Friday 15 May, 2020

Dear Parent/Guardian,

We’d like to thank all the Families who completed the Booking Confirmation Form that was due by 11 May.  The purpose of this questionnaire was to assist us in understanding what your child/children's enrolment requirements look like after 28 June 2020.

Please understand that completing the questionnaire was not a formal confirmation of your child’s continued booked days and care requirements. Rather, this is a resource that allows Busy Bees Service Managers the opportunity to prepare for roster requirements and management of room rolls from 29 June onward.

It is important to note that if you are on a paused booking or awaiting an update on your booking request, you are to remain at home until otherwise notified. If you are seeking care prior to 29 June, you are required to complete the COVID-19 Child Enrolment Request Application Form (attached) and wait for a response with regards to the outcome of your application, which you will receive in writing from the Enrolments Team or directly from the Service.

Please ensure you read our weekly communications thoroughly for up to date information on your child’s enrolment whilst the Early Childhood Education & Care Relief Package is in place. This package is currently in place until 28 June (date subject to change).

All communication sent to families can be located on the Busy Bees Website <https://www.busybees.edu.au/corona-virus-updates>

During this time, Busy Bees Learning Australia would like to ensure that all Families are receiving the correct Child Care Subsidy benefits, in lieu of potential employment changes from the COVID-19 pandemic. The Australian Government has asked that every Family that is eligible to receive the Child Care Subsidy (CCS) payments and Family Tax Benefits (FTB) from Centrelink are to provide their Family income estimate for the 2020-2021 financial year.

We ask that you please complete this task, even though you aren’t currently paying child care fees. This is important because Centrelink will use this estimate to work out how much CCS and FTB you will get **next financial year.**

Further information about [updating your Family Income Estimate for the 2020-21 financial year](https://education.us17.list-manage.com/track/click?u=e11e7c8d748ec85b8de00986c&id=3f71163f22&e=6fa38f3fa2) can be found on the Services Australia website linked here: <https://bit.ly/2YZbCJF> If you have any further questions in regards to the above, please visit the Services Australia website via the following link: <https://www.servicesaustralia.gov.au/>

Warm Regards

<Insert Name>

Service Manager