

Child Attendance Record Procedure

Published	March 2018
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Sources	<p>Education and Care Services National Regulations, October 2017</p> <p>Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017</p> <p>Guide to the National Quality Standard, October 2018</p> <p>Interim Standards for In Home Care, Funding Agreement Requirements, Department of Education, Employment and Workplace Relations, February 2008</p> <p>DEEWR Children's Services Handbook 2011</p>

Aim:

To ensure the accurate recording and administration of children's attendance when they attend Family Day Care & In Home Care.

Explanation:

Children's attendance records are legal documents, recording the hours of children's attendance in the care of a Family Day Care & In Home Care Provider for the purposes of:

- Duty of Care
- Accurate recording of fees to be paid to the Educator by the parent/guardian
- Processing of Child Care Benefit, Child Care Rebate, and other government subsidies

Definition:

Child Attendance Records – also known as Timesheets

Responsibilities:

In relation to Co-ordination Unit Staff:

- Be aware of their obligations under the Education and Care Services National Regulations 2011 and the National Quality Standard 2011 in relation to Child Attendance Records
- Be aware of their obligations under the Interim Standards for In Home Care Funding Agreement Requirements 2008 in relation to Child Attendance Records
- Ensure Child Attendance Records are kept for at least 36 months from the end of the calendar year in which the care was provided
- Ensure that Educators are provided with clear instructions in regards to how to complete the Child Attendance Records accurately
- Ensure that all families sign a Care Contract for the purposes of ongoing and regular attendance with their chosen Educator/s
- Only submit accurately completed Child Attendance Records via CCMS fortnightly
- Email Payment Advices to Educators after the Child Attendance Records have been processed each fortnight
- Email Parent Payment Advices to parents after the Child Attendance Records have been processed each fortnight
- Email CCB Statements to parents after the Child Care Attendance Records have been completed each fortnight

In relation to Educators:

- Abide by their obligations under the Education and Care Services National Regulations 2011 (Regulation 159) and the National Quality Standard 2011 (Element 7.3.1) in relation to Child Attendance Records

- Abide by of their obligations under the Interim Standards for In Home Care Funding Agreement Requirements 2008 in relation to Child Attendance Records
- Prepare and have Child Attendance Records ready for Parents and Guardians to complete and sign each day
- Ensure that an accurate child attendance record is kept which:
 - Records the **full name** of each child attending the service
 - Records the **date and time** each child arrives and departs
 - Has the Parent Authorisation at the bottom of the child attendance record **signed by the parent each week**
 - Is signed on the child's arrival and departure by either:
 - The person who delivers the child to the family day care residence or venue, or collects the child from the family day care residence or venue
 - If the signature of the person who delivers the child cannot be reasonably obtained then the family day care educator
- Ensure that children are signed in and out of care for every session
- Record children's absences and have parents sign on these days to confirm the absence
- Ensure that CCEL is notified of changes in children's care arrangements before the change occurs
- Submit new Care Contracts to CCEL when arrangements with families change
- At the end of each fortnight calculate fees owing and submit the completed Child Attendance Records to CCEL

Child Attendance Record Submission Options:

- Post so that hard copies arrive in time for processing by the Tuesday of Week 1
- Scan and email so that copies are available for processing on the Tuesday of Week 1

In all instances CCEL needs to have received the hard copies of the Child Attendance Records by 4.00pm on the Tuesday of Week 1 following the completed fortnight

- If the Child Attendance Records are not received or incomplete i.e. not signed, absences not signed, calculations incorrect or incomplete so they cannot be processed, a fee of \$10 will be incurred by the Educator for each missing or incomplete sheet
- Where a timesheet has unsigned absences and the family have not returned to care prior to the processing date, timesheets will be processed, however they must be signed and returned prior to the next processing date, otherwise they will be cancelled and a \$10 fee will be incurred by the Educator
- In the instance where a Child Attendance Record has not been processed they will be processed the following fortnight, as long as they are received and complete
- Payments should be collected from Parents at the latest by the end of Week 1 for the previous fortnight which is detailed on the Payment Advice
- Any payments not received from families by the Friday of Week 1 for the period outlined on the Pay Advice should be reported to CCEL immediately
- Payments owed to CCEL by Educators should be paid by the Friday of Week 1 for the previous fortnight

In relation to Families:

- Set up Customer Reference Numbers for the use of Child Care if they wish to receive any government subsidies
- Families are responsible for signing their children in to care when they arrive each morning and signing them out upon collection, unless alternate authorisations have been signed (e.g. Before and After School Care)

- Families are responsible for signing the Parent Authorisation at the bottom of the Child Attendance Record **each week**
- Sign for Absences as soon as is practical after their child's absence, CCB cannot be claimed on their behalf if this does not occur
- Pay fees owed to Educators by the last day of their child's care in Week 1 for the previous fortnight

Continual Monitoring and Improvement:

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Co-ordination Unit Staff accessing current relevant information
- Co-ordination Unit Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

Policy Review

Date Revised	Comments
March 2012	Added relevant regulations and quality standards in relation to the new Education and Care Services National Regulations and National Quality Standard
November 2012	Added the incursion of a fee if Child Attendance Records are not received or incomplete
September 2013	Scheduled Policy Review – tidied up wording around signing of Parent Authorisation, added emailing of Payment Advices and CCB Statements
November 2103	Added length of time records need to be kept
March 2015	Scheduled Policy Review – No changes made
September 2016	Scheduled Policy Review – No changes made