



Holistic
APPROACH FDC

Preparing Children for Life: Connect, Create, Achieve!

FACT SHEET: REMINDERS

KEY POINT	DETAIL
1. ATTENDANCE RECORD RESUBMISSIONS	<ul style="list-style-type: none"> ▪ The government have changed the allowable timeframe to re-submit attendance records to 28 days. ▪ Please check your payment advices EVERY WEEK. If there is an error – please let your administration contact know so that the adjustment can be processed immediately. ▪ There are NO exceptions to this 28 day re-submission period – so it is your responsibility as an educator to be checking your payment advice and advising us immediately of any issues that need to be rectified.
2. RELIEF EDUCATORS	<ul style="list-style-type: none"> ▪ The policy for relief educators has now changed. ▪ Relief educators must submit attendance records for the children in care under their own ID (RA Number) – no matter what timeframe they have provided care for (from a few minutes to a whole week). ▪ Relief educators must have their own hubworks account for submission of attendance records. ▪ If a relief educator works for multiple educators, their payment can only be transferred into ONE bank account. These payments can not be split. ▪ Relief educators and their primary educators will then work out payments between themselves.
3. HUBWORKS	<ul style="list-style-type: none"> ▪ Hubworks is compulsory for ALL educators by the 31st July. ▪ We understand that some educators have not been able to purchase it over the past week with the CCS changes – but Hubworks have assured us that they will be up and running again by the 6th for educators to set this up.
4. GRAND CHILDREN / FAMILY MEMBERS	<ul style="list-style-type: none"> ▪ All educators will need to fill out the FAMILY MEMBERS IN CARE form and return to your administration contact. ▪ The regulation states that if you have a grandchild/ great grandchild / niece / nephew in care that these children can only account for up to 50% of the total number of children in care across a fortnight. ▪ Every educator is required to fill out the form and return it to your administration contact (even if you have NO family members in care <There is a place on the form to mark this>).