



Session Rules for Before School Care and After School Care

Instruction Sheet 11

It is a condition of approval and continued approval for Child Care Benefit (CCB) purposes that services must comply with family assistance law.

The rules for sessions of Before School Care and After School Care are governed by and detailed in the statutory rules, *Child Care Benefit (Session of Care) Determination 2000*.

A service that does not comply with these rules may be sanctioned under family assistance law.

Note: Session rules for Before School Care and After School Care apply to attendance reported for school children on days where they have attended school. These rules apply to all child care services that provide Before and After School Care, including Outside School Hours Care (OSHC), Long Day Care (LDC), and Family Day Care (FDC).

Sessions of Before School Care

Standard session of Before School Care

A standard session is the minimum period for which an approved child care service charges a fee for providing Before School Care in the 'standard period'. The standard period for Before School Care is the period of two hours ending immediately before school starts. Therefore, a standard session of Before School Care must not exceed two hours.

If the after session at the service is less than two hours, the maximum session of care reported must be the same as the opening hours.

Example 1: Where an LDC service opens at 7.30 am and school starts at 9.00 am the standard session is one and a half hours, rather than two hours.

Additional session of Before School Care

If a child attends a standard session exceeding one hour and on the same day the service provides an additional period of care for the child, either before or after the standard period of Before School Care, each session of care during the additional period must not exceed half an hour.

Note: A child must attend a standard session of Before School Care exceeding one hour before an additional period can be reported.

Example 2: A child attends FDC from 6.45 am and falls ill and is collected by their parent at 7.30 am, an additional session of Before School Care cannot be reported as the child has been in care for less than one hour of a standard session (which in this case is 7.00 am to 9.00 am).

Sessions of After School Care

Standard session of After School Care

A standard session is the minimum period for which an approved child care service charges a fee for providing After School Care in the 'standard period'. The standard period for After School Care is the period of three and a half hours starting immediately after school finishes. Therefore, a standard session of After School Care must not exceed three and a half hours.

If the After School Care session at the service is less than three and a half hours, the maximum session of care reported must be the same as the opening hours.

Example 3: An OSHC service offers an After School Care program from 3.00 pm to 6.00 pm, the service can only report a standard session of three hours, not three and a half.

Additional session of After School Care

If a child attends a standard session exceeding one hour and on the same day the service provides an additional period of care for the child, either before or after the standard period of After School Care, each session of care during the additional period must not exceed half an hour.

Note: A child must attend a standard session of After School Care exceeding one hour before an additional period can be reported.

Example 4: A parent may book their child into After School Care from 3.00 pm to 7.30 pm. This means that the service may report attendance for a standard session limited to three and a half hours which finishes at 6.30 pm and then report sessions for the two additional half hour sessions of care provided – one which finishes at 7.00 pm and the second which finishes at 7.30 pm.

Example 5: A child attends FDC from 6.30 am and the carer escorts the child to school, which begins at 9.00 am. The carer also collects the child after school finishes at 3.00 pm and cares for the child until 6.30 pm. The sessions that should be reported include a standard session of Before School Care along with one additional session of Before School Care, and a standard session of After School Care for the afternoon care.

(2)
(3.5)

8h.

Non-school days/ non-attendance at school

Where a service provides care for a child who does not attend school on a particular day, for example, a pupil free day, the LDC, FDC, or OSHC service that offers a full day of care may report attendance for a longer session for that day, that is, the standard sessions of two and three and a half hours do not apply.



Educator Guidelines for Timesheets.

- Do not use ABSENT before the service has started providing care to a child. **Don't start with absent.**
- Do not use ABSENT after the service has permanently ceased providing care to a child. **Don't finish with an absent.**
- Do not use ABSENT if you choose not to provide care to children or if your **service is closed.** Do not write booked hours on these days.
- If child is absent in **am** or **pm** session times or full day. Note in absent box of timesheet. Do not leave empty.
- Stop care immediately after school starts.
- Start care immediately after school finish and not before school finish.
- Start using **standard hours of before and after school care.** Which are 2 hours in morning and 3.5 hours in the afternoon. Add blocks of 30 minutes if parents require more care.
- **Standard hours for non-school age children and weekend care** are 8 hours. Add blocks of 30 minutes if parent requires more care.
- If you are **going on holidays** please do not book care sessions on the day you are leaving or returning from holidays as this clashes with CCMS database.
- Parent must sign off **children leaving** and tick box that it is their last timesheet.
- Parents are to sign in and out of service on a daily basis
- Educator to sign out and in on a daily basis if they take child out of their care .Eg. school times
- Parent to **sign** the bottom of timesheet fought nightly. Not initial or write their name.
- If educator has more than 7 children enrolled in service to use a **Weekly Timesheet Booked Hours form** to monitor not exceeding 7 children at one booked time. And not exceeding 4 non-school age at one booked time.
- If you do provide food at your service please tick the boxes provided on timesheet. However this will be charged on the parent as CCB does not pay for food.
- Full names of parent, child and educator are to be written on the timesheet as we have many children in the same name and even last name.
- Dates are to be always filled out for our records.