



How to Update Organisation Details in Child Care Finder in the Provider Entry Point (PEP)

Service in Context



*Click on the
below to view
relevant
sections*



**Contact
Details**

**Hours of
Operation**

**Fees and
Inclusions**

**Vacancies
Offered**

Accessing Child Care Finder

The screenshot displays a dashboard with seven functional tiles, each featuring an icon, a title, a description, and a 'More details' button with a right-pointing chevron. The 'Manage Details' tile is highlighted with a yellow border, and its 'More details' button is also highlighted with a yellow border.

- Sessions** (Calendar icon): Create, vary/substitute or withdraw session reports. [More details >](#)
- Enrolments** (Document icon): Create, view and edit child enrolments. [More details >](#)
- Manage Details** (Scales icon): Update, add or remove details about the Provider and/or Provider Services and Personnel. [More details >](#)
- My Inbox** (Envelope icon): View received correspondence and notification messages. [More details >](#)
- Additional Child Care Subsidy** (Person icon): For a child identified as being at risk, create, edit and renew certificates and determinations. [More details >](#)
- Payments** (Dollar sign icon): View your Child Care Subsidy payment information. [More details >](#)
- Feedback** (Speech bubble icon): Complaints, Suggestions, Tipoffs and Compliments. [More details >](#)

Accessing Child Care Finder



Service Details

Service name

Contact details

Financial details

Address Details



Circumstances and Notifications

Location of records

Notify matters affecting approval

Approval Conditions



Operational Details

Temporary ceasing of operations

External management

Trustee

Service Operation

ACCS Percentage Cap



Child Care Finder

Contact details

Hours of operation

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Personnel Details

Manage Personnel

Add personnel

Return Home



Service Details

Service name

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Address Details



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Personnel Details

Manage Personnel

Add personnel

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Updating Contact Details

Important

- If you do not have a web address leave the Service URL section blank
- You must NOT enter NIL

Contact Details

Area Code: Telephone Number:

Mobile Number:

Email Address:

Service URL:

Update relevant field/s with new contact details

At least one phone number must be provided.

A receipt will be generated upon submission.

Receipt

Your changes have been received and applied

Phone number:	02 0000 0000
Mobile number:	0000 000 000
Email address:	office@XYZ.com.au
Website address:	www.xyz.com.au
Submitted by:	Mary Smith
Submitted on:	06/07/2018
Time:	11:17 AM

Select 'Submit'

Hours of Operation

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Updating Hours of Operation

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Update relevant field/s with new hours of operation. Leave fields blank if not open on these days.

Hours of Operation

This information will be displayed on the Australian Government website to assist families using Family Day Care Services.

Date this change occurred:

09/07/2018



Please provide opening and closing times for this service.

Family Day Care

The type of service you provide, will appear here.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open	07:30	07:30	07:30	07:30	07:30	hh:mm	hh:mm
Close	18:00	18:00	18:00	18:00	18:00	hh:mm	hh:mm

Total hours 52:30

Cancel

Submit

Select 'Submit'

A receipt will be generated upon submission.

Receipt

Your Hours of Operation details have been received.

Submitted by: Mary Smith

Submitted on: 06/07/2018

Time: 12:24 PM

Fees and Inclusions

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Updating Fees and Inclusions

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Session Fees and Inclusions


The information below will be displayed on the Australian Government Website.

Do you want to provide website details or specific information for fee information?

☒ Website Information ☐ Fee & Inclusion Details

Child Care Service Website

Date of event



If 'Website Information' is selected, enter your website url and the date the fee and inclusion details will change.

A receipt will be generated upon submission.

Receipt

Your Fees and Inclusions have been received.

Submitted by: Mary Smith

Submitted on: 06/07/2018

Time: 12:32 PM

Select 'Submit'

Updating Fees and Inclusions

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If 'Fee and Inclusion Details' is selected, enter the date the fee and inclusion details will change.

Session Fees and Inclusions

The information below will be displayed on the Australian Government Website.

Do you want to provide website details or specific information for fee information?



Website Information



Fee & Inclusion Details

Date of event

09/07/2018



Please select a Session Type, then for each Age Group for which a session will be run enter Inclusions options and the Usual Fee for the Session. If you do not offer a Session of this Session Type for a particular Age Group, do not select any Inclusions options and leave Usual Fee blank

Session Type	Hourly	Half Day	Full Day		
Age Group	0-12 Months	13-24 Months	25-35 Months	36 Months to Pre-School	Over Pre-School Age
NO Inclusions	✓	✓	✓	✓	✓
ALL Inclusions	✓	✓	✓	✓	✓
ALL Meals	✓	✓	✓	✓	✓
Breakfast	✓	✓	✓	✓	✓
Morning Tea	✓	✓	✓	✓	✓
Lunch	✓	✓	✓	✓	✓
Afternoon Tea	✓	✓	✓	✓	✓
Other Meals	✓	✓	✓	✓	✓
All Other Inclusions	✓	✓	✓	✓	✓
Nappies	✓	✓	✓	✓	✓
Transport	✓	✓	✓	✓	✓
Education Programs	✓	✓	✓	✓	✓
Excursions / Incursions	✓	✓	✓	✓	✓
Usual Fee	\$\$\$cc	\$\$\$cc	110.00	\$\$\$cc	\$\$\$cc

Follow the instructions, tick the relevant options provided, and complete the 'Usual Fee' field.

A receipt will be generated upon submission.

Receipt

Your Hours of Operation details have been received.

Submitted by: Mary Smith

Submitted on: 06/07/2018

Time: 12:24 PM

Select 'Submit'

Vacancies Offered

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Updating Vacancies Offered

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Anticipated Vacancies

Anticipated vacancies for week commencing:

09/07/2018



Select the date using the calendar icon. You can update the current week or next week only.

Select either 'Yes' or 'No' for each day in the week to indicate if you have a vacancy for that date.

Monday 09/07/2018

Vacancies Exist

☒ Yes ☐ No

Advanced

Tuesday 10/07/2018

Vacancies Exist

☐ Yes ☒ No

Advanced

Wednesday 11/07/2018

Vacancies Exist

☐ Yes ☒ No

Advanced

Thursday 12/07/2018

Vacancies Exist

☐ Yes ☒ No

Advanced

Friday 13/07/2018

Vacancies Exist

☐ Yes ☒ No

Advanced

Add Weekend

Select 'Advanced' if you want to provide additional details for vacancies you have on that date.

Cancel

Submit

Vacancies Offered

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If you selected 'Advanced' for a date, tick the vacancies you have for the relevant age groups.

Monday 09/07/2018 Vacancies Exist ☒ Yes ☐ No Hide

Age Group Session	0-12 Months			13-24 Months		
	Hourly	½ Day	Full Day	Hourly	½ Day	Full Day
Permanent	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Casual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Age Group Session	25-35 Months			36 Months to Pre-School		
	Hourly	½ Day	Full Day	Hourly	½ Day	Full Day
Permanent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Casual	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tuesday 10/07/2018 Vacancies Exist ☐ Yes ☒ No Advanced

Wednesday 11/07/2018 Vacancies Exist ☐ Yes ☒ No Advanced

Thursday 12/07/2018 Vacancies Exist ☐ Yes ☒ No Advanced

Friday 13/07/2018 Vacancies Exist ☐ Yes ☒ No Advanced

Add Weekend

Cancel Submit

A receipt will be generated upon submission.

Receipt

Your available vacancy details have been received.

Submitted by: Mary Smith

Submitted on: 06/07/2018

Time: 1:25 PM

Once you have completed your vacancies, select 'Submit' to continue.