

Relevant Arrangement – Educator’s Own Children

An RA is an enrolment type and is used for families not wishing to claim CCS. This enrolment displays as orange on your Children’s List – Green on your attendance list.

Step 1

Check enrolment details and then add schedule to the RA enrolment (The schedule will populate to the attendance page and ESI page - Educators do not need to sign children in or out of your environment daily...

BUT if your child is attending Kindy or leaving the environment for a period of time and you have another child coming into that spot, you are required to sign your own child OUT when departing and IN when arriving for Dept records and accurate ratio numbers.

Step 2

- Check attendances are correct and select ‘Zero Session Fee’. This needs to be done each wk.
- Mark red if absent.
- Delete attendance if educator is not working due to absence or annual leave.
- Attendances will be recorded on the utilization report if the child was in care or absent.
- Don’t forget to press ‘Save’

Sam CITIZEN (5/08/2019)

Mon 13	Tue 14	Wed 15	Thu 16	Fri 17	Sat 18	Sun 19
08:00	08:00	06:00				06:00
16:00	13:00	18:00				18:00
\$00.00	\$00.00	\$00.00				\$00.00
Zero Fee S	Zero Fee S	Zero Fee S				Zero Fee S
No	No	No				No

Increase Entitlement: Not eligibl
 Std Hours: 00:00
 Non Std Hours: 00:00
 Hours To Claim: 00:00
 Child Count: 1
 Hours To Claim: Not eligibl
 Levy: \$00.00
 Non Eligible: \$00.00