



Wesley Out of School Hours Care Policy

Priority of Access

1. Purpose

Wesley Out of School Hours Care (Wesley OOSH) understands that for families, enrolling their child into Outside School Hours Care can be an important necessity. However, the demand for Outside School Hours Care sometimes exceeds the number of places our service is approved for and there may be a waiting list to manage family demands. When this happens, our service will comply with the Australian Government 'Priority of Access Guidelines' to ensure places are allocated to families with the greatest need for childcare support. These Guidelines will be strictly adhered to and failure to meet these Guidelines is a breach of the conditions of continued approval for receiving Child Care Subsidy.

2. Scope

This policy applies to the staff, children, families and visitors of Wesley OOSH as required by the following Regulations and Standards.

National Quality Standard

QA6	6.1	Respectful relationships with families are developed and maintained and families are supported in their parenting role
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National Regulations(r)

r157	Access for parents
r167	Record of services compliance

Related documents and sources:

- ⇒ Child Care Subsidy
- ⇒ Child Care Provider Handbook
- ⇒ Family Assistance Act 1999.

3. Policy statement

The following guidelines will be used during enrolment, when there is a waiting list for our service, or when a number of parents are applying for a limited number of vacant places.

The Priority of Access Guidelines

- Families will be advised about the Priority of Access Guidelines when they enroll their children in our service. Families will also have access to a copy of this policy.
 - 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
 - Priority 3: any other child

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

- Aboriginal and Torres Strait Islander families
- Families which include a disabled person



- Families which include an individual whose adjusted taxable income does not exceed the lower income threshold or who or whose partner is on income support
- Families from a non-English speaking background
- Socially isolated families
- Single parents families
- When Wesley OOSH has no vacant places and is providing care for a child who is Priority 3 under the Guidelines, the service may require a child to vacate their place in order to make room for a child with a higher priority. However, this can only happen if Wesley OOSH:
 - a) Notifies the person liable for the payment of fees when the child first entered care of this policy and
 - b) Gives the family at least 14 days' notice of the need for their child to vacate their place.
- When filling vacancies, Wesley OOSH will give priority to children enrolled in school. Children who commence Kindergarten in the January of the current year, will have access to vacation care for that same year. Priority will be given to children enrolled in the school of the vacation care service.
- When considering enrolments for the following school year, the service will consider the physical space and accept enrolments ensuring compliance with the Education and Care Services National Regulations and Law is maintained.
- If proposed enrolments exceed the current physical space, Wesley OOSH will investigate access to additional space. If suitable additional physical space cannot be secured, the service will place a cap on the number of enrolments and once that cap is reached a waiting list will be established. Families will be made aware of this process.

4. Responsibility and policy owner

The policy owner is the General Manager, Wesley Health, Conferences and Education. The owner is responsible for implementing the policy and achieving the desired outcomes. Wesley OOSH staff shall adhere to this policy.

5. Consultation & Approval

This policy has been developed in consultation with key stakeholders including families and the community, the Head of Wesley OOSH, Area Manager/s, Wesley OOSH, Centre Coordinators, Wesley OOSH and the Quality, Risk and Compliance Coordinator, Wesley OOSH.

This policy has been approved by General Manager, Wesley Health, Conferences and Education.