



Child Care Benefit (Approved Child Care Service Record Keeping) Rules 2017

I, Michele Bruniges, Secretary of the Department of Education and Training, make this instrument under subsection 219F(3) of the *A New Tax System (Family Assistance) (Administration) Act 1999*.

Dated 16 September 2017

Dr Michele Bruniges AM
Secretary

Contents

1 Name	1
2 Commencement and repeal	1
3 Authority	1
4 Records to be kept by approved child care services	1
5 Additional records to be kept by approved family day care services	2

1 Name

This instrument is the *Child Care Benefit (Approved Child Care Service Record Keeping) Rules 2017*.

2 Commencement and repeal

- (1) Each provision of this instrument specified in column 1 of the table commences, or is taken to have commenced, in accordance with column 2 of the table. Any other statement in column 2 has effect according to its terms.

Commencement information		
Column 1	Column 2	Column 3
Provisions	Commencement	Date/Details
1. The whole of this instrument	1 October 2017.	1 October 2017

Note: This table relates only to the provisions of this instrument as originally made. It will not be amended to deal with any later amendments of this instrument.

- (2) Any information in column 3 of the table is not part of this instrument. Information may be inserted in this column, or information in it may be edited, in any published version of this instrument.
- (3) This instrument is repealed immediately after the commencement of Schedule 1 to the *Family Assistance Legislation Amendment (Jobs for Families Child Care Package) Act 2017*.

Note: Schedule 1 to the *Family Assistance Legislation Amendment (Jobs for Families Child Care Package) Act 2017* commences on 2 July 2018, see section 2 of that Act.

3 Authority

This instrument is made under the *A New Tax System (Family Assistance) (Administration) Act 1999*.

4 Records to be kept by approved child care services

An approved child care service must keep the following kinds of records:

- (a) all licences and approvals required to lawfully operate the service under the laws of the State or Territory in which the service operates;
- (b) records of attendance for each child to whom care is provided (whether or not any person is currently eligible or conditionally eligible for child care benefit in respect of the child), including records of any absences from care;
- (c) any statements or other documents prepared or obtained by the service in relation to an absence mentioned in subsection 10(3) of the Family Assistance Act;
- (d) copies of any certificates given by the child care service under the family assistance law;

- (e) copies of reports given by the child care service to the Secretary under section 219N of the Family Assistance Administration Act;
- (f) any notice of determination, or notice of variation of determination, given to the service by the Secretary under the family assistance law for the purposes of child care benefit;
- (g) any written nominations of the kind mentioned in subsection 7(1) of the *Child Care Benefit (Limits of Hours of Care) Rules 2017*;
- (h) copies of receipts issued to people who have paid child care fees;
- (i) enrolment forms;
- (j) copies of notices of enrolment given to the Secretary by the child care service under section 219A or 219AA of the Family Assistance Administration Act;
- (k) insurance policies and any other documentation relating to insurance;
- (l) accounting records, including cash books and journals;
- (m) copies of any agreements made in accordance with section 24 of the *Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Rules 2017*.

5 Additional records to be kept by approved family day care services

- (1) An approved family day care service must keep current records of:
 - (a) the full name, residential address and contact telephone number of each carer employed, contracted or otherwise engaged by the service; and
 - (b) if child care is provided by a carer at a place other than the carer's residence—the address and telephone number of the premises where that care is provided.
- (2) An approved family day care service must keep any records provided to or created by the service for the purposes of section 10A or 10AB of the *Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Rules 2017*.