

**Minutes of the Scheme meeting held on Monday 24th June 2019 at Clarence Family Day Care Scheme offices,
Alma Street, Bellerive**

Present: Angelica Sunnucks, Maree Woods-Trezise, Jandi Speakman, Debbie Morey, Gabrielle Haley, Nita Kitto, Jayne Wiggins, Dee Francis, Tina Sansom-Karppa, Jackie Devereaux-McLean, Janet Davey, Nicole Riley, Ange Bell, Nicole Schmidt, Jackie McClymont, Georgie Garret, Kylee Mitsakis, Kim Abbott, Sally Lovell, Maureen Taylor, Nikki Mckeown, Nancy Tung, Linda Spencer, Karen Cross, Leonia Imani, Angela Free, Angela Stanley-Gasparin, Tracey Mason, Katrina Stewart, Robyn Horner, Lucy Johnson

Apologies: Jodie Murray, Karen Masters, Agnes Matthew, Tammy Cranfield, Mel Swards

Focus: CCS compliance – Angela wanted to talk about this at a meeting rather than email educators so that educators could ask questions.

The scheme recently received an 'Authority to issue notice' from the Australian Government regarding discrepancies in a child's care in February. This was for 1 day's extra care where the parent signed the child in and out on a day that was different to the educator's record on the timesheet. Because of this the educator and the scheme were required to provide copies of attendance records, copies of enrolment forms and complying written agreements (contracts of care), invoices and receipts and field visit records.

Both the scheme's and educators' obligations under the Family Law Act and the Administration Act are very clear in their requirements for accurate records to be kept. Complying written agreements must be up to date and are also to be completed for any changes in the days children attend care, including extra 1off days and any swapping of days. Parents must be given invoices and receipts that include the dates of the care being paid for. Several people asked about giving invoices. Ang explained that the scheme's timesheets have all the required information so if an educator notes on these that the parent has paid, the date of payment and the amount, then these timesheets can be used as an invoice/receipt. Information that must be given includes dates of the care provided, the full amount, the CCS the child is eligible for, the amount to be paid by the parent, and the amount actually paid.

Although parents can access MyGov to check their child care details and payments, the Commonwealth has deemed that schemes must issue fortnightly statements to parents/guardians. Parents will be emailed their statement of entitlements, starting next fortnight. Gabrielle asked could educators let parents know that this will be happening, and this is a good idea.

Time sheets must be accurate. Sign in and out times must be the actual times, noted and signed by the parent. If an educator drops off or picks up from school then the educator can sign that time. Any false information is fraud. Jayne asked why the Commonwealth deducts money from educators when there are issues with parent payments. This is an issue Australia wide and has been raised with Commonwealth officers.

General business:

- **Educator's fee schedules** – although not all educators are increasing their fees at this time, parents must still be given a new fee schedule as the parent levy has increased. All educators' fee schedules are to be in to the office by the end of the week and **MUST** be approved and signed by the PA or delegate in the office. The new base rate will be \$11.10.
- **Educator reminders** – it is the responsibility of educators to ensure that their 1st aid requirements, driver's licence, Working With Vulnerable People checks and car restraint checks are current. Angela had a copy of each educator's reminder dates for distribution at the meeting. Angela suggested educators use their diaries to record in advance when these are due.
- **A&R and spot checks.** Apart from the required statutory information, the current focus for these visits appears to be planning. Observations and planning must be up to date and educators are able to show the cycle of planning in their documentation – the 'observe, plan, do, review' cycle. The Education and Care Unit has made it very clear that it is the scheme's responsibility to ensure that educators are following the National Quality Standard's Quality Area 1 – educational program and practice. Educators who are not up to date in these areas can be put in breach – see the scheme's policy 6: Breach of Regulations and Standards.
- **Serious incidents** – must be reported to the office within 24 hours of the incident occurring. A report must then be sent to the ECU. If an educator calls an ambulance for any reason, then the office must be notified.

- **Scheme partnerships with families** – Maree felt that a procedure was needed to ensure that a staff member contacts, and keeps in touch with, the parents of a child involved in a serious incident.
- **Privacy, confidentiality and management of records** – Maree asked why it was necessary for scheme staff to take photos of educators' care environments as she is concerned about the security of photos electronically stored in educators' files. The importance of photos as evidence of the appropriateness of care environments was an issue raised by ECU staff at the scheme's recent spot check and because of this staff have been taking more photos. Any educator who doesn't want photos taken can refuse permission. Following further discussions about risks to children; it was suggested that any risks observed in the scheme buildings be drawn to the attention of office staff.
- **Draft bookings, cancellations and fees policy** – the addition of a clause stating that educators cannot charge for public holidays if they are on leave, has sparked some debate. The Child Care Handbook states that unless an educator is overseas they can charge for public holidays regardless of whether they are on leave or not. However, at the last scheme meeting there was overwhelming agreement that ethically educators shouldn't charge if they are on leave and not available to provide care. It was agreed tonight that the wording should be changed again and a new draft will be emailed shortly. Comments are to be forwarded to Angela.
- **Draft policies** – any comments on the draft policies distributed at the last meeting are to be forwarded to Robyn.
- **Photo permission forms** – a revised permission form was presented to the meeting. As some parents do not want photos posted on Facebook, educators asked for 2 social media questions – one for educators' own facebook page and one for the scheme's facebook. Lucy will amend the form to reflect this.
- **Educators' own children under the age of 13** – the Commonwealth has decided that educators are no longer required to fill in timesheets for their own children. The scheme's old forms are sufficient and copies were distributed at the meeting. They must be completed and sent in with timesheets every fortnight. Timesheets cannot be processed without the accompanying form.

Meeting closed at 8.30pm.

Next meeting 5th August