
Policy Statement

We aim to provide out of school hour's care for primary school aged children. We will not discriminate against any families needing care however; priority of access will be determined by the Department of Education and Communities (DEC) and placement on our waiting list and our capacity to accommodate the individual needs of each child.

Considerations

- ✓ 'Priority of access' guidelines from the Department of Education and Training (Childcare Service Handbook. Section 6.3 Priority of Access.)
 - Section 6.3 of the Child Care Services handbook states that Outside School Hours Care is primarily for primary school age children (from Kindy to year 6).
- ✓ Education and Care Services National Law (section 5, Children's Services definition)
 - Section 5 of the Education and Care Services National Law states, the definition of a Children's Service means a service providing or intending to provide education and care on a regular basis to children under 13 years of age that is primarily regulated under a children's services law of a participating jurisdiction and is not an education and care service.

Procedures

- Our Organisation will endeavour to meet the needs of families in the local community.
- Our service will be made available for children who currently attend primary schools, Kinder to year 6.
- No one will be discriminated against on the basis of cultural background, religion, sex, disability, marital status or income.
- A waiting list will be developed as necessary and updated regularly which identifies, priority of access eligibility, date placed on list and required days of care.
- Placement from the waiting list is determined by priority of access guidelines, siblings of children already in care, and date of placement on the waiting list.
- Parents are able to access their status on the waiting list on request.
- Our Organisation operates on a 1:15 ratio.
- Enrolment for children with additional needs will be reviewed on a case by case basis to ensure that we have the capacity to care for the child and have staff employed with the appropriate qualifications, skills and knowledge to meet the needs of the child.
- If we do not have the capacity to care for any specific child and / or are unable to cater to their specific needs the coordinator or manager will try, if possible, to support the family in finding alternative care.
- Children above primary school age may only attend the service in very special circumstances. Applications must be made in writing to the coordinator which will then be considered by a panel. The panel will be made up of the coordinator, manager and any two members of the management committee. Applications will be assessed on a case by case basis and subject to the capacity to accommodate. Considerations will be made based on the family circumstances, the behaviour of the child and the impact it would have on the primary school age children in care.
- Any child above primary school age applying for a place must have attended any of our services the previous year.
- Children over primary school age cannot take the place of a primary school age child.
- The organisation reserves the right to provide 1 day notice for the termination of care, for any child enrolled who is above primary school age, if we need the place for a primary school age child to attend or if the behaviour of the child negatively impacts the children of primary school age.
- Considerations to allow children over primary school age will only be considered if the service has at least 10 places free for casual users to utilise and must not impact the safety of younger children in our care.

Priorities – as per Department of Education and Training priority of access guidelines

- First Priority: a child at risk of serious abuse or neglect
- Second Priority: 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'
- Third Priority: any other child.

Within these main categories priority should also be given to the following children:

- children in Aboriginal and Torres Strait Islander families
- children in families which include a disabled person
- children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold of each financial year (set out by Centrelink).
- children in families from a non-English speaking background
- children in socially isolated families
- children of single parents.

As child care service may require a Priority 3 child to vacate a place to make room for a child with a higher priority. They can only do so if you:

- are notified when your child first entered care that your service follows this policy
- Are given at least 14 days' notice of the need for your child to vacate.

_____ end of policy _____

Policy is only endorsed if initialled by 2 members of the management committee

Endorsed by the Management Committee on the 01st March 2017

Access Policy is to be reviewed by the 01st March 2019