

7.16 ATTENDANCE RECORDS

Purpose Statement

Managing *attendance records* is one of the key responsibilities of an approved Family Day Care service.

Attendance records must be accurate and submitted routinely to the Department of Education and Training (DET). Incorrect or false reporting will result in a service being penalised.

Scope

This policy applies to all salaried full time and part time staff (including casuals), educators, contractors, children and families.

Definitions

Child Care Management System (CCMS): a database system to record child enrolment and attendance information that all child care services are legally required to operate under.

Child Attendance Record: the form the family day care educator provides for parents to sign and record the attendance details of the children in care.

Child Care Benefit (CCB): is an income-tested payment which reduces the cost of total child care fees. It is available to a parent, foster parent or grandparent with a child in your care who is attending child care approved for the purposes of CCB by, or registered with, the Government.

Child Care Benefit (CCR): is a rebate offered to families approved for CCB. To be eligible families must use CCB approved child care, and be working, studying or training at some time during the week or have an exemption. The CCR covers 50 per cent of out-of-pocket costs up to the annual limit, regardless of income. Currently the CCR annual limit is \$7,500 per child per year.

Policy Statement

TO RECORD AND SUBMIT CHILD ATTENDANCE RECORDS IN LINE WITH THE PROCEDURES WITHIN.

Procedures

Educator Requirements

1. Educators must ensure that parents/guardians record the arrival and departure times of each child engaged in care, on every separate occasion that the care takes place. This is done by signing the Child Attendance Record.
2. Attendance is to be recorded on a daily basis.
3. Attendance records must include the full name of the child, parent/guardian and educator.
4. Educators must complete a child attendance record for each child in their care.

7.16 ATTENDANCE RECORDS

5. White-out correction tape cannot be used on child attendance records. These are legal documents and mistakes must be corrected by noting the change and signing or initialling the change as documented.
6. Child attendance records with no parent or educator signatures or initials are deemed to be invalid. Payment will not be made if records are deemed invalid.
7. Educators are not to sign children in and out of care on behalf of the parent or put in the hours the child has attended in the attendance sections, except when a child arrives into care or leaves care without a parent/guardian (i.e. during drop-off and pick-up of children from preschool or school). Where an educator has signed a child in or out of care, the parent/guardian must counter initial the record the next time they see you.
8. Educators must only record attendance for the sessions where the child actually attended care. Records will be considered to be invalid if families have been asked to sign attendance records for days their child would not normally have attended (unless care was provided) or for times that do not correlate with usual attendance (unless care was provided).
9. Educators must ensure absences are recorded on the child attendance record and submitted through HubWorks. All educators must ensure the parent or guardian provides a signature to verify each absence.
10. If a school aged child is enrolled in care on a day where they would otherwise be attending school, educators must obtain a note from parents detailing the date and reason for care and provide a copy to the Coordination Unit.
11. Changes to booked care and all requests for care outside of booked care hours must be reported to the Coordination Unit.
12. When someone other than the parent/guardian is required to sign the child in or out of care, the educator must have written parental permission. This written permission must be kept on the child's file.
13. An educator must not provide a period of 24 hour care to a child unless the parent/guardian has sought approval from Windermere (NOTE: a child is considered to be in 24 hour care if he or she does not return to the care of their parents or guardians for any time during a 24 hour period).
14. If an educator is found to provide false attendance records to Windermere, and as a result gained a financial advantage, they may be prosecuted for fraud.

NOTE: Refer to attached to view an example *Child Attendance Record*.

Submitting Attendance Records

1. Attendance records must be submitted fortnightly, no later than 10.00am.
2. Due dates for submission of attendance records will be provided by the Coordination Unit.
3. Educators must submit food and travel fees through HubWorks for processing.



7.16 ATTENDANCE RECORDS

Co-Ordination Unit Requirements

1. Windermere will provide educators with all child attendance record sheets.
2. Educational program co-ordinators will check the accuracy of child attendance recording during home visits.
3. The Coordination Unit will submit the attendance details of all children in care to the CCMS within 7 days of the end of the week in which care was provided.
4. If the Coordination Unit suspects that an attendance record is not accurate it will investigate further or confirm arrangements with the family concerned.

Child Care Benefit (CCB) and Child Care Rebate (CCR)

1. In order for CCB and CCR to be payable, there must be a direct commercial relationship between the family that is paying for the care and the service that is providing it. It is therefore the responsibility of the approved service provider (i.e. Windermere) to enter into care arrangements with families. *NOTE: educators cannot make their own care arrangements exclusive of Windermere.*
2. Each child is eligible to receive CCB for an initial 42 absence days per financial year without supporting documentation (this includes public holidays). Absences above this number must be accompanied by the appropriate documentation (i.e. medical certificate) in order for CCB to be paid. Educators must collect documentation from the family and submit with child attendance records.
3. If a child ceases care without attending during their notice period, absences cannot be claimed for that time. Families will be required to pay the full fee and will not be entitled to CCB. In addition, absences cannot be claimed on the first and/or last day/s of care.

Relevant Standards/Legislation

- National Quality Framework for Early Childhood Education and Care Services including:
 - Education and Care Services National Law 2011
 - Education and Care Services National Regulations 2011
- Family Assistance Law

Related Policies & Links

- *Booking* procedure
- Child Attendance Record Form



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Example of child Attendance Record

Early Childhood Education and Care Services
FAMILY DAY CARE CHILD ATTENDANCE RECORD

WEEK ENDING: _____ **CHILD'S FULL NAME:** _____

The authorised person must complete the actual time the child arrived and was collected AND sign for each session of care (including all absences).

Late Attendance Record

Date	Casual	Start		Finish		Start		Finish		Food	Travel		Educator Only Booked Hours	
		Actual Start Time	Initial Here	Actual Finish Time	Initial Here	Actual Start Time	Initial Here	Actual Finish Time	Initial Here		Cost	Kms	Cost	Start
Monday	<input type="checkbox"/> Yes									Cost	Kms	Cost		
Tuesday	<input type="checkbox"/> Yes									Cost	Kms	Cost		
Wednesday	<input type="checkbox"/> Yes									Cost	Kms	Cost		
Thursday	<input type="checkbox"/> Yes									Cost	Kms	Cost		
Friday	<input type="checkbox"/> Yes									Cost	Kms	Cost		
Saturday	<input type="checkbox"/> Yes									Cost	Kms	Cost		
Sunday	<input type="checkbox"/> Yes									Cost	Kms	Cost		

Did this child have a sibling who attended another approved child care service this week (not Windermere Family Day Care) Yes No

I verify that this is a true and accurate record of care booked and used for this period:

Parent Name: _____ Parent Signature: _____ Date: _____

Educator Name: _____ Educator Signature: _____ Date: _____

FDC Child Attendance Record 2015 v2

Please fill in the Week ending

Please use a separate page for each week per child

Please ensure Parents Sign



Please fill in Child's FULL name and SURNAME.

Booked hours must be filled in

Please fill in the Date

Late Attendance Record

Ensure Parents name and Signature is present

Fill Date

Please fill in your FULL name (Do not sign here!)

Sign here