

Educator first name: _____ Surname: _____

Date completed: _____ Educator signature: _____

Educator CRN: _____

QUESTIONNAIRE

Please indicate the correct response to the questions below.

1. On attendance records, are parents to sign in and out at booked times, or actual times?
 Booked Actual
2. Any mistake (even unintentional mistakes) in the reporting of care for Child Care Subsidy (CCS) that is non-compliant with the Family Assistance Law (FAL) can give rise to the suspension or cancellation of Kath Dickson Family Day Care's CCS approval.
 True False
3. Attendance recorded inaccurately (even unintentionally) could be considered a serious breach of the educator and parent's agreement with the service, which may result in termination of the registration by Kath Dickson Family Day Care (KDFDC).
 True False
4. A Family Day Care (FDC) educator can care for and claim CCS for their partner's child.
 True False Only in specific circumstances
5. Educators are required to immediately notify the service if a child/children they have in care also receive education and care from another service.
 True False
6. Parents of KDFDC are required to notify the service in advance if they, or their partner, propose to become a Family Day Care educator.
 True False
7. How many weeks of written notice are educators required to give KDFDC if they plan to take leave?
 1 2 3 4
8. KDFDC recognises that care may be provided by an educator on the day they go overseas and / or the day they return. Educators will be required to provide the service with copies of flight itineraries for overseas trips so that the coordination unit can cross-reference the times that care is claimed for on the dates of departure and return (if any) against the flight, and check-in times on the itinerary with the timesheets to which they apply
 True False
9. If a flight itinerary is not supplied for sessions of care that CCS is to be claimed for on identified dates of overseas departures or arrivals, timesheets will be processed by the service.
 True False
10. In relation to Q9, Educators and parents may be required to provide statutory declarations to KDFDC as support that care was provided.
 True False
11. If an educator takes leave without notifying the service, this will be considered a serious breach of the educator's agreement with the service, possibly resulting in termination of registration.
 True False
12. Where a child is absent from care, the attendance record must be clearly marked as such, and the service must report the session as absent to the CCS System.
 True False
13. On commencement of care, CCS will not be paid until a child physically attends care. Similarly, absences submitted after a child last physically attends a session of care, will not be eligible for CCS.
 True False
14. Families may receive CCS for absences in relation to question 13 for any of the following reasons:
 A family tragedy / a major event, including the death of an immediate family member has occurred
 Any of the additional absence reasons
 The child, the individual who cares for the child, the individual's partner, or another person with whom the child lives with is ill
 Statutory declaration is provided
 The service has changed ownership

- The usual service is closed and the child is attending a different service under the same provider
 - The enrolment ceased incorrectly
15. In specific circumstances, children aged 14 to 18 years or over, or attending secondary schools can receive education and care in an early childhood service under the CCS System. These specific circumstances are:
- The child is lonely at home
 - Parents have after-work commitments
 - The child cannot reasonably be left alone in the circumstances
 - No individual over the age of 18 can provide a suitable care to the child in the circumstances
 - The child has a diagnosed eligible disability
 - The child lives in a very remote area
 - Parent works 5 hours on the day
16. In relation to question 15, what evidence needs to be provided within 7 days of an enrolment being confirmed? Select all that apply.
- An email from the parent
 - A call from the parent
 - General practitioner letter
 - Diagnosis letters
 - Statutory declaration stating specific reasons
 - Employment letters
17. Educators can provide care for more than 7 children at a Family Day Care residence at any one time.
- True False Only in specific circumstances
18. A key principle and requirement under family assistance law is that all parents who receive CCS must make a co-contribution to their child care fees by paying the gap fee (unless in certain and specific circumstances). The gap fee is the remaining total of the fees after the CCS amount has been applied.
- True False
19. Educators can claim CCS for care that overlaps with care sessions of another education and care service, including our service.
- True False
20. Submitting new enrolments with timesheets to be processed will be accepted and processed.
- True False
21. Educators can submit an attendance report for care provided before an enrolment has been submitted to the CCS System by the service.
- True False
22. Late attendance reports (i.e. late timesheets) can be submitted and CCS claimed, only up to 14 days after care has occurred.
- True False
23. CCS Enrolments automatically cease if a child does not attend care for 14 weeks and parents must reactivate through MyGov.
- True False
24. You can claim an absence for a public holiday for which of the following circumstances:
- When you are overseas or out of town
 - When you can demonstrate you are available for care and open for business
 - When you have taken leave/holidays either side of the public holiday
 - When you have another child/ren in attendance on the public holiday

FOLLOW-UP

Coordinator name: _____ Signature: _____ Date: _____

Follow-up required (if applicable): _____

Outcome of follow-up: _____
