b. If children have been exited from the system, the Educator will be notified, and an updated Enrolment Form requested if the child/ren will be returning to care.
- c. If the child/ren will not be returning to care, a Cancellation of Care form will be requested so the Service can complete the process of removing the child & family (where applicable) from the system.

SUPPORTING DOCUMENTS:

Child Care Provider Handbook
NA-FRM-0001 Care Enrolment Contract
NA-FRM -0016 Cancellation of Care Form