



# 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 Benefit and State Government funding.

### 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. Section 6 Service Delivery (6.3 Priority of access).
- ⇒ 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 under Section 14 of the 'A New Tax System (Family Assistance) Act 1999'
  - Priority 3: 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 or who or whose partner is on income support
  - children in families from culturally and linguistically speaking background
  - children in socially isolated families
  - children of single parents
- 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 that child to leave the service in order to make room for a child with a higher priority. However, this can only happen if our service:
    - a) Notifies the family that Wesley OOSH follows the Priority of Access Guidelines and of this Policy when their child first entered care at our service, 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 the Program Manager, Wesley OOSH, Senior Coordinator, Wesley OOSH, Area Coordinator/s, Wesley OOSH, Centre Coordinator/s, Wesley OOSH & the Quality, Risk and Compliance Specialist, Wesley Conferences and Recreation.

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