

Occasional Child Care Australia

Time Out



November 2013

Our **Professional Development Day** at City Tattersalls Club in Sydney was well received and we had some very positive feedback. The four speakers all had considerable knowledge in their field and presented well.

Feedback included:

“Thank you for an inspiring and informative day...loved Jodie Cooper.” (Keynote speaker – positive psychology) IACC Warrawong.

“Statistics were very alarming but valid in the service. Helpful to spot indicators in children’s behavior.” (Diane Manns – Domestic Violence and it’s affect on children) Warilla Occasional Care.



Jodie Cooper (left) and Diane Manns at the Professional Development Day.

“Wonderful strategies were given to respond to children who have individual sensory personalities and needs.” (Elaine Lee – Sensory Processing) Hospital Hill Occasional Care Centre.

“Very clear and informative – really enjoyed this presentation.” (Katie Davis – Current Brain Research) Concord Occasional Care.



Elaine Lee (left) and Katie Davis at the Professional Development Day.

Please let us know your centres area of interest or need so that we can provide presentations in the future.

In the past many childcare centres have requested staff to attend meetings and training in their own time. The following information was obtained from the **Childrens Services Award Workshop, presented by Toni Minovski from Industrial Relations NSW on the National Employment Standards, Children Services Award 2010.**

“Getting paid for training, meetings and trials

Employees should be paid for all of the hours they work.

This includes getting paid for work-related meetings, training, and time spent opening and closing the business.

This also includes getting paid for work trials they’re asked to perform.

Many people starting out in their first job are asked to work a trial to find out if they’re suitable. As a general rule, a prospective employee must be paid for any trial work they have performed.

Both employers and job seekers need to be aware that not paying workers for work trials is illegal and unfair.”

<http://www.fairwork.gov.au/media-centre/latest-news/2013/05/Pages/20130508-training-and-work-trials.aspx>

**Occasional Care Centre profile: Djanaba Occasional Care Centre,
90 Soldiers Road, Jannali**

Djanaba (laughter in the local Aboriginal dialect) is a small neighbourhood model occasional care service under the auspicing body of Sutherland Shire Family Services. When we opened in 1996 we were licensed for 15 children and as our numbers began to increase and waiting lists grew we applied for an increase in number to 21 until, due to an ever increasing demand we applied for another increase and we are now licensed for 24 children and offer several regular places on each day. We are open Tuesday to Friday from 8:30am to 3:30 pm. Bookings are essential and can be made up to a fortnight in advance for occasional places. We have five staff, one Early Childhood Teacher, one Diploma, two certificate III's and one trainee. We provide stimulating activities on a day to day basis and have embraced the ELYF and incorporated it into our programme. We have just had our outdoor area updated and the children have been very excited watching the changes. We now have a vegetable garden which the children are helping to water and look after. We have been able to pick some carrots and cut them up for the children to have for afternoon tea. The garden is off a little bridge and deck and the children often take toys onto the deck to play and it is a lovely area for quiet book corner. We provide care for the children of families who are experiencing family issues and provide a break for the caregivers in the family.

I have been on the Occasional Care Committee for several years as a committee person and have thoroughly enjoyed my time learning about other services and helping with conferences and the Professional Development Day. I would encourage anyone who is interested to come to our next meeting and find out more we would love to see new members.

Jann Griffiths, Director, Djanaba Occasional Care Centre



Receipts for Registered Care Providers

Over the last few months registered care providers, such as preschools and occasional care centres, have been sent letters regarding the issuing of receipts for care. There has been concern from centres about having to provide an individual's details - name, tax file number and applying for a registered carer provider number. This legislation has been around for 12 years but has never been followed up by Department of Education and Communities. In order for your families to continue to claim the Child Care Benefit you need to comply with this legislation. Letters state that you have 28 days to comply. It is suggested that two carers apply for a provider number so that when one person on leave, absent, etc. you still comply with the legislation. Below is the information from Department of Human Services regarding receipts.

Australian Government, Department of Human Services

Record keeping and receipts

Your role as a registered carer is to issue **original** valid receipts to the person who paid for the child care, for periods of care already provided.

To help you do this, we provide printed receipt books free of charge. Details of how to order these receipt books is available from the [order products](#) page and will be sent to you with your Carer Reference Number when your application is approved.

Alternatively, you can use your own receipts as long as you provide the necessary information for it to be valid. This includes:

- your name, address and Carer Reference Number (CRN)
- child's full name
- full name of the person who paid for the child care
- details of the care you provided for each week of care (including hours and fee)
- show that the care has been paid for
- your signature and the date

Receipts can also be issued by the service provider (head office) on your behalf, but must contain the above information including the registered carer's **CRN** and **signature**. **An electronic signature is acceptable.**

Receipts can only be submitted for periods of care that have already been provided.

Public Health Announcement

In advance of the **Public Health Amendment (Vaccination of Children Attending Child Care Facilities) Bill 2013 coming into force on 1 January 2014**, NSW Health has developed a range of resources to assist early childhood education and care services, parents and immunisation providers, including

- an [Immunisation Enrolment Toolkit For Early Childhood Education and Care Services](#)
- a [Parent Brochure](#) that has been translated into [23 community languages](#)
- an [Immunisation Provider Kit](#) (which includes advice about the importance of notifying to the ACIR in a timely manner and following-up overdue children)

The Immunisation Enrolment Toolkit is currently being distributed to early childhood education and care services and will include 10 copies of the [Parent Brochure](#) and an [order form](#) so that more copies can be ordered. All these resources are currently available on the [NSW Health website](#).

Vaccination: Questions & Answers for Child Care Centres

Strengthening vaccination requirements for child care centres

The [Public Health Amendment \(Vaccination of Children Attending Child Care Facilities\) Act 2013](#) will come into force from 1 January 2014.

What do the changes mean?

Under the changes to the [Public Health Act 2010](#), before enrolling a child, child care centres must obtain documents from parents/guardians that show the child:

- is fully vaccinated for their age, or;
- has a medical reason not to be vaccinated, or;
- has a conscientious objection, including religious beliefs, to vaccination or;
- is on a recognised catch-up schedule if their child has fallen behind with their vaccinations.

The amendment will prevent a child care centre enrolling a child in the centre from 1 January 2014 unless the mandatory documentation is received.

How will this be different to the previous requirements?

Prior to the amendment, the Public Health Act required child care centres to request parents to provide an Immunisation History Statement and keep a register of that information, however there is no barrier to enrolment if the information is not provided.

Which documents will be required from parents/guardians?

Upon enrolment of their child, parents/guardians must provide:

- An Australian Childhood Immunisation Register (ACIR) Immunisation History Statement which shows that their child is up to date with their scheduled immunisations, or;
- An ACIR** [Immunisation Exemption Conscientious Objection Form \(IMMU12\)](#) which has been certified by an immunisation provider and a parent/guardian, or;
- An ACIR** [Immunisation Exemption - Medical Contraindication Form \(IMMU11\)](#) which has been certified by an immunisation provider, or;
- An ACIR** Immunisation History form on which the immunisation provider has certified that the child is on a recognised catch-up schedule.

**** These forms need to be signed by the doctor/immunisation provider and lodged with Medicare and a copy provided by the parent to the child care centre on enrolment.**

There is always so much happening in the childcare industry.

The newsletter in brief:

- **Individual carer's details are required on receipts for parents to claim the childcare benefit.**
- **Children's immunisation records will be required before commencing care from January 2014.**
- **Staff attending training are required to be paid.**

Wishing everyone a very Merry Christmas and well deserved break.

Jennine Blackburn, President, OCCA