



CCMS Fact Sheet

Number 2

June CCMS Changes

Reporting Attendance

In this fact sheet:

- How to report preschool hours
- How to report new session types
- How to report sessions of more than 12 hours

How to report Preschool Hours

This is an indicator to collect information about children attending preschool sessions at your service or at another location. The reason for collecting this information is to help the Government measure its progress towards providing universal access to affordable, quality early childhood education programs for all children by 2013.

Unlike the other new indicators, this one could change from week to week, so you will need to include the details each time you submit attendance reports. There are two parts to this indicator:

- **In House/Off Site**—this indicates whether preschool sessions are provided at your service (in house) or at another location, which could include a dedicated preschool (off site)
- **Hours**—this indicates how many hours the child has spent in a preschool session for the week. This is reported separately to the total session hours.

Preschool is a structured educational program provided by a qualified teacher in a variety of settings. Preschool is usually, but not always one year prior to the first year of primary school, and is generally provided in short sessions. The first year of primary school is known as pre-Year 1 and precedes Year 1.

The terminology and entry ages for preschool vary between the states and territories. The terms most commonly used to describe preschool are:

- Kindergarten in Tasmania and Western Australia
- Kindergarten or Preschool in Victoria
- Preschool (including Child Parent Centres) in South Australia
- Preschool in New South Wales, Queensland, Australian Capital Territory and Northern Territory

For example, if a child attends your centre from 7am to 9am and attends a government preschool nearby from 9am to 3pm and returns to your centre from 3pm to 5pm you should report the session of care as 10 hours as per usual practice. However, you also need to flag the child's attendance record as having a preschool session as "off site" and 6 hours for preschool attendance.

The various CCMS Registered Software products may have different ways of recording this information, some products may automatically complete pre-school information based on the child's booking or family record in the software. Your software provider should supply you with information on how this function works in their product.

The preschool hours reported do not affect the total session hours reported to the CCMS.

How to report new Session Types

There are three new session types for all services:

- [Make up Day](#)
- [Zero Session Fee](#)
- [Cessation of Care](#)

No CCB will be calculated for these session types.

How to use the new session types:

[Make up Day](#) – use this session type when you have charged a fee and claimed an absence for an earlier session and you are now allowing the child to attend a replacement or make-up session at no further charge to the family. Not all services offer make up days, if your service doesn't, you will not use this session type.

[Zero Session Fee](#) – use this session type when a child is attending the session, but you are not charging a fee for some other reason, not covered by the Make up Day session type. This could be when the parents volunteer in the service and you thank them by providing free care to their children, or you are offering a free trial period for new families.

[Cessation of Care](#) – use this session type when a child has left care, but you are charging a fee for the session. This might happen because the family did not give you sufficient notice that the child would be leaving care. The child would not be eligible for CCB in this circumstance.

How to report sessions of more than 12 hours

You will not be able to report any session of more than 12 hours or any session longer than the hours allowed for your service type. It is a requirement of Family Assistance Legislation to limit sessions of care for each service type.

This does not mean you cannot operate for more than those hours, if your licence allows you to do so. If your service operates for longer than the usual session length for your type, you must split the day into two or more sessions. The maximum session lengths that apply to each service type are:

- Family Day Care Standard Hours 10 hours
- Family Day Care Non Standard Hours 12 hours
- In Home Care Standard Hours 10 hours
- In Home Care Non Standard Hours 12 hours
- Before School Care 2 hours
- After School Care 3½ hours
- Vacation Care 12 hours
- Long Day Care 12 hours
- Occasional Care 9 hours

Your fee schedule and bookings should match the session hours you report to the CCMS.

Example One

Your long day care service is open 15 hours each day, from 6 am to 9pm. You cannot report a single 15-hour session, but you may report two or more sessions that together add up to 15 hours. You can only report each session as an attendance if the child is booked to attend care for 15 hours, a fee has been charged for each session and the child was physically at the service for at least part of each session. If you divide the day into a 12-hour session and a 3-hour session, you can only report attendance for the 3-hour session if the child physically remained in care for at least some of that session.

Example Two

Your long day care service is open 13 hours each day, from 6am to 7pm. You cannot report a single 13-hour session, but you may report two or more sessions that together add up to 13 hours. Split your sessions to align with your fee schedule. If you charge most families for a 10-hour session, split the 13 hours into a 10-hour session and a 3-hour session. If you charge most families for an 11-hour session, split the 13 hours into an 11-hour session and a 2-hour session. The sessions you report to the CCMS should match your fee schedule and bookings.

Important: If you are reporting a session of care, your service must be available to provide care for that whole session, should the family need it. For CCB purposes, you cannot report a session of care, and then require a child to leave the service before that session is finished.

For more information:

The CCMS Helpdesk is open from 8am to 6pm (Eastern Time), Monday to Friday.

- The Helpdesk phone number is 1300 667 276.
- You can exit the queue at any time and leave a voicemail message and we will call you back – usually within 1 business day.
- You can send your enquiry by email to CCMShelpdesk@deewr.gov.au or by fax to 1300 663 429.