



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

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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

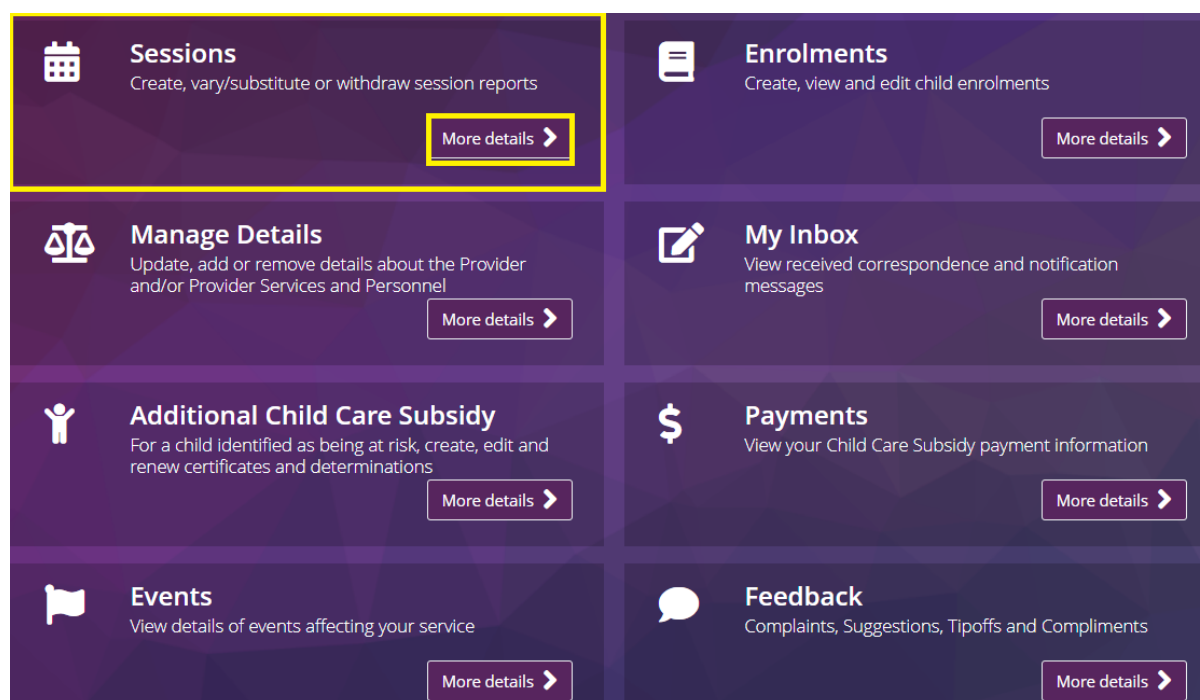
Step 1

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 field 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

Weekly Overview
Child Overview

Reporting period: 09/06/2025
Reset to Current Period

Child Name	Enrolment ID	Age	Claimant Name	Status	Actions
Child One	E8001234567	3 years		Submitted	Actions
Child Two	E8001234568	2 years		Not Submitted	Actions

Step 3

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

Weekly Overview
Child Overview

Reporting period: 09/06/2025
Reset to Current Period

Child Name	Enrolment ID	Age	Claimant Name	Status	Actions
Child Two		All Ages		All Status	
Child Two	E8001234568	2 years		Not Submitted	Actions <div> Show History Create Report Return Home </div>

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 End 15:00	In 6:15 Out 15:03	Fee 123.00 Per Session	N/A	<input type="checkbox"/>	Actions
Tuesday 10/06/2025	Start HH:mm End HH:mm	In HH:mm Out HH:mm	Fee \$\$\$ Per Please sel	N/A	<input type="checkbox"/>	Actions
Wednesday 11/06/2025	Start 06:00 End 16:00	In HH:mm Out HH:mm	Fee 123.00 Per Session	N/A	<input checked="" type="checkbox"/>	Actions
Thursday 12/06/2025	Start HH:mm End HH:mm	In HH:mm Out HH:mm	Fee \$\$\$ Per Please sel	N/A	<input type="checkbox"/>	Actions
Friday 13/06/2025	Start HH:mm End HH:mm	In HH:mm Out HH:mm	Fee \$\$\$ Per Please sel	N/A	<input type="checkbox"/>	Actions
Saturday 14/06/2025	Start HH:mm End HH:mm	In HH:mm Out HH:mm	Fee \$\$\$ Per Please sel	N/A	<input type="checkbox"/>	Actions
Sunday 15/06/2025	Start HH:mm End HH:mm	In HH:mm Out HH:mm	Fee \$\$\$ Per Please sel	N/A	<input type="checkbox"/>	Actions

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 End 15:00	In 6:15 Out 15:03	Fee 123.00 Per Session	N/A	<input type="checkbox"/>	<div>Actions</div> <div> Add Session Show Advance </div>
Tuesday 10/06/2025	Start HH:mm End HH:mm	In HH:mm Out HH:mm	Fee \$\$\$ Per Please sel	N/A	<input type="checkbox"/>	Actions

Step 6

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

	Session	Attendance	Fee Details	Is Preschool	Absent	
Monday 09/06/2025	Start 06:00	In 6:15	Fee 123.00	N/A	<input type="checkbox"/>	Actions ▾ Add Session Show Advance
	End 15:00	Out 15:03	Per Session ▾			
Tuesday 10/06/2025	Start HH:mm	In HH:mm	Fee \$\$.cc	N/A	<input type="checkbox"/>	Actions ▾
	End HH:mm	Out HH:mm	Per Please sel ▾			

Step 7

Additional session fields will generate, complete these as required.

	Session	Attendance	Fee Details	Is Preschool	Absent	
Monday 09/06/2025	Start 06:00	In 6:15	Fee 123.00	N/A	<input type="checkbox"/>	Actions ▾
	End 15:00	Out 15:03	Per Session ▾			
	Start 15:30	In 15:33	Fee 14.50	N/A	<input type="checkbox"/>	Actions ▾
	End 18:00	Out 17:59	Per Hourly ▾			
Tuesday	Start HH:mm	In HH:mm	Fee \$\$.cc	N/A	<input type="checkbox"/>	Actions ▾
	End	Out				

Step 8

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

	Session	Attendance	Fee Details	Is Preschool	Absent	
Monday 09/06/2025	Start 06:00	In 6:15	Fee 123.00	N/A	<input type="checkbox"/>	Actions ▾
	End 15:00	Out 15:03	Per Session ▾			
	Start 15:30	In 15:33	Fee 14.50	N/A	<input type="checkbox"/>	Actions ▾ Add Session Remove Session Show Advance
	End 18:00	Out 17:59	Per Hourly ▾			
Tuesday 10/06/2025	Start HH:mm	In HH:mm	Fee \$\$.cc	N/A	<input type="checkbox"/>	
	End	Out				

Step 9

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

	Session	Attendance	Fee Details	Is Preschool	Absent	
Monday 09/06/2025	Start 06:00 End 15:00	In 6:15 Out 15:03	Fee 123.00 Per Session	N/A	<input type="checkbox"/>	Actions
Tuesday 10/06/2025	Start HH:mm End HH:mm	In HH:mm Out HH:mm	Fee \$\$\$\$.cc Per Please sel	N/A	<input type="checkbox"/>	Actions
Wednesday 11/06/2025	Start 06:00 End 16:00	In HH:mm Out HH:mm	Fee 123.00 Per Session	N/A	<input checked="" type="checkbox"/>	Actions
Thursday 12/06/2025	Start HH:mm End HH:mm	In HH:mm Out HH:mm	Fee \$\$\$\$.cc Per Please sel	N/A	<input type="checkbox"/>	Actions
Friday 13/06/2025	Start HH:mm End HH:mm	In HH:mm Out HH:mm	Fee \$\$\$\$.cc Per Please sel	N/A	<input type="checkbox"/>	Actions
Saturday 14/06/2025	Start HH:mm End HH:mm	In HH:mm Out HH:mm	Fee \$\$\$\$.cc Per Please sel	N/A	<input type="checkbox"/>	Actions
Sunday 15/06/2025	Start HH:mm End HH:mm	In HH:mm Out HH:mm	Fee \$\$\$\$.cc Per Please sel	N/A	<input type="checkbox"/>	Actions

[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

	Session	Attendance	Fee Details	Is Preschool	Absent	
Wednesday 11/06/2025	Start 06:00 End 16:00	In HH:mm Out HH:mm	Fee 123.00 Per Session	N/A	<input checked="" type="checkbox"/>	Actions

Record Absence

Absence Reason:

Please select...
Please select...
Child ill
Individual caring for child is ill
Partner of individual caring for child is ill
Individual who lives with child is ill
Child attending pre-school
Pupil free day
Court order or parenting order in place
Local emergency – service closed
Local emergency – unable to attend
Local emergency – child’s carer does not wish child to attend
Not immunised against particular infectious disease and absence during grace per
Prescribed - Service has changed ownership
Prescribed - Usual service closed and child attending different service under the same provider
Prescribed - Enrolment ceased incorrectly
Prescribed – Family tragedy

Step 2

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

	Session	Attendance	Fee Details	Is Preschool	Absent	
Wednesday 11/06/2025	Start 06:00 End 16:00	In HH:mm Out HH:mm	Fee 123.00 Per Session	N/A	<input checked="" type="checkbox"/>	Actions

Record Absence

Absence Reason:

Child ill

Is absence supporting documentation available?

☒ Yes ☐ No

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.

Subsidy Information
Has the cost of the session been reduced by a Prescribed Third Party-funded Payment or Prescribed Provider-funded discount?

☒ Yes ☐ No

Record prescribed third party-funded payment or prescribed provider-funded discount

Discount category	Amount
Please select...	\$\$\$cc
Prescribed - State/territory payment for preschool child	
Prescribed - State/territory payment for vulnerable or disadvantaged child	
Prescribed - State/territory operated provider discount for preschool child	
Prescribed - Prescribed period of emergency	
Prescribed - ECEC Educator or cook discount	

Indicate Location / Transport Only

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.

Subsidy Information
Has the cost of the session been reduced by a Prescribed Third Party-funded Payment or Prescribed Provider-funded discount?

☒ Yes ☐ No

Record prescribed third party-funded payment or prescribed provider-funded discount

Discount category	Amount	
Prescribed - ECEC Educator or cook discount	50	Remove
	\$\$\$cc	Add

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.

Subsidy Information

Has the cost of the session been reduced by a Prescribed Third Party-funded Payment or Prescribed Provider-funded discount?

☐ Yes ☒ No

Has the cost of the session been reduced by a Non-Prescribed Contribution?

☒ Yes ☐ No ☐ N/A

Record non-prescribed contribution

Discount category	Employer / Third Party Name	Description / Reason	Amount	
<div>Please select...</div> <div>Non-Prescribed - Employer subsidy</div> <div>Non-Prescribed - Other Third Party Payments</div> <div>Non-Prescribed - Provider Enrolment Incentives</div> <div>Non-Prescribed - Other Provider Discounts</div>	<input type="text" value="Enter name..."/>	<input type="text" value="Enter description..."/>	<input type="text" value="\$\$.cc"/>	<input type="button" value="Add"/>

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.

Subsidy Information

Has the cost of the session been reduced by a Prescribed Third Party-funded Payment or Prescribed Provider-funded discount?

☐ Yes ☒ No

Has the cost of the session been reduced by a Non-Prescribed Contribution?

☒ Yes ☐ No ☐ N/A

Record non-prescribed contribution

Discount category	Employer / Third Party Name	Description / Reason	Amount	
Non-Prescribed - Other Third Party Payments	ABC	Voluntary Donation	30	<input type="button" value="Remove"/>
Non-Prescribed - Other Provider Discounts		Loyalty Payment	10	<input type="button" value="Remove"/>
<div>Please select...</div>	<input type="text" value="Enter name..."/>	<input type="text" value="Enter description..."/>	<input type="text" value="\$\$.cc"/>	<input type="button" value="Add"/>

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.

Subsidy Information

Has the cost of the session been reduced by a Prescribed Third Party-funded Payment or Prescribed Provider-funded discount?

☒ Yes ☐ No

Record prescribed third party-funded payment or prescribed provider-funded discount

Discount category	Amount	
Prescribed - ECEC Educator or cook discount	50	Remove
	\$\$\$cc	Add

Has the cost of the session been reduced by a Non-Prescribed Contribution?

☒ Yes ☐ No ☐ N/A

Record non-prescribed contribution

Discount category	Employer / Third Party Name	Description / Reason	Amount	
Non-Prescribed - Provider Enrol		Voluntary Payment	15	Remove
	Enter name...	Enter description...	\$\$\$cc	Add

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:

ACT



Postcode:

2601

