

PRESCHOOL

Preschool aged children can receive up to 36 hours of Child Care Subsidy (CCS) even where the family does not meet the activity test. This tip sheet will walk you through the process of how to mark preschool sessions in the software.

Please be aware:

- The child subsidy % and hours will not change in the software under entitlements.
- If the Service invoices in advance the preschool hours are not included in the subsidy estimate the CCS is paid in arrears.

If this is marked on the booking, then when you forecast this will automatically mark the daily sessions.

Summary

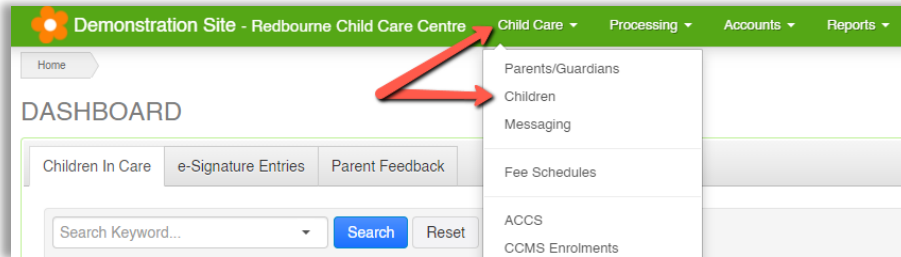
1. Click on the Child Care menu
2. Select Children
3. Find the child and click edit
4. Click on the Booking tab
5. Select the room name
6. Click to Edit the booking
7. On each day the child is booked, click on the edit button
 - a. tick the preschool box
 - b. save the session
8. Save the booking

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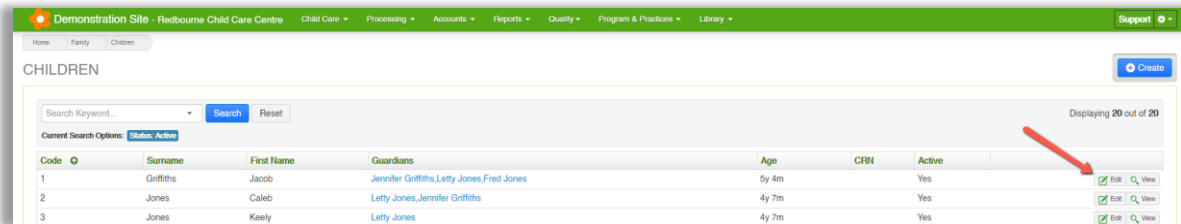
Detailed

Mark in Bookings

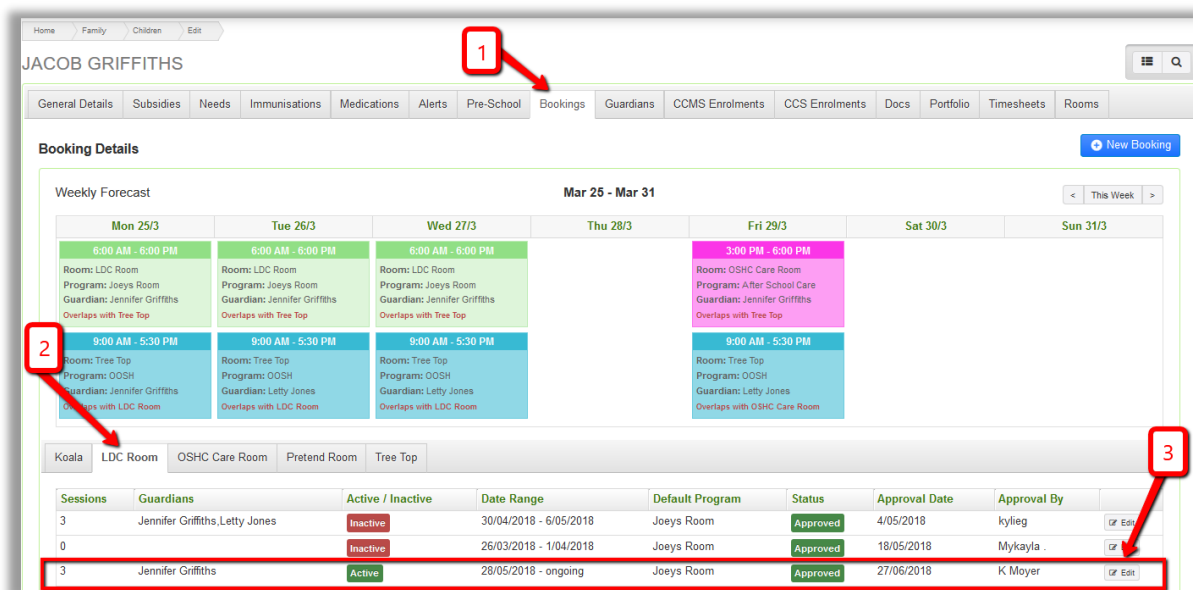
Select Childcare, then children



Search for the child then click edit to go into the child's record



1. Click on the Booking Tab
2. Click on the room name
3. Find the Active Booking and Click Edit.



Detailed cont.

Scroll down to your edit booking template and click on edit for each session

The screenshot shows the 'Edit Booking' form. At the top, there are fields for Start Date (25/06/2018), End Date, Default Program (LDC - Koalas), Approval Date (01/07/18), and Approved By (kmoyer). Below this is a section for 'Week 1' with a 'Delete' button. The main part of the form is a table with columns for each day of the week (Monday to Sunday). Each day's column contains a form for editing the session, including fields for Program, Fee Schedule, Fee Tier, Guardian, and Start/End times. A red arrow points to the 'Edit' button for the Monday session.

The next screen will appear where you will tick the preschool option then Save.

The screenshot shows the 'Edit Session for Monday' dialog box. It has several sections: 'General' with fields for Start (08:00 AM), End (06:00 PM), and Subsidy Scheme (CCB); a checkbox for 'This session is not eligible for subsidy' (unchecked) and a checked 'Preschool' checkbox; 'Transport' section with fields for Transport Type (Pickup Only), Pick Up Location (Redbourne Early), and Drop Off Location; 'Fees' section with fields for Program (LDC - Koalas), Fee Schedule (Full Day), and Fee Tier (1 Child); and a 'Fee for Session' field set to \$ 100.00. At the bottom, there is an 'Override Fee Schedule Rates' section with an unchecked 'Override Fixed Fee' checkbox. A red arrow points to the 'Preschool' checkbox. 'Close' and 'Save' buttons are at the bottom right.

Once this is marked it will then automatically pull this data through to your Daily Sessions

NOTE: If you have already forecasted your daily sessions and then change the booking you will need to reforecast to pull through the updated information

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Troubleshooting

Issue: Parents has advised that they are entitled to additional hours of CCS however, this is not showing in CCS entitlements.

Resolution: The additional hours will not show as increased within CCS entitlements. The preschool hours will be taken into account when the session is process and therefore will be paid in arrears if the parent is entitled to the hours.

Issue: Additional hours were not paid.

Resolution: You can check 2 things here:

1. Was preschool flagged on the session report?

To find this information follow the below process:

- a. Processing – CCS Session Reports
- b. Use the search function to find the child and weekending you've submitted
- c. Click on the details tab
- d. Click on CCS response
- e. Select authorised by and click read
- f. The column Is Pre-School Program will: **N** for NO, **Y** for YES.

Date	Start/End	Educator ID	Amount	Fee Type	Fee Desc	Is Other Subject	Is Pre-School Program	Is Transport Only	Is Child Absent	Absence Reason	Is Absence Doc. Held
2020-11-10	07:30:00 - 17:30:00		\$98.75	SESSIO	False	N	False	False	False	False	False
2020-11-10	17:00:00 - 17:30:00		\$5.25	SESSIO	False	N	False	False	False	False	False
2020-11-11	07:30:00 - 17:00:00		\$98.75	SESSIO	False	N	False	False	False	False	False
2020-11-11	17:00:00 - 17:30:00		\$5.25	SESSIO	False	N	False	False	False	False	False
2020-11-13	07:30:00 - 17:00:00		\$98.75	SESSIO	False	N	False	False	False	False	False
2020-11-13	17:00:00 - 17:30:00		\$5.25	SESSIO	False	N	False	False	False	False	False

If it displays N this means that it was not flagged as a preschool session. You will need to revise the session report and make sure it's flagged prior to sending it back to CCS

2. Families need to contact Centrelink directly to make sure their details are correctly updated and meet the requirements to claim the preschool hours.