***Insert Org name here* - CCS/Family Assistance Law Compliance Checklist**

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| **Requirement** | **How does** Insert org name here **meet the requirements** |
| **Provider Approval** | |
| Eligible Business Structure | Insert org name hereis an Incorporated Association and Not for Profit organisation |
| Provider’s Manager and Educators must be fit and proper persons | Refer Police/WWC check Policy  Adverse findings Policy  Application checks completed as required by Manager/Coordinator, Secretary and Childcare Coordinator |
| Appropriate insurance including - workers Compensation and Public Liability | Insert org name herehas Workers Compensation Insurance, Public Liability $20million through VMIA as part of DFFS program  Certificates of Currency kept in office and also lodged with Local Council if relevant. |
| Employing suitable staff | Staff qualifications kept in file – in control must be Diploma qualified, assistant may be Certificate III. Current Cert III qualified is enrolled in and completing Work based Diploma  Reference checks completed  Strong recruitment policy  WWC checked annually  2 PPT staff have been employed min of 5 yrs.  Insert org name herehas a contract with CrimCheck. Police check records kept on CrimCheck database  WWC checks every February all relevant staff and volunteers  Fit and Proper Person checks for re-registration and when nominees are updated |
| Fees and Charges | Set by Manager/Coordinator and Office Administration  Reviewed annually as part of budget process  Are set according to CCS requirements  Currently charged per term but will be charged weekly for CCS funded families  Attendance recorded through sign in and sign out sheets – will acquire Xplore digital sign/sign out and claiming CCS subsidy as part of software |
| Resources | Copies of Child Care Provider handbook in Managers Office, Childcare room and in Cloud drive |
| Weeks of Operation | Insert org name herechildcare is currently open 48 weeks per year. We are currently investigating extended offerings being school holiday sessions as a trial in anticipation of approval being given |
| Systems | Insert org name herealready records attendances and absences, and records invoices through our SMS.  Statements of Entitlement will be downloaded from PRODA |
| **Enrolling Children** | |
| Enrolment notice | All children regardless of FFS or CCS must have one. Enrolment notices need to be submitted to Childcare subsidy system. |
| Written agreement | Insert org name herehas dedicated CCS Management Policy and Procedure with additional CCS policy Requirements written into enrolment procedure. |
| **Session Reports** | |
| To be reported through PRODA | Insert org name herehas PRODA account |
| Session report procedure | To be written |
| **Record Keeping** | |
| List of records to be kept | Typed up and given to Childcare coordinator |
| **Notifications** |  |
|  | Notifications to be made through PRODA  Insert org name hereneeds to notify Dept. of Education and Training (Commonwealth) of changes in any of the following   * Fees (14 days) * Operating Hours (within 14 days) * The number of anticipated ongoing vacancies (by 8pm each Friday) * Ceasing to operate childcare (within 24hrs from ceasing to operate * Change of physical or postal address * Change of provider name (14 days) * Change of any of providers approved childcare services (14 days) * Change of email address, website, telephone number (14 days) * Importation about any new person with management or control or responsibility for day to day operation – name and contact details, declaration that person has undergone all background checks and WWC details (7 days) * Change of name or contact details of person with management and control, any person responsible for day to day operation * If insert org name herebecomes aware of a serious conviction or finding of guilt for –an indictable offence by a maximum of 2 years, an offence involving violence, a sexual offence, fraud, stealing or dishonesty, is an undischarged bankrupt or a director or secretary of a corporation that went into administration etc. in the last 12 months * If an event occurs that leads insert org name hereto believe that the person in management and control, day to day operations is no longer a fit and proper person ( 7 days) * A person stops having management and control or day to day operation (7 days) * An educator has a qualification that is doubtful * Person with management and control or person in day to day control has a conflict of interest (7 days) * A change in the status of a WWC – amended, suspended or revoked (24 hours) * The provider enters into administration (24 hours) * A serious conviction or finding of guilt of   person in management and control or day to responsible for day-to-day operation (24 hours) |