



CCMS Fact Sheet

Number 2c

June CCMS Changes

School Children in Family Day Care or In Home Care

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How to report Before and After School Care for School Children

If you provide care to children before and after school at your Family Day Care or In Home 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 a first session of 2 hours and a second session equal in time to what the family were charged.

Non Standard Hours may be reported until the time the Scheme's Standard Hours begin.

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.

Non Standard Hours may be reported from the time the Scheme's Standard Hours end.

Examples

Example One

Your FDC Scheme has set your standard hours from 7am to 5pm and you charge a session of care for before school. A school child attends from 6.20 am to 9 am, school commences at 9am. You should charge the family in half hour blocks outside of the two hours immediately before school starts (the before school session) unless non standard hours apply.

6.20 am to 7 am – report as a one hour session of non standard hours

7 am to 9 am – report as a two hour session of standard hours

Example Two

Your FDC Scheme has set your standard hours from 7am to 5pm and you charge a session of care for after school. A child attends from 3 pm to 7.30 pm. You should charge the family in half hour blocks outside of the three and a half hours immediately after school ends (the after school session) unless non standard hours apply.

3 pm to 5 pm – report as a two hour session of standard hours

5 pm to 7.30 pm – report as a two and a half hour session of non standard hours

Example Three

Your FDC Scheme has set your standard hours from 7.30 am to 5.30 pm and you charge a session of care for before school and after school. A child attends from 6.30 am to 9 am in the morning, school begins at 9am and from 3 pm to 7.30pm in the afternoon, school finishes at 3pm.

You should charge the family in half hour blocks outside of the two hour before school session and outside of the three and a half hour after school care session unless non standard hours apply.

6.30 am to 7.30 am – report as a one hour session of non standard hours

7.30 am to 9 am – report as a one and a half hour session of standard hours

3 pm to 5.30 pm – report as a two and a half hour session of standard hours

5.30 pm to 7.30 pm – report as a two hour session of non standard hours

Example Four

Your IHC Scheme has set your standard hours from 7.30 am to 5.30 pm and you provide care to school age children before school and after school. Care is provided to a child from 7.30 am to 9.30 am in the morning, school begins at 9.30am; and from 3 pm to 6.30 pm in the afternoon, school finishes at 3pm.

7.30 am to 9.30am – report as a two hour session of standard hours

3 pm to 5.30pm – report as a two and a half hour session of standard hours

5.30pm to 6.30pm – report as a one hour non standard session

You should charge the family in half hour blocks outside of the two hour before school session and outside of the three and a half hour after school care session unless non standard hours apply.

Important: If you are reporting a session of care, the carer 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 care 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.