

NEWSLETTER

JAN-MAR 2019 EDITION

REVIEW CCS

Dear Families,

It has been seven months since the new Child Care Subsidy was first introduced. Please make sure your income estimate is up to date and reflects your and your partner's income for the whole financial year.

If the income estimate you give us is too low, you may get a debt which you'll have to pay back. If it's too high, government may pay you less than you're entitled to. If this is the case, you may get the amount you missed out on when we balance your payments. You must update your income estimate as often as your circumstances change. This is to reduce the risk of getting a debt.

The easiest way to update your family income estimate is by using your Centrelink online account through myGov, or the Express Plus Centrelink app. While you are there, do not forget to make sure your and your partner's activity details are up to date too.

IMPORTANT DATES

JANUARY

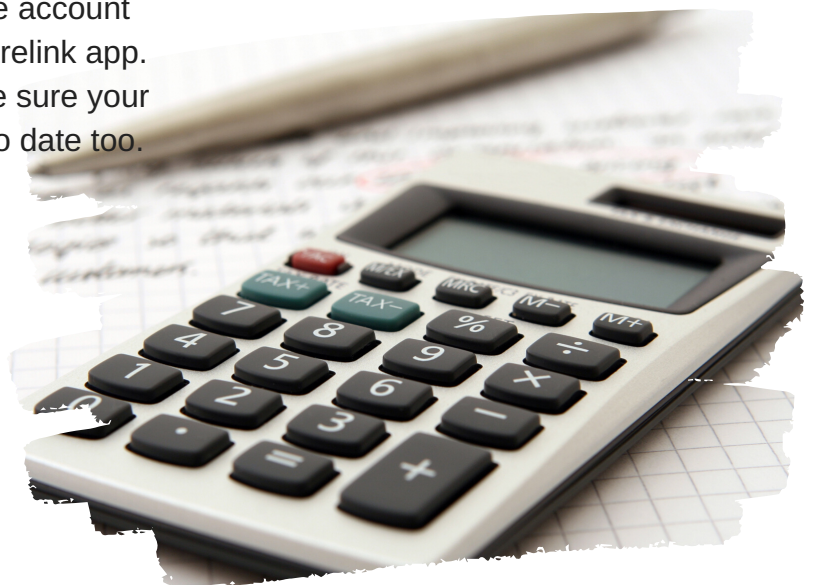
- 1st New Year's Day
- 26th Australia Day

FEBRUARY

- 5th Chinese New Year
- 14th Valentine's Day

MARCH

- 17th St. Patrick's day
- 21st Harmony Day
- 21st National Close the Gap Day



ENROLMENT DETAIL CONFIRMATION

Dear Parents,

Many of our children's enrolment appears as pending confirmation, which requires you to confirm the enrolment. With this status you won't be able to receive CCS as you have not confirmed your child/ren's enrolment details. However there may be a case where you have confirmed the enrolment with the calculation of CCS percentage, but requires you to pay full fee. In this case, we will wait for a week as there could be delays with processing from Centrelink.

Steps to confirm your child's details

- 1 If you need to confirm your child's enrolment details, it will appear as an outstanding task in your Centrelink online account in myGov.
- 2 On the Child Care Subsidy Enrolments page you can view your child's enrolment details.
- 3 Under Enrolment status you can see if you've confirmed the details or not. If the status is Pending Confirmation you must confirm or dispute the details. Select **view details** to do this.
- 4 This will take you to a new page. Check the information on this page carefully. If your child's enrolment details are correct, select **Yes**. If they're wrong, select **No**. Once you've done this, select **Next**.
- 5 If you select **No** you'll need to speak to your child care service. They'll need to submit the correct details. Once they do this you'll need to start this process again from Step 1.
- 6 If you select **Yes**, review, select I accept this **declaration**, then **Submit**.

WHAT HAPPENS TO AN ENROLMENT IF A CHILD IS ABSENT FOR 8 WEEKS OR MORE?

We'll cancel your enrolment details in our system if your child has not attended child care for 8 continuous weeks. If we do this, we'll stop paying your subsidy and it will display in your online account as 'ceased'. If your child attends the service again in the future, we will need to resubmit your child's enrolment details. Once we've done this, you'll need to confirm your child's enrolment online.

INCIDENT, INJURY, TRAUMA AND ILLNESS RECORD

Dear Educators,

This record details **every** incident, injury, trauma or illness that occurs in relation to a child while that child is being educated and cared for by the educator.

The record is kept at the family day care residence or approved family day care venue and must include:

- circumstances surrounding the incident, injury, trauma or illness
- details of any action taken by the educator, including medication administered and medical personnel contacted
- details of any person who witnessed the incident. Information must be added to the record as soon as practicable – and no later than 24 hours after it occurred. Please note that in addition to record keeping requirements, notification of serious incidents must also be provided to the regulatory authority within the prescribed timeframes. Authorised officers can inspect or request this record at anytime and parents can request to see documentation relating to their child.

For a complete list of all required information see

[Regulation 87 – Incident, injury, trauma and illness record](#)

Educators need to send us incident, injury, trauma or illness report as soon as possible and advise us by contacting us immediately.

A record relating to an incident, illness, injury or trauma suffered by a child must be kept in a safe and secure place until the child is 25 years of age.

A record relating to the death of a child while being cared for by the service or may have occurred as a result of an incident must be kept in a safe and secure place until seven years after the death.



VALENTINES DAY CRAFT IDEAS

Young children just love giving their parents, or other family members, cards and heartfelt art creations for Valentine's Day. Spread the love this Valentine's Day with some fun and simple craft activities to keep those little hands busy. Here are 2 simple ideas to inspire you.



Heart fingerprint tree

Suitable for all ages and so easy to make with materials you'll already have to hand, these fingerprint trees make lovely artworks or cute cards that parents will adore.



Bee mine plate craft

Bee mine plate craft - Paper plates are fantastic for craft making and this cute pun idea will keep your little bees busier than ever!

