



## CCMS Fact Sheet

## Number 2b

### June CCMS Changes

#### School Children at a Long Day Care or Occasional Care Service

##### In this fact sheet:

- How to report before and after school care for school children
- Care provided before school
- Care provided after school
- Examples

#### How to report Before and After School Care for School Children

If you provide care to children before and after school at your Long Day Care or Occasional Care service the same rules apply as a child attending an Outside School Hours Care service.

A standard session of care provided to a school child immediately before school commences cannot be longer than two hours for CCB purposes.

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.

Before and After School Care sessions cannot be added together and reported as one session.

#### 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 charge 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 two sessions. The session immediately before school commences is reported as a Standard Session of no more than two hours; a second Standard Session equal in time to what the family were charged is reported for any additional care of more than two hours.

## 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 first session of three and a half hours and a second session equal in time to what the family were charged.

## Examples

### Example One

A child attends your service before school, from 6 am to 8.55am and you charge a session of care for before school. You should report the first session of care as one hour and a second session of care for two hours. You can charge for two half-hour blocks as the child attended for part of the second half-hour block.

1 x Standard Session of 1 hour

1 x Standard Session of 2 hours (the 2 hour standard session is always the 2 hours immediately before school commences)

### Example Two

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

1 x Standard Session of 3.5 hours (the 3.5 hour standard session is always the 3.5 hours immediately after school finishes)

1 x Standard Session of 1 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.