**Child Care Session Report PROCEDURE**

**Making Reports**

* Insert org name child care sessions are (??) hours
* Sessions are booked by the term
* If there is a vacancy it may be filled on a sessional basis
* Sessions will be reported by the nominated childcare staff member using either the

 provider portal or an approved 3rd Party software purchased by insert org name

* The nominated Childcare staff member will submit a session report weekly for each

 session of care provided to a child (including absences)

* Reports must contain at least one session of care for a week, recorded either as

 attendance or absence

* Reports can only include sessions of care for which an individual incurred a genuine

 fee liability

 **Contents of Report**

 The information reported must include:

* The start and end date of the week the report covers
* Session details: date of session, start and finish times, attendance start and finish

 times

* If recording an absence: notification of absences (if applicable), reasons for

 additional absences if the child has recorded more than 42 absence days in a

 financial year

* The actual fee charged – the amount the parent was liable to pay for the session of

 care

* Details of subsidies
* The Child Care Personnel ID

 **Varying Session Reports**

* If changes need to be made to a report due to inaccurate information or because no

 care was provided that week, there is a 28 day window from the start of the week to

 which the report relates to withdraw or make changes to the report