

ELM-3 Enrolment (Priority of Access) Policy

Policy Statement:

At McKay Children's Centre, we adhere to specific guidelines when allocating child care and OSHC places from the waiting list. A waiting list application form and agreement form is to be completed for entry onto the waiting list before a place is offered. We are legally obliged to follow the priority of access criteria provided by Child Care Management System (CCMS). The Provider of the Kindergarten is DECD and families can begin the enrolment process from July of the previous year that the child is due to start kindy by accessing a form from the Director.

Enrolment Procedure for Childcare and OSHC:

The Centre will allocate available child care and OSHC places to families in order of priority. The priorities are:

Priority 1: a child at risk of serious abuse or neglect

Priority 2: a child of a single parent who satisfies, or of parents who both satisfy the work, training, study test under section 14 of the A New Tax System (Family Assistance) Act 1999

Priority 3: any other child

Within these main Priority categories, priority will also be given to children in:

- Aboriginal and Torres Strait Islander families
- Families which include a disabled person
- Families on lower incomes
- Families from culturally and linguistically diverse backgrounds
- Socially isolated families
- Single parent families

(Documentary evidence will be required)

Once the waiting list and agreement forms are returned the child/children's name details are added to the bottom of the 'Waiting List spreadsheet'. This information is recorded in date order. All information is kept confidential.

If you need an extra days care for your child/children or need to change a day, you will need to fill in a waiting list form and will be added to the waiting list.

If a place is offered and the family declines the offer, the child will be placed on the bottom of the waiting list.

Families who do not pay their childcare and OSHC fees and have outstanding debts will be notified that their child's place will be reallocated. Families with outstanding bad debts put themselves at risk of being unable to be offered another childcare or OSHC space in the future. Waiting list forms for siblings will also not be accepted.

Enrolment Procedure for Kindergarten:

Families access an enrolment form from the Director. An Information session is normally held late in Term 3, when transition processes are outlined. Children access 5 days a fortnight of kindy. If the child currently attends childcare, where possible, kindy sessions are allocated to match the child's previous childcare days. Places offered to all families are long days (8.40 am to 3.10pm)

Requiring a child to vacate a childcare or OSHC place:

Under the Priority of Access Guidelines the centre may require a Priority 3 child to vacate a place to make room for a higher priority child.

- Parents will be notified when their child first enters care that the centre follows this policy. All parents are required to indicate their employment status and parent status
- The parent/guardian will be given at least 14 days notice of the requirement for the child to vacate the place

Sources:

- CCMS
- National Quality Standards
- Education and Care Services National Regulations Part 4.5, Part 4.6

Related Policies:

- Preschool Enrolment Policy (DECD)
- ELM-9 Transition Policy
- ELM-7 Offers of Places Childcare, Kindy and OSHC

Policy Reference Number: ELM-6

Review Frequency: Annual

Last Reviewed: August 2017

Next Review: August 2018

Record of Policy Adoption and Amendments:

Reviewed:

Date	Amendments	Reviewed by:	Approved by:
9/21	none	GC	GC