

POLICY: 9.1 Enrolment and Orientation

Procedure: 9.1 Access to Child Care Places

This procedure will guide staff where there is a demand for child care places to ensure priority of access is given to working or vulnerable families and supports the management of child care enquiries received by the Service.

9.1.1 Linking to Policy

This procedural guidance should be read in conjunction with the Service's **9.1 Enrolment and Orientation Policy** and will assist the Approved Provider, management, staff (Nominated Supervisors, Coordinators and administrative staff members), Educators, Educator Assistants and parents to implement the policy. The procedure covers:

[9.1.2 Priority of Access](#)

[9.1.3 Process for Managing Care Enquiries \(Waiting Lists\)](#)

[9.1.4 Placement of Siblings](#)

9.1.2 Priority of Access

The Nominated Supervisor will ensure:

- if demand for places provided at the Service exceeds those available, priority of access will be given based on the Commonwealth's recommendations:
 - o Children at risk of serious abuse or neglect
 - o A child of a sole parent who satisfies, or parents who both satisfy the activity test through paid employment.

The Service embraces access and equity and is committed to understanding individual children's backgrounds and providing care that is sensitive to their needs (*also refer to Service Philosophy Statement and Policies 2.1- Interactions with Children and 3.1 – Educational Program and Practice*).

9.1.3 Process for Managing Care Enquiries (Waiting Lists)

The Service will ensure:

1. Educators are aware that all enquiries for child care must be directed to the Service.
2. Placement details are recorded on the Request for Care Form and given to the placement staff, pending the availability of a suitable placement or the Educator will direct the family to the Service.

3. Placements are prioritized based on the availability of specific requests for an Educator, area/location, days, hours, the school a child attends.
4. Families are aware that placement of the child cannot be guaranteed unless there is a suitable Educator available.
5. The Service will contact each available Educator with information about possible placements to gauge the expression of interest and confirm availability.
6. Where an Educator has expressed interest in a care arrangement, an appointment is arranged with the parent.
7. If placement has been arranged through the Service office, the parent will be given details of the Educator/s to contact for an interview.
8. Before a child commences with an Educator, the parents must confirm child care with the Service (once interview/s with the Educator has been conducted and agreement is made between the Educator and parent/s) by providing a completed enrolment form.
9. The Service aims to make contact with the parent/guardian after the placement of the child to ensure the care arrangements are satisfactory.

9.1.4 Placement of Siblings

The Service cannot guarantee placement will be available to additional or new siblings.

The Service will endeavour to place all children from the same family with one Educator.

New and additional siblings requiring care may be placed with the same Educator if the Educator is willing to take the placement and has the spaces available. A situation may arise where a family cannot be accommodated with the one Educator. In these circumstances, the placement of the children will be negotiated with parents, Educators and the Service.

If a family wishes to register another child who was not enrolled initially with the Service, parents must contact the Service and advise staff of when they want to commence care for the sibling. If the Service has no suitable vacancies, then that child will be placed on the Request for Care List.

If an Educator is asked by a parent to care for a sibling who was not enrolled initially with the Service, then the Educator will direct the parent to contact the Service and speak with a Coordinator.

Arrangements need to be made for paperwork to be completed before care commences.

Review

	Date	Details
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	08/17	Reviewed
Revision 03	11/2020	Reviewed and separated from Policy

Related Documents

Policies

9.1 Enrolment and Orientation Policy

Reference

Refer to 9.1 Enrolment and Orientation Policy