Australian Government

Department of Education

Task card – how to create session reports in the Provider Entry Point (child overview)

How to create session reports in the Provider Entry Point using the child overview

Overview

This task card outlines how to:

- create a new session report
- report absences
- report discounts and third-party payments
- Update care address details

This task card is for providers that use the Provider Entry Point (PEP). If you use third-party software, contact your software provider for help.

Find more task cards for the PEP on our website.

If you need further assistance, contact the Child Care Subsidy Provider Helpdesk on 1300 667 276 9am to 5pm AEST or via email anytime.

Note: Only certain special characters can be used in the PEP:

- full stop (.)
- comma (,)
- hyphen (-)
- slashes (/, \)
- apostrophe (').

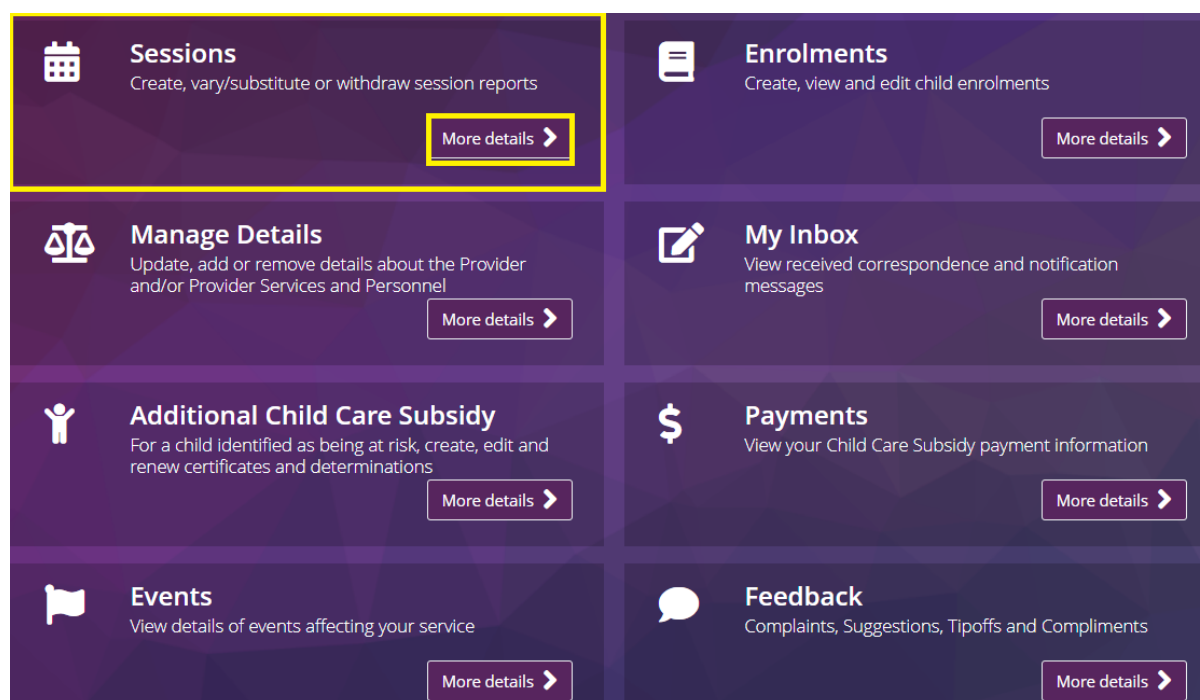All other special characters will cause an error in the system.

Logging in

Step 1

Log in to the [Provider Entry Point (PEP)](#).

Creating a new session report

Step 1

From the PEP landing page, select **More details** in the **Sessions** tile.

Step 2

The **Sessions of Care Reporting (child overview)** screen will display the following fields:

- **Reporting Period:** use this field to select the relevant week
- **Child Name:** use this filed to search for a specific child by name
- **Enrolment ID:** use this field to search for a specific child by enrolment ID
- **Age:** use this field to filter by a specific age
- **Claimant Name:** Use this field to search for a specific child by claimant
- **Status:** use this field to filter by session status
- **Actions**: select the view button to select the period you want to view

Step 3

Once you have selected the relevant week and located the relevant child select **Actions** and select **Create Report**

Step 4

Here you will be able to complete all sessions for the week for the child, or select **No sessions to report,** if care did not occur in this week.

Populate the following fields:

- **Session:** start and end times for the session. This will be pre-filled for routine sessions. Fields can be edited if needed, for example to change the session length.
- **Attendance:** Enter the accurate sign in and sign out times for the session
- **Fee details:** total fee by either session or hour. This will be pre-filled for routine sessions. Fields can be edited if needed, for example to reduce the fee due to a non-prescribed discount.
- **Is preschool:** select this field if the session is a pre-school session. This is mandatory for Centre-Based Day Care (children aged 3-5 inclusive)
- **Absent:** Select this field if the child was absent from care. Additional information will be required.

Note: All times must be entered in 24-hour time. Attendance times details are not required for absences

New Session Report for: **Child Two**   Period commencing: **09/06/2025**

Enrolment ID: E8001234568   No sessions to report: ☐

> For Reporting Session of Care the following is mandatory: Session Start time, Session End time, Fee, Fee Unit (Per) and Preschool, if Applicable.

		Session		**Attendance**		**Fee Details**		**Is Preschool**	**Absent**	
Monday 09/06/2025	Start	06:00	In	6:15	Fee	123.00		N/A ⌄	☐	Actions ▾
	End	15:00	Out	15:03	Per	Session ⌄				
Tuesday 10/06/2025	Start	HH:mm	In	HH:mm	Fee	$$$.cc		N/A ⌄	☐	Actions ▾
	End	HH:mm	Out	HH:mm	Per	Please sel⌄				
Wednesday 11/06/2025	Start	06:00	In	HH:mm	Fee	123.00		N/A ⌄	☑	Actions ▾
	End	16:00	Out	HH:mm	Per	Session ⌄				
Thursday 12/06/2025	Start	HH:mm	In	HH:mm	Fee	$$$.cc		N/A ⌄	☐	Actions ▾
	End	HH:mm	Out	HH:mm	Per	Please sel⌄				
Friday 13/06/2025	Start	HH:mm	In	HH:mm	Fee	$$$.cc		N/A ⌄	☐	Actions ▾
	End	HH:mm	Out	HH:mm	Per	Please sel⌄				
Saturday 14/06/2025	Start	HH:mm	In	HH:mm	Fee	$$$.cc		N/A ⌄	☐	Actions ▾
	End	HH:mm	Out	HH:mm	Per	Please sel⌄				
Sunday 15/06/2025	Start	HH:mm	In	HH:mm	Fee	$$$.cc		N/A ⌄	☐	Actions ▾
	End	HH:mm	Out	HH:mm	Per	Please sel⌄				

Step 5

To include additional session information such as absence details or third-party payments or discounts, select **Actions** and select **Show Advanced.**

Note: Information on these additional options are located further below

		Session		**Attendance**		**Fee Details**		**Is Preschool**	**Absent**	
Monday 09/06/2025	Start	06:00	In	6:15	Fee	123.00		N/A ⌄	☐	Actions ▾
	End	15:00	Out	15:03	Per	Session ⌄				Add Session
										Show Advance
Tuesday 10/06/2025	Start	HH:mm	In	HH:mm	Fee	$$$.cc		N/A ⌄	☐	Actions ▾
	End	HH:mm	Out	HH:mm	Per	Please sel⌄				

Step 6

If you have multiple sessions in a single day these can be submitted by selecting **Actions** and selecting **Add Session.**

Step 7

Additional session fields will generate, complete these as required.

Step 8

If a session is incorrectly added it can be removed by selecting **Actions** then selecting **remove Session.**

Step 9

Once all sessions have been completed select **Submit.**

		Session		Attendance		Fee Details		Is Preschool	Absent	
Monday 09/06/2025	Start	06:00	In	6:15	Fee	123.00	N/A		☐	Actions ▾
	End	15:00	Out	15:03	Per	Session ▾				
Tuesday 10/06/2025	Start	HH:mm	In	HH:mm	Fee	$$$.cc	N/A		☐	Actions ▾
	End	HH:mm	Out	HH:mm	Per	Please sel ▾				
Wednesday 11/06/2025	Start	06:00	In	HH:mm	Fee	123.00	N/A		☑	Actions ▾
	End	16:00	Out	HH:mm	Per	Session ▾				
Thursday 12/06/2025	Start	HH:mm	In	HH:mm	Fee	$$$.cc	N/A		☐	Actions ▾
	End	HH:mm	Out	HH:mm	Per	Please sel ▾				
Friday 13/06/2025	Start	HH:mm	In	HH:mm	Fee	$$$.cc	N/A		☐	Actions ▾
	End	HH:mm	Out	HH:mm	Per	Please sel ▾				
Saturday 14/06/2025	Start	HH:mm	In	HH:mm	Fee	$$$.cc	N/A		☐	Actions ▾
	End	HH:mm	Out	HH:mm	Per	Please sel ▾				
Sunday 15/06/2025	Start	HH:mm	In	HH:mm	Fee	$$$.cc	N/A		☐	Actions ▾
	End	HH:mm	Out	HH:mm	Per	Please sel ▾				

Back   Submit

Step 10

A receipt will be generated confirming the submission of sessions. Select **Return Home** to return to the homepage.

Receipt

A Sessions of Care Report has been successfully submitted

Report Details

Reporting Week: 2025-06-09

Child Name: Child Two

Enrolment ID: E8001234568

Return to Overview   Return Home

Reporting Absences

Step 1

Where you have reported a session as absent you will be prompted to provide the absence reason and, if required, confirm that evidence is held.

Select the **Absence Reason** from the drop down

Step 2

Select either **Yes** or **No** depending on if evidence is held.

Note: Some absences require evidence for CCS/ACCS to apply. If you are unsure if evidence is required for the absence, please check evidence requirements on the Departments website [How to manage absences - Department of Education, Australian Government](#).

Reporting discounts and third-party payments

If the session fee has been reduced by a prescribed or non-prescribed payment or discount you can report this as part of the session submission. How this is submitted will depend on if the payment/discount is prescribed under FAL or not.

Prescribed third-party payments and discounts

Step 1

Select **Yes.** Select the relevant third-party payment or discount category from the options and enter the estimated payment/discount amount.

Step 2

If there are multiple prescribed third-party payments or discounts, select the **Add** option, select the relevant category and enter the estimated payment/discount amount.

Non-prescribed third-party payments and discounts

Step 1

It is not a requirement to report non-prescribed third-party payments or discounts; however, you are able to do so if you chose to.

Select **Yes.** Select the relevant third-party payment or discount category from the options, enter the name and details of the discount and enter the estimated payment/discount amount.

Step 2

If there are multiple third-party payments or discounts, select the **Add** option, select the relevant category, enter the name and details of the discount and enter the estimated payment/discount amount.

Both prescribed and non-prescribed third-party payments and discounts

Step 1

Where both a prescribed and non-prescribed third-party payment or discount applies you can report both in the session.

Select **Yes** to both options and complete the fields.

Transport only and changing the location for care

Step 1

If a session is transport only select **Yes**. This will remove the address details as they are not relevant to the session.

If you select **No,** the address details will remain and will be pre-filled with the regular care address. If the address has changed you are able to manually

Update Location / Transport Only

Is this a transport-only session?

( ) Yes   (●) No

Session Address

Street:

50 Marcus Clarke st

Address Line 2...

Suburb/Town/City:

Canberra

State/Territory: Postcode:

ACT   2601