

CEASED ENROLMENTS AND ABSENCES

A child who has not yet received care or who has ceased receiving care

Child Care Subsidy will not be paid for absences where a provider charges a family to reserve a place for a child who has not yet physically started care.

If a child is booked in to start at a service on a particular date, and does not start on that day, no Child Care Subsidy will be paid until the child physically attends a session of care.

Similarly, a child care service is taken to have permanently ceased providing care for a child on the day the child last physically attends a session of care. This means that Child Care Subsidy will not be paid for absences submitted after a child last physically attends a session of care.

If a family has confirmed their child's last day at a service, but that child does not attend their last booked sessions of care, no Child Care Subsidy will be paid for any days after the child's last physical attendance at the service.

If a provider continues to charge fees for sessions on days after a child has left the service because the family did not give the agreed period of notice, Child Care Subsidy will not be payable for these sessions of care. If absences are reported in the above circumstances and Child Care Subsidy is incorrectly paid, these amounts will be recovered from the service.

Ceasing enrolments

Where an enrolment has an end date, the provider will be notified through the Child Care Subsidy System four weeks before that date. If care is going to continue under the arrangement, the enrolment must be updated, or else it will cease.

An enrolment is taken to have ceased for Child Care Subsidy purposes if the child does not attend a session of care for eight continuous weeks. The provider will be notified after four weeks of no sessions of care being reported. If care is going to continue, but the child will not be returning to care for eight weeks or more, a new Complying Written Arrangement and enrolment notice will be required.

Re-establishing a Complying Written Arrangement with a parent in these circumstances may be streamlined. For example, a provider and parent could review the previous Complying Written Arrangement, confirm that it will apply to the upcoming enrolment period, and update any details if necessary (for example, if fees have increased, or the parent requires different sessions of care). This would need to be done in writing such as by an exchange of emails or through a software system. The provider would then need to submit a new enrolment notice for the upcoming enrolment period.

If a provider submits absences after a child's last physical attendance, any Child Care Subsidy / Additional Child Care Subsidy paid for these absences will be recovered. This applies to enrolment notices which are automatically ceased by the Child Care Subsidy System, or where the provider ceases an enrolment notice by updating it with an arrangement end date.