

Black Forest Primary School OSHC

Absence and Cancellation Policy Update

This Absence and Cancellation Policy update commences 13 July 2020 and will be reviewed in Term 4, 2020.

The usual Vacation Care, After School Care and Before School Care fee applies to any booked session that a child does not attend; unless the absence meets one of the following conditions:

Illness

- the child is absent for the full day of school due to illness on the day of the booking, and the family has notified OSHC of the absence on that day; or
- the child leaves school during school hours due to illness on the day of the booking, and the family has notified OSHC of the absence on that day; or
- a medical certificate is provided within 5 working days from the day of the booking.

Families can notify OSHC of illness by phone, email or communication diary in foyer.

Short-Term Cancellations with Notice

- Notice is provided by 10am, two working days before the day of the booking. **1**

Families can notify OSHC of cancellation by phone, email or communication diary in foyer.

Example: to cancel Wednesday with no fee, notify OSHC before 10am on Monday.

Ending or Suspending of Routine Booking

- Notice of 10 working days is provided to OSHC by 10am by email. **2**

Exclusions to Illness, Once Off Absence and Routine Booking Cancellations:

Families will be charged full fees with no Child Care Subsidy (CCS) benefits applied to any absence for any reason when:

- 42 allowable absences per year have been applied
- The absence does not meet the criteria for an Additional Absence **3**
- Cessation of Care applies. **2**

1 Short-Term Cancellations with Notice do not apply during 10 working day Routine Booking Cancellation notice period.

2 Cessation of Care: Please see 'Cessation of Care' under Definitions over page. Should CCS have been applied to a family's account for an absence and the child does not attend the service for 14 weeks after the absence, the CCS amount is debited back to the family's account and payable to the service. See: <https://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy/how-manage-your-payment/if-your-child-absent-from-child-care>

3 Please see definition of Additional Absence over page.

OSHC Cancellation Example Chart

To cancel this day with no fee:	Notify OSHC by 10am on the previous:
Monday	Thursday
Tuesday	Friday
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday

Public holidays and weekends not included.

Absence and Cancellation Policy Definitions:

2 working days' notice: by 10am, two working days before the day of the booking

10 working days' notice: email received by 10am, 10 working days before the day of the booking

Absence: Child does not attend the booked session.

Allowable Absence: Relating to the family's eligibility for Child Care Subsidy:

What is an absence day?

Under the Child Care Subsidy families are allowed 42 absence days per child, per financial year. These 42 allowable absences can be taken for any reason, including public holidays and when children are sick, without the need for families to provide documentation. Absences should only be claimed when care would have been provided if the child was not absent, and the family has been charged a fee for the session of care.

Child Care Subsidy is not payable for absences submitted before a child has started at a service, or after a child's final day of actual attendance at a service. If a child is absent for more than one session of child care on the same day, such as both before and after school care, it is counted as one absence day.

Child care providers must keep records of each absence for the child. Families can see their year to date absence count through their Centrelink online account via myGov.

For more information on absences please see:

https://docs.education.gov.au/system/files/doc/other/absences_from_child_care_1.pdf

Additional Absence:

What is an additional absence day?

Child Care Subsidy can only be paid for any additional absences where they are taken for a reason defined in the Family Assistance Law. Reasons for the additional absence days are:

- The child, the individual who cares for the child, the individual's partner or another person with whom the child lives is ill.*
- The child is attending pre-school.*
- Alternative arrangements have been made on a pupil-free day.*
- The child has not been immunised against a particular infectious disease, the absence occurs during an immunisation grace period and a medical practitioner has certified that exposure to the infectious disease would pose a health risk to the child.*
- The absence is because the child is spending time with a person other than the individual who is their usual carer as required by a court order or a parenting plan.*
- The service is closed as a direct result of a period of local emergency.*
- The child cannot attend because of a local emergency (e.g. because they are unable to travel to the service), during the period of the emergency or up to 28 days afterwards.*

- *The individual who cares for the child has decided the child should not attend the service for up to seven days immediately following the end of a period of local emergency.*

For more information on absences please see:

https://docs.education.gov.au/system/files/doc/other/absences_from_child_care_1.pdf

Casual Booking: Book as required *subject to availability*.

Cessation of Care:

CCS is not applied to any days the child hasn't yet physically attended the service for the first time for the current Child Care Subsidy enrolment period.

If the CCS enrolment ends, CCS is not paid for any days after the child's last physical attendance. Full fees apply for any absence days after the last day the child physically attends the service.

From 13 July 2020, families can receive CCS for absences up to seven days before a child's first, and after a child's last physical attendance at a service, where they have been booked in for care, for any of the following reasons:

- *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 is ill (no medical certificate required for application of CCS if the child has not used 42 absence days)*
- *the service has changed ownership*
- *the usual service is closed and the child is attending a different service under the same provider*
- *a family tragedy (a major event including the death of an immediate family member) has occurred, or*
- *the enrolment ceased incorrectly*

For more information on Cessation of Care please see:

<https://www.dese.gov.au/covid-19/childcare/childcare-faq>

Child Care Subsidy: The Child Care Subsidy is generally paid directly to service providers to be passed on to families as a fee reduction. Eligible families make a co-contribution to their child care fees and pay to the provider the difference between the fee charged and the subsidy amount (gap fee).

Explained Absence from school: Family has notified the school of the child's absence.

Illness: the child is physically unfit to attend due to either illness or injury.

Medical Certificate: for the child, the individual who cares for the child, the individual's partner or another person with whom the child lives.

Medical Certificate provided within 5 working days: by 10am, within five working days from the day of the booking.

Routine Booking: ongoing weekly or fortnightly sessions during school term and you are ensured of your place.