

Centre Based Care, a module of the *Community Services Suite* is a powerful yet easy to use software application, which automates many of the procedures and functions associated with the efficient management of Centre Based Care Services of *Long Day Care, Before and After School Care* and/or *Occasional Care* to children and families.

The screenshot displays the 'Centre Based Care - (Lgssesst) - [Maintain Family - Jones, Mrs Jemima]' window. The interface includes a menu bar (File, Administration, Centre, Timesheets, Attendance, Batch, Window, Help) and a toolbar with various icons. The main area is divided into several sections:

- Family Information:** Fields for Family No (7), NAR No (67), Name (Jones, Mrs Jemima), Address (12 Smith Street, BRIGHTON VIC, 3186), Birth Date (31/08/1969), Age (36), Gender (F), and Home (4563.4563). Checkboxes for 'Lives within municipality' and 'Currently Active' are checked.
- Navigation Tabs:** Contacts, Notes, Special CCB, Other Care, Other, Team, Medical.
- Sub-sections:** Ethnicity, Parent 2, Employ / Study, Register, CCB Details, Preference, Status, Children.
- CCB Notice History Table:**

Customer Reference No.	Date of Effect	Expiry Date	Eligible Hours	Reason Code
280 176 808K	02/07/2007		50.00	
111 111 111A	04/07/2005	01/07/2007	50.00	
- Children CRN's Table:**

Child Number	Percent
1	100.00%
2	104.50%

Major features at a glance:

- Records attendance hours and automatically generates invoices for Parents each week through a link to Council's core financial system for Debtors and General Ledger
- All statutory files and reports required by Government, including authorised disk transfer of automated claims (Xpedite is an authorised Software Provider for transfer of Child Care Usage Statements to FAO)
- Links to MS Word for ad-hoc reports, mailing labels, mail merge letters etc
- Records details for weekly timesheets including fee calculation according to rules and details prescribed in the Child Care Service Handbook
- Comprehensive selection of reports provided.
- Maintains comprehensive profile of **Centres** including:
 - Licensing and accreditation
 - Groups and sessions, including varying Sessional Fee schedule if required
 - Registration
 - Opening hours, days closed, Public Holidays
 - Staff
- Records detailed **Family** information including:
 - CCB Notice Details including Family CRN and multiple CCB percentages
 - Nationality and ethnicity
 - Members of the family including children, employment details and other children
 - Registration information

