



## CCMS Fact Sheet

## Number 2a

### June CCMS Changes

### New Session Types for School Children at an Outside School Hours Care Service

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### How to report New Session Types for School Children

There are two new session types for care provided to school children at an Outside School Hours Care (OSHC) service:

- Pupil Free Day
- Additional Hours

How to use the new session types:

**Pupil Free Day** – use this session type when the school is closed or not accepting students and you are required to provide care during normal school hours. The session may be a maximum of 12 hours.

**Additional Hours** – use this session type when you have exceeded the standard sessions of two hours for before school care and three and a half hours for after school care.

Additional Hours can only be charged in half-hour blocks.

You can only charge an **Additional Hours** session in half-hour blocks if the child remained in care for some part of that half-hour block. You can add the half-hour blocks together and report them to CCMS as a single **Additional Hours** session. For example, report three half-hour blocks as an “additional hours” session of one and a half hours.

## Care provided before school

A standard session of care provided to a school child immediately before school commences cannot be longer than two hours for CCB purposes. This is the maximum session length that CCB can be paid for all families requiring care before school at your service. Your fee schedule can have session/s or charges of less than two hours if that suits your business.

If your service is approved for and offers care to school children for more than two hours before school commences, the care provided must be charged by the half hour where a child is in care for more than two hours before school commences. The child must be in care for part of each half hour for CCB to be paid.

Your fee schedule should show what the charge is for each half hour session above two hours provided before school commences. Where a school child is in care for more than two hours immediately before school commences, you should report the child's attendance to the CCMS as a Standard Session of two hours and an Additional Hours Session equal in time to the child's attendance.

## Care provided after school

A standard session of care provided to a school child immediately after school ends cannot be longer than three and a half hours for CCB purposes. This is the maximum session charge that CCB can be paid for all families requiring care after school at your service. Your fee schedule can have session/s or charges of less than three and a half hours if that suits your business.

If your service is approved for and offers care to school children for more than three and a half hours immediately after school ends, the care provided must be charged by the half hour where a child is in care for more than three and a half hours immediately after school ends. The child must be in care for part of each half hour for CCB to be paid.

Your fee schedule should show what the charge is for each half hour session provided above three and a half hours. Where a school child is in care for more than three and a half hours immediately after school ends, you should report the child's attendance to the CCMS as a Standard Session of three and a half hours and an Additional Hours Session equal in time to the child's attendance.

## Examples

### Example One

A child attends your before school service from 6 am to 9.00am. You should report the session of care as a two hour "standard session" and a one hour "additional hours" session. You can charge for two, half-hour blocks as the child attended for part of the second half-hour block.

6am-7am – 1 x Additional Hours Session of 1 hour

7am-9am – 1 x Standard Session of 2 hours (the standard session is always the 2 hours immediately before school commences)

### Example Two

A child attends your after school service from 3 pm to 7.20pm. You should report the session of care as a three and a half hour "standard session" and a one hour "additional hours" session. You can charge for two, half-hour blocks as the child attended for part of the second half-hour block.

3pm-6.30pm – 1 x Standard Session of 3.5 hours (the standard session is always the 3.5 hours immediately after school ends)

6.30pm-7.20pm – 1 x Additional Hours Session

### Example Three

A child attends your after school service from 3 pm to 6.30pm. You should report the session of care as a three and a half hour "standard session". Your service closes at 6.30pm. The parent is 20 minutes late to pick up the child. You can charge them a late fee at your discretion, but you cannot report the late fee as a session. CCB cannot be paid for late fees. You should record the actual time the child was collected from care. You can charge the parent a late fee, but the late fee should not be reported to the CCMS.

3pm-6.30pm – 1 x Standard Session of 3.5 hours (the standard session is always the 3.5 hours immediately after school ends)

### Example Four

A child attends your after school service from 3 pm to 6.30pm. Your centre is open until 7pm. The parent is 20 minutes late to pick up the child. As your centre is open until 7pm, you may charge for an additional half-hour block. You should report the session of care as a three and a half-hour "standard session" and a half-hour "additional hours" session.

3pm-6.30pm – 1 x Standard Session of 3.5 hours (the standard session is always the 3.5 hours immediately after school ends)

6.30pm –7.pm 1 x Additional Hours Session of a half hour

**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](mailto:CCMShelpdesk@deewr.gov.au) or by fax to 1300 663 429.

