Welcome to Holistic Approach Family Day Care

Here are some points that will help you with the smooth transition of joining our team.

1. **How to read your statement**
   This will show you how to read the weekly statements you will receive

2. **Payment Schedule**
   This will show you Statement and Payment dates

3. **Child Enrolment Procedure**
   Here you will find out how to correctly enrol your children

4. **Cam Scanner**
   Cam Scanner is an easy to use app that will help you creating PDF forms to be sent through to admin.

5. **How to convert files**
   Here you will find different links to website to convert files to a PDF so you are able to correctly send them through to Admin

6. **Sending Documentation through to HAFDC**
   Learn how we need to receive your documentation

7. **Hints & Tips**
   Hints, Tips & Reminders for you
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Child Enrolment Procedure
Cam Scanner
How to convert files
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Sending documentation to HAFDC
Hints & Tips
How to read your statement

This page is just a quick overview on how to read the statements that you will receive

Please refer to the below information that correlates to the example statement on the next page

A. Week Ending – This is the week that the attendances have been entered for
B. Child Name – Name of the child in care
C. Enrolment Id – This is the child enrolment id that is provided by Centrelink
D. Full Fee – this is your fee charged to the parents (not including the parent levy)
E. Hourly Levy – This column is not used
F. Family Levy – This is the parent levy charged to the parents. $1.25 per hour
G. Hours – this is the total hours the child was in care this week
   Standard Hours (between 8am to 6pm)
   Non Standard Hours (before 8am and after 6pm)
H. CCS% - this percentage details is advised by Centrelink
I. Subsidy – this the benefit amounts received form Centerlink
   CCS - Child Care Subsidy
   ACCS – Additional Child Care Subsidy
   ISS - Inclusion Support Supplement
J. School Child – this is information that is provided by Centerlink
K. YTD absence – Childs absences year to date (financial year)
L. Fee Charged – this is the Full Fees (including the parent levy) minus benefits received from Centrelink that you are to invoice the parents.

★ Subsidies Due – This is the total amount of subsidies received by Centrelink (CCB, CCR, SCCB, JET, ISS)
★ Levies – This is the Parent Levy and the Educator Levy
★ Adjusted Subsidies – This is the total amount of subsidies received if adjustments are resubmitted
★ Adjusted Levies – This is the total amount of adjusted family levy if adjustments are resubmitted
★ Payment Due – This is the amount that will be paid to you
<table>
<thead>
<tr>
<th>Week Ending</th>
<th>Child Name</th>
<th>Enrollment ID</th>
<th>Full Fee</th>
<th>Hourly Levy</th>
<th>Family Levy</th>
<th>Std Hours</th>
<th>Non Std Hours</th>
<th>CCS%</th>
<th>CCS</th>
<th>ACDS</th>
<th>ISS</th>
<th>School Child</th>
<th>YTD Absence</th>
<th>Fee Charged</th>
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<td></td>
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</tbody>
</table>

Educator Levy: 13/08 - 19/08 27.00

- Subsidies Due: $1044.04
- Levies: $219.93
- Adjusted Subsidies: $0.00
- Adjusted Levies: $0.00
- Payment Due: $824.11
## Payment Schedule – from July 2018 to December 2018

<table>
<thead>
<tr>
<th>Week Ending</th>
<th>Statement Date</th>
<th>Payment Date</th>
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<tbody>
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<td>8th July</td>
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<td>15th July</td>
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<td>22nd July</td>
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<td>3rd August</td>
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<td>2nd August</td>
<td>10th August</td>
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<tr>
<td>5th August</td>
<td>9th August</td>
<td>17th August</td>
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<td>12th August</td>
<td>16th August</td>
<td>24th August</td>
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<tr>
<td>19th August</td>
<td>23rd August</td>
<td>31st August</td>
</tr>
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<td>26th August</td>
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<td>2nd September</td>
<td>6th September</td>
<td>14th September</td>
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<td>9th September</td>
<td>13th September</td>
<td>21st September</td>
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<td>16th September</td>
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<td>23rd September</td>
<td>27th September</td>
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<tr>
<td>30th September</td>
<td>4th October</td>
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<tr>
<td>7th October</td>
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<td>19th October</td>
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<td>21st October</td>
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<td>28th October</td>
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<td>4th November</td>
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<td>9th December</td>
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<td>23rd December</td>
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<tr>
<td>30th December</td>
<td>3rd January</td>
<td>11th January</td>
</tr>
</tbody>
</table>
CHILD ENROLMENT PROCESS

INFORMATION

Holistic Approach, as well as many of our Educators are passionate about the environment and how we can reduce our footprint. Making the decision to transition to a paperless office is one of the ways in which we can become more sustainable.

Children do not have a physical file at head office. Their entire file is uploaded onto HubWorks and is available for viewing by all Educators who have HubWorks.

Administration will upload every document into the notes section of each child.

To find these notes:

- Logon to HubWorks
- Click on Children
- Click on the Child you want to view
- Click on Notes across the middle of the children’s section.

ONLINE ENROLMENTS

Step 1: Parents

- Parents click on the link (Links for each state are on the next page). They will be directed to a Hubworks Page where they click on the enrol button
- Enter Child Enrolment Information
- Upload their Medicare Online Immunisation Statement
- Upload any medical management plans
- Upload any court orders
- Click submit

Step 2: Educators

When your parent has advised you they have completed the online enrolment you must:

- Email your admin contact with
  (Note: Each item must be a separate PDF attachment within the one email)
    - Signed Permission Forms
    - Complying Written Agreement (CWA)
    - Birth Certificate
- Medicare Online Immunisation Statement *if not uploaded at the time of entering the enrolment.*
- Any Medical Certificates / Management Plans – eg, Anaphylaxis, Asthma etc *if not uploaded at the time of entering the enrolment.*

With all enrolment information received admin can accept the enrolment and allocate the child to you. Educators who do not have Hubworks can request a PDF copy of the child’s enrolment details.

### IMPORTANT ENROLMENT DETAILS

1) If your parents do not have access to the internet or a computer to enrol online you can:
   a. Ask the parents to complete the paper enrolment and once received you can enter the enrolment by clicking on the link then the enrol button, not logging in, and following the enrolment process mentioned above.
   b. Ask the parents to complete the enrolment form online while they are at your FDC premises signing the other documentation.

2) Attendance of children is not to occur prior to an enrolment being completed and confirmation of enrolment details received by administration. (See Enrolment Timeframes Policy)

3) 1 week’s notice must to be given before a child starts. That means that the online enrolment must be completed and all details need to be emailed through to administration 1 week prior to the child starting care. This allows administration to have adequate time to process the enrolment, ensure linking with Centrelink to resolve any issues and to avoid delays in processing that child’s timesheet.

4) It is also important to ensure that ALL information is sent through at one time within one email as separate attachments as mentioned on the previous page.

5) All forms are available on website to download. If you do not have access to the website, email your consultant or administration contact to request access.

*Thank you for getting onboard with our move to a more sustainable environment*

**Enrolment Links** - Click on the links below for your state, then click the enrol button.

CAM SCANNER INSTRUCTIONS

INFORMATION

• Cam scanner is an app that can be downloaded on your smart phone or iPad / tablet, that allows you to take photos of documents you need to send through and then send them as one pdf document.

PROCESS

1. Go to the app store on your device and search for Cam Scanner.
2. Download this app
3. Open the app and click the camera button at the bottom of the screen
4. Cam scanner will ask to you use access to your camera – click ok
5. Scroll down the bottom of the screen and make sure the photo has the word ‘batch’ highlighted underneath it. This allows you to take multiple photos.
6. Take a photo of your image, and continue to take photos of all images you would like in the one document.
7. Click finish once all photos have been taken.
8. Click on the photo and click re-edit.
9. Make sure the parameters of the photo are at the edge of the photo. You do this by moving the crop lines out to the edge of the photos.
10. Then click the ‘tick’ button.
11. Once each photo has been edited hit back.
12. You will see an ‘email’ button down the bottom of the screen.
13. Click on PDF
14. Choose a size – medium or original
15. Put in the email address /es you would like to send them to
16. Hit send.
It is important that files are sent to admin in the correct PDF format for uploading.

Here are some links that may help you create the perfect PDF file to send to Admin

**Converting JPG files to PDF files**
This is the website you will use to convert JPG’s to PDF’s and will also allow you to merge them together. For example, if you have photos of your timesheets and they are in jpg format, you can upload all the pictures to convert to PDF and click a button to merge (the button says combine) them at the same time.
To convert a JPG file to PDF file click here: [http://jpg2pdf.com/](http://jpg2pdf.com/)

**Compressing Large PDF Files**
Hubworks has a maximum file size of 1MB per upload, so each file must be under that. This website will allow you to compress the file. You have 3 difference choices to work with. Extreme Compression, Recommended Compression and Less Compression. The original file size will depend on how much compression you use. (Don’t just use Extreme all the time) Be sure to open your compressed file to make sure it is still legible, as when compressing, it reduces the quality.
To Compress large PDF files click here: [http://www.ilovepdf.com/compress_pdf](http://www.ilovepdf.com/compress_pdf)

**Splitting PDF Files**
If you saved different forms together rather than individual as required, you can click on this file to split the pdf. The beauty with this website is that (if there are numerous files together) you can click the bottom one ‘customise split files names’ and split all the files and name them appropriately.
For example
- Pages 1 to 2 saved as ‘Educator Name – Contract of Care’
- Pages 3 to 4 saved as ‘Educator Name – Permission Form’
- Pages 5 to 8 saved as ‘Educator Name – Enrolment Form’
To Split PDF files click here: [https://www.splitpdf.com/](https://www.splitpdf.com/)

**Merge PDG Files**
If your PDF’s are individual pages (eg, all your timesheets), this is where you can merge them together as 1 PDF file.
To Merge PDF files click here: [www.ilovepdf.com/merge_pdf](www.ilovepdf.com/merge_pdf)
Why is Hubworks beneficial for you and your business?

- Enter your attendances daily directly into Hubworks
- Submit your attendance to scheme from your pc, tablet or phone
- Ability to view individual child enrolment details including CCS details
- Invoice your parents directly from Hubworks
- Check all payments received from Centrelink from your children
- A variety of reports that can be produced
- Keep track of your parent payments

http://www.hubworks.com.au

$165 per annum plus GST

1300 769 110

Here is a Testimonial from one of our Educators that use Hubworks.

I would like to say that I really enjoy using Hub works it has made my job as an Educator a lot easier, I have worked for another scheme previously which did not use this system and there were a number of errors made in my pay that I gave up trying to get fixed. There maybe a number of other systems that can be used but nothing as easy as Hub Works, when I purchased Hub works I was able to look over it in a weekend and be able to understand its operations with minimal questions required to our administration team, with the question I did need to ask were able to be answered directly as our administration team had excellent knowledge of how Hub Works operates.

M. Lodding
Sending documentation through to HAFDC

It is important that all documentation is sent through to your admin contact or consultant correctly.

As well as sending your documentation through in the correct PDF format, as already mentioned within this Booklet, it is important that it is sent through in the correct way.

- Please ensure that all documentation relating to a subject is sent in one email.
- Please also ensure that separate emails are sent for separate subjects.

For example

New Enrolments should be sent through within the one email attaching (note: separate email per child)
  1. Enrolment Forms (if not completing an online enrolment)
  2. The Immunisation Statement (if not uploaded when completing an online enrolment)
  3. Complying Written Agreement
  4. Birth Certificate
  5. Signed Permission Forms

Time sheets should be sent through on their own together with the coverpage, all merged together as 1 document. Any other documentation, eg. Timesheets for previous weeks, enrolment forms, etc should be sent through in a separate email.
Hints & Tips

- When you have a new child enrolling, confirm with the Parents that they have contacted Centrelink to ensure Subsidies are applied and working, even if they have a child already in care, each child must be assessed.

- Please ensure that any completed forms to be sent through to admin include the child’s name and / or educators name in the allocated spaces.

- Please ensure that completed timesheets are signed by the parents (see highlighted on example provided) prior to sending through to admin.

- All documents are easily accessible from the Holistic Approach Website using your individual log-in.

- A reminder that the Online Immunisation Statement, signed CWA and signed Permission Forms are required to be forwarded to us along with the Child Enrolment Form.