



## The *Information for Families* initiative

### Instructions for submitting and updating your fee information

This SmartForm is available for you to submit information about your fees (excluding Government subsidies).

A SmartForm has been developed for each service type and you will need to submit a separate form for each type of service that you offer e.g. Long Day Care, Occasional Care, Family Day Care, In Home Care, Before School Hours Care, After School Hours Care and Vacation Care. For each service to be listed on [www.mychild.gov.au](http://www.mychild.gov.au) a unique Child Care Benefit Approval ID must be provided.

Instructions for completing the SmartForm are provided below as well as on the form itself.

This SmartForm uses Adobe Acrobat Reader V8.0 or later.

#### Ways to submit completed forms

Completed forms can be submitted electronically by selecting the submit button at the end of the form or printed and faxed to (07) 3359 9711.

**Please note:** forms submitted electronically are processed through an automated upload process which reduces the time taken to publish your data on the site.

#### For assistance

Should you have any problems either downloading the forms or completing the forms please phone 1800 795 433.

### How to fill out the data collection SmartForm

**IMPORTANT: A separate form needs to be completed for each type of service offered.**

#### Please indicate which service you wish to provide information for

Answering this question first, will bring up the specific questions for each service type. Please indicate which service you wish to provide information for by clicking in the circle next to the service type.

#### Print blank form

It is possible to print out a blank form if you wish to fax the form rather than submit it online. To do this, it is necessary to use the 'print form' button at this point. This will print the correct form for each service type. The SmartForm has hidden sections that will not show if the Adobe Reader print menu item or toolbar print icon is used. A new form will need to be printed for each service type you wish to submit information.

#### Reporting date

The reporting date is the date at which the information provided is accurate. A drop down arrow will appear when this box is clicked and a calendar will appear. You can use this calendar to select the date to be entered into this field.



## The *Information for Families* initiative

- Parts **A**, **B** and **D** are mandatory for all service types. Part **C** is optional.

### Part A: Child care centre details

#### A1: Operating name

- The operating name is your registered name for Child Care Benefit (CCB) approval.
- Submit your Centrelink reference number (CRN) and CCB approval ID.
  - The CCB approval ID is a mandatory field
  - The CCB approval ID begins with **1** –
- Please make sure you enter these details accurately. Your form may be rejected if this information is entered incorrectly.

#### A2: Street address

This is the physical location of your child care centre as approved for the CCB. There is a drop down box for the 'state' field.

**IMPORTANT:** If your service's operating name and/or address has changed you must contact the CCMS Helpdesk by calling 1300 667 276 between 8:00am – 6:00pm AEST Monday to Friday, or alternatively email them at [ccmshelpdesk@deewr.gov.au](mailto:ccmshelpdesk@deewr.gov.au).

The changing of a child care service name or address is a notifiable event under the *A New Tax System (Family Assistance) (Administration) Act 1999* and section 19 of the *Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000*.

#### A3: Contact details for parents

These details are for parents to use to contact you with enquiries about your service. This information will be listed on the website as your service's contact details.

#### A4: Contact details for data collection

This is the nominated contact person for questions relating to the submitted data.

### Part B: Service type

The type of service that you have selected for this form will be displayed in the blue ribbon next to the heading Part B. Please check that you are using the correct form for the details you wish to enter.



## The *Information for Families* initiative

### Long Day Care

B1: Please indicate the fee type offered for this service either fixed or variable by age.

- Click in the circle to tick the type of fee.
  - If your fees are fixed and they do not vary by age then select the fixed fee option and complete Section B2.
  - If your fees are variable and they vary by age then select the variable fee option and complete Section B3.
- Check ONE box only.

B2: You are able to enter the daily fee and/or weekly fee and details of any services included in this fee.

- Enter the daily fee (without the \$).
- Enter the weekly fee (without the \$). Please note the weekly fee is based on care from Monday to Friday.
- Click in the appropriate box if the fees include nappies, food and/or educational programs.
- *'Other' – please specify* is a free text field to include details of items included in the fees e.g. sunscreen, hats etc. A larger free text field is offered at Part C for further information if you wish to include more details.

B3: You are able to enter the daily fee and/or weekly fee for each age group and details of any services included in this fee.

- Enter the daily fee (without the \$) for each age group.
- Enter the weekly fee (without the \$) for each age group. Please note the weekly fee is based on care from Monday to Friday.
- Click in the appropriate box if the fees include nappies, food and/or educational programs.
- *'Other' – please specify* is a free text field to include details of items included in the fees e.g. sunscreen, hats etc. A larger free text field is offered at Part C for further information if you wish to include more details.

### Occasional Care

B1: Please indicate the fee type offered for this service either fixed or variable by age.

- Click in the circle to tick the type of fee.
  - If your fees are fixed and they do not vary by age then select the fixed fee option and complete Section B2.



## The *Information for Families* initiative

- If your fees are variable and they vary by age then select the variable fee option and complete Section B3.
- Check ONE box only.

B2: You are able to enter the fixed hourly fee and/or session fixed fee and details of any services included.

- Enter the hourly fee (without the \$).
- Enter the session fee (without the \$)
- Enter the duration of the session that is offered for this fee e.g. 8:00
- Click in the appropriate box if the fee includes nappies, food and/or educational programs.
- *'Other' – please specify* is a free text field to include details of items included in the fees e.g. sunscreen, hats etc. A larger free text field is offered at Part C for further information if you wish to include more details.

B3: You are able to enter the hourly and/or session variable fees and details of any services included.

- Enter the hourly fee (without the \$) for each age group.
- Enter the session fee (without the \$) for each age group.
- Enter the duration of the session for each age group.
- Click in the appropriate box if the fees include nappies, food and/or educational programs.
- *'Other' – please specify* is a free text field to include details of items included in the fees e.g. sunscreen, hats etc. A larger free text field is offered at Part C for further information if you wish to include more details.

### Family Day Care

B1: Please indicate the fee type offered for this service either fixed or variable by age and details of any services included.

- Click in the circle to tick the type of fee.
  - If your fees are fixed and they do not vary by age then select the fixed fee option and complete Section B2.
  - If your fees are variable and they vary by age then select the variable fee option and complete Section B3.
- Check ONE box only.



## The *Information for Families* initiative

B2: Please provide the minimum and maximum fixed fee charged on an hourly, daily and weekly rate and details of any services included.

- Enter the minimum and maximum hourly fee (without the \$).
- Enter the minimum and maximum daily fee (without the \$).
- Enter the minimum and maximum weekly fee (without the \$). Please note the weekly fee is based on care from Monday to Friday.
- Click in the appropriate box if the fees include nappies, food and/or educational programs.
- 'Other' – please specify is a free text field to include details of items included in the fees e.g. sunscreen, hats etc. A larger free text field is offered at Part C for further information if you wish to include more details.

B3: Please provide the minimum and maximum variable fee charged on an hourly, daily and weekly rate and details of any services included.

- Enter the minimum and maximum hourly fee (without the \$) for each age group.
- Enter the minimum and maximum daily fee (without the \$) for each age group.
- Enter the minimum and maximum weekly fee (without the \$) for each age group. Please note the weekly fee is based on care from Monday to Friday.
- Click in the appropriate box if the fees include nappies, food and/or educational programs.
- 'Other' – *please specify* is a free text field to include details of items included in the fees e.g. sunscreen, hats etc. A larger free text field is offered at Part C for further information if you wish to include more details.

B4: Is a levy charged to parents for administration, use of equipment or resources, toy library, building or annual membership?

- Click in the appropriate circle - no or yes.
- If yes - please indicate how much this levy is, based on 50 hours of care.

B5: Please list the post codes - one post code per box - where your service offers Family Day Care.

### In Home Care

B1: Please indicate the fee type offered for this service either fixed or variable by age.

- Click in the circle to tick the type of fee.
  - If your fees are fixed and they do not vary by age then select the fixed fee option and complete Section B2.



## The *Information for Families* initiative

- If your fees are variable and they vary by age then select the variable fee option and complete Section B3.
- Check ONE box only.

B2: Please provide the minimum and maximum fixed fee charged on an hourly, daily and weekly rate and details of any services included.

- Enter the minimum and maximum hourly fee (without the \$).
- Enter the minimum and maximum daily fee (without the \$).
- Enter the minimum and maximum weekly fee (without the \$). Please note the weekly fee is based on care from Monday to Friday.
- Click in the appropriate box if the fees include nappies, food and/or educational programs.
- *'Other'* – *please specify* is a free text field to include details of items included in the fees e.g. sunscreen, hats etc. A larger free text field is offered at Part C for further information if you wish to include more details.

B3: Please provide the minimum and maximum variable fee charged on an hourly, daily and weekly rate and details of any services included.

- Enter the minimum and maximum hourly fee (without the \$) for each age group.
- Enter the minimum and maximum daily fee (without the \$) for each age group.
- Enter the minimum and maximum weekly fee (without the \$) for each age group. Please note the weekly fee is based on care from Monday to Friday.
- Click in the appropriate box if the fees include nappies, food and/or educational programs.
- *'Other'* – *please specify* is a free text field to include details of items included in the fees e.g. sunscreen, hats etc. A larger free text field is offered at Part C for further information if you wish to include more details.

B4: Is a levy charged to parents for administration, use of equipment or resources, toy library, building or annual membership?

- Click in the appropriate circle - no or yes.
- If yes - please indicate how much this levy is, based on 50 hours of care.

### Before School Hours Care

B1: Please provide the fees charged, duration of the session and indicate any services included in the fee.

- Enter the fee charged (without the \$).



## The *Information for Families* initiative

- Enter the duration of the before school session.
- Click in the appropriate box if the fee includes food and/or educational programs.
- *'Other'* – *please specify* is a free text field to include details of items included in the fees e.g. sunscreen, hats etc. A larger free text field is offered at Part C for further information if you wish to include more details.
  - If your service also offers After School Hours Care, please fill in another SmartForm with the details of this service. This information can also be included in Part C - additional services offered.
  - If your service also offers Vacation Care, please fill in another SmartForm with the details of this service. This information can also be included below in Part C - additional services offered.

### After School Hours Care

B1: Please provide the fees charged, duration of the session and indicate any services included in the fee.

- Enter the fee charged (without the \$).
- Enter the duration of the after school session.
- Click in the appropriate box if the fee includes food and/or educational programs.
- *'Other'* – *please specify* is a free text field to include details of items included in the fees e.g. sunscreen, hats etc. A larger free text field is offered at Part C for further information if you wish to include more details.
  - If your service also offers Before School Hours Care, please fill in another SmartForm with the details of this service. This information can also be included in Part C - additional services offered.
  - If your service also offers Vacation Care, please fill in another SmartForm with the details of this service. This information can also be included below in Part C - additional services offered.

### Vacation Care

B1: Please provide the daily and/or weekly fee and indicate any services included in the fee.

- Enter the daily fee charged (without the \$).
- Enter the weekly fee charged (without the \$). Please note the weekly fee is based on care from Monday to Friday.
- Click in the appropriate circle if the fee includes food and/or educational programs.



## The *Information for Families* initiative

- ‘Other’ – *please specify* is a free text field to include details of items included in the fees e.g. sunscreen, hats etc. A larger free text field is offered at Part C for further information if you wish to include more details.

### Part C: Additional services offered (optional)

You may include details of any additional services you provide. Please note that this information will be published on the [www.mychild.gov.au](http://www.mychild.gov.au) website. The Department reserves the right to remove any information that is deemed inappropriate.

To maintain consistency the Department has established a basic format guide:

- Dates: DD/MM/YYYY
- Times: 7:00am – 6:00pm
- Always spell child care as two words, unless a business/organisation title.
- Always provide complete sentences, rather than single words.
- Spell out all acronyms as market research has indicated that families are not always aware of what acronyms stand for.
- As families who use the [www.mychild.gov.au](http://www.mychild.gov.au) website will be directed to visit the National Childcare Accreditation Council website, the additional information free text will not include any information about the status of services’ accreditation.

### Part D: Declaration

**Important: Please remember to complete this section.**

To submit online:

- To submit the form online click the circle.
- Read the declaration and enter your name in the given field.
- Enter the date in the next field. A drop down arrow will appear when this box is clicked and a calendar will appear. You can use this calendar to select the date to be entered into this field.
- Press submit.
  - If information has been entered incorrectly you will be asked to re-enter the highlighted details.
  - Check and re-enter any highlighted fields.
  - Press the submit button again.

To submit offline:



## The *Information for Families* initiative

- To submit the form offline click the circle.
- Print the form using the “Print completed form” button.
- Read the declaration and enter your name in the given field.
- Sign and date the form.
- The form can then be faxed to (07) 3359 9711.
- You must have a valid email address to submit this form electronically to -  
informationforparents@deewr.gov.au

If you wish to withdraw your information from publication on the [www.mychild.gov.au](http://www.mychild.gov.au) website, please use the check box provided.

### For more assistance

Should you have any problems either downloading the forms or completing the forms please phone 1800 795 433.

