



COMPLYING WRITTEN AGREEMENTS (CWA's)

The new CCS (Child Care Subsidy) has introduced Complying Written Agreements (or CWAs) for parents/ guardians to approve prior to attending the Service. The day you agree to your CWA is the start date of your government enrolment. A 'Complying Written Arrangement' is an agreement to provide care in return for fees. A Complying Written Arrangement needs to establish the basis on which the two parties expect care will be provided. This includes whether the arrangement includes routine sessions (booked days), is casual only, or is a mix of both. If there are routine sessions, the arrangement must indicate the usual days and session times.

If casual care is included in the arrangement, it may also set out relevant terms (for example, whether there is a minimum period of care, that it is subject to availability, and so on).

WHAT DO OUR FAMILIES NEED TO DO BEFORE ATTENDING?

To ensure your CCS is applied *from* your first day at the centre, families are required to agree to their CWA and complete the steps listed below correctly prior to attending.

WHAT HAPPENS IF I DON'T AGREE TO MY CWA BEFORE ATTENDING?

This means you do not have a confirmed Government Enrolment and you will be charged full fees until your CWA has been approved. Failing to do this will result in full fees with no eligibility for back payment for both new and existing enrolments .

YES, YOUR CWA AND GOVERNMENT ENROLMENT WILL EXPIRE.

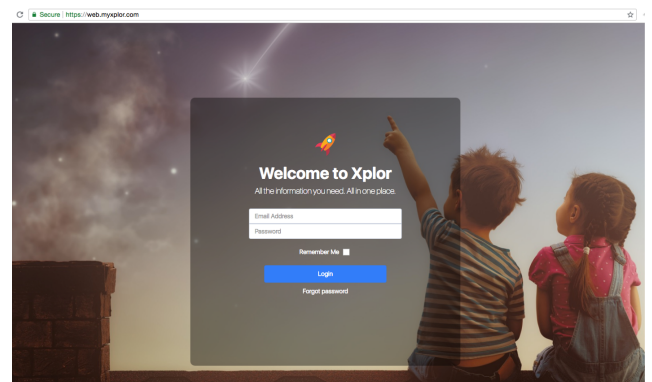
After 10 weeks of *non-attendance*, the government will cease your Child Care Subsidy meaning you will not receive any subsidy on future bookings at OSHC until you re-agree to a new CWA. We will try our best to monitor this however, we ask families who have not attended for a long period of time, to check prior to attending again.

All New enrolments need to complete this step prior to attending any care. Failing to do this will result in full fees with no eligibility for back payment for both new and existing enrolments.

SIGNING YOUR CWA

STEP ONE - Log into the Xplor browser using this link: <https://web.myxplor.com>

Use your email and password credentials to log in. If you have forgotten your password you can re- issue a new one by using the 'forgot password' feature. It will send a new password to the email registered at Orana OSHC



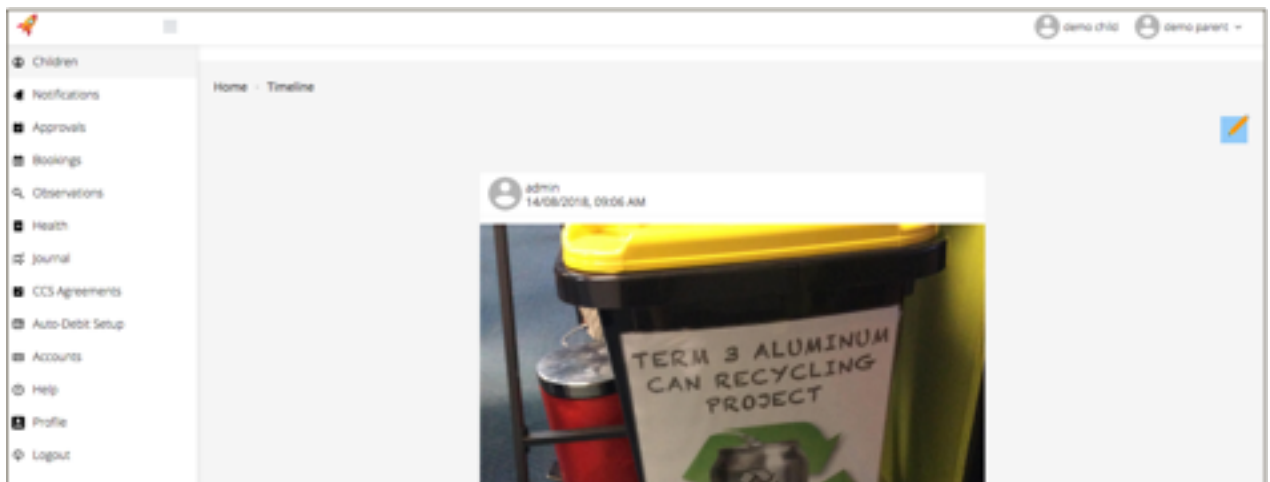
STEP TWO

Once you log in, you will see the following screen:

- Go to CCS Agreements.
- Select the child you wish to view the CWA for.

SELECT CHILD HERE

CCS
AGREEMENTS



STEP THREE:

You should see this screen (picture below) with your information. When you agree, click the blue button below. If you have any issues please contact the Service as we can amend and re- send.

You will need to do this for each child. If this screen doesn't pop up initially, click on a different tab on the side and try step three again. Once sent, you may log out.

You can double check that this was completed correctly by contacting the centre as we can check on our end.


This sends your information to MY GOV and is the start date of your Government Enrolment.

Complying Written Agreement


We'll keep this short and sweet! The Complying Written Agreement (CWA) is part of the new Child Care Subsidy (CCS) being rolled out by the Australian Federal Government. The CWA is an agreement between the care provider and parent/guardian which establishes the basis on which care will be provided to a child.

You will need to approve this agreement and any future changes to your routine sessions.


Parties to the Agreement



Child Care Provider
Extra Long Table Factory
123 Fubar Street
Sarc, 3890
VIC
Tel: 9212 1234



Parent/Guardian
Sandra Tables
123 Fubar Street
Sarc, 3890
VIC



Child
Bobby Tables
DOB: 07/11/2018

Routine Sessions

The routine sessions of care that will be provided to <Child Name> by <Service Name> are outlined below. This includes the usual start and end times for these sessions of care and the daily rates.

While casual sessions are not displayed, you are still able to book these by contacting your child care provider or by using Xplor Mobile Bookings.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 1:	8:00PM - 6:00PM \$80.00		8:00PM - 6:00PM \$150.00	8:00PM - 6:00PM \$150.00			
Week 2:	8:00PM - 6:00PM \$80.00		8:00PM - 6:00PM \$150.00	8:00PM - 6:00PM \$150.00			

Fees

Need to view your fee schedule form? View your fee schedule form for <service name> [here](#).

Additional Conditions

<Additional Textfield> This field only appears if it has been completed by the service.

Disclaimer

By clicking the button below, you agree to the sessions and fees displayed in the above sections which were outlined by your child care provider.

[I Agree](#)

STEP FOUR: AGREE TO GOVERNMENT ENROLMENT IN MY GOV

This will be the last step. MY GOV will require you to agree to your enrolment through your MY GOV account again to ensure you did, in fact, agree to your CWA and want to access the Child Care Subsidy.

This last step will ensure the subsidy is applied to your fees.