

# **PRIORITY OF ACCESS**

## **Policy Statement**

The BOOSH Centre believes in fairness and equity in families accessing the service. BOOSH aims to provide care places for school and aged children needing care however, priority of access will be determined by the Government guidelines and placement on the waiting list.

## **Procedure**

The BOOSH Centre will be available to local children and their families with priority given to those who already attend Beecroft Primary School (BPS).

## **Offering of Places**

An enrolment form must be completed for each child who is offered a place at the centre (see Enrolment and Orientation Policy). The enrolment form must contain authorisations regarding collection of children and emergency contacts as well as consent to permissions listed within. Asthma and Anaphylaxis plans, custodial access information and any other relevant information regarding the wellbeing of the child must be provided with the enrolment form. The enrolment form must be signed by the primary guardian and it is preferred that both parents/guardians sign unless it is a single parent family, where the form is signed only by that parent.

Re-enrolment for currently enrolled families with permanent bookings will be conducted at The BOOSH Centre Annual General Meeting (AGM). The date the AGM will be determined by the director, and all parents will be given 4 weeks' notice of this date through the BPS school newsletter and via email. An attendee from each family must attend the AGM to complete re-enrolment. Families must also ensure that fees are paid in full to the end of the school year (i.e. Last day of school) by the date of the AGM unless the family is currently subscribed to the direct debit payment system, where payments are guaranteed to be paid 2 weeks in advance. Payment or proof of payment will be accepted on the night of the AGM.

All new BPS families wishing to join The BOOSH Centre and current 'Boosh families' who wish to increase their number of sessions will fill out a waitlist form for the sessions they require. If the waitlist is closed, no applications from new families will be accepted. All offers of placement will be determined by the Priority of Access Guidelines and in conjunction with The BOOSH Centre Policies. The Priority of Access Guidelines are set out in the Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000. The director will process all new enrolments, as far as it is practical, at the same time. Places will be allocated accordingly with the Management Committee's approval.

## **BOOSH - Beecroft Out Of School Hours**

If a family is to be offered a place at The BOOSH Centre they will be contacted by phone and/or email by The Director. If the family does not accept an offer of a permanent place, the family can choose to be placed at the bottom of the waitlist for that session, or be removed from the waitlist for that session altogether. All families should read and be aware of the 'Code of Conduct' and 'Complaints' Policies and conduct themselves accordingly throughout the enrolment process.

At enrolment, each family will be required to pay a bond of \$100 and this is to be paid by direct deposit. The bond shall be credited once the families account is closed which occurs after their youngest child's last session at Boosh. Families are required to give two weeks' notice in writing to cancel their sessions at any point throughout the year.

Enrolment is conducted online using the My Family Lounge website and by doing so parents are required to accept the terms and conditions of The BOOSH Centre and the family agrees to abide by 'The BOOSH Centre Policies'. These policies are available to view at The BOOSH Centre and may be added to The BOOSH Centre website from time to time.

### **Waitlist**

The Waitlist will be kept up-to-date by The BOOSH Centre Director. Placement of children from the Waitlist will occur through the same Priority of Access Guidelines as children who are currently enrolled. Only children who are enrolled at Beecroft Primary School are eligible to join the waitlist.

The Director, in agreement with The BOOSH Centre Management Committee, may close the Waitlist from time to time. All currently enrolled families will be given TWO (2) WEEKS notice of the closure of the Waitlist through the BPS School newsletter, The BOOSH Centre website and in the sign in area at The BOOSH Centre. At least TWO (2) WEEKS notice will also be given when the Waitlist is to be reopened for new applications. The Director will notify all families through the school newsletter of closing and opening dates for the waitlist.

Applications will be accepted from the opening date of the waitlist until the advertised closing date. Each application will be date and time stamped on receipt. Families are to be advised of their positions of the waitlist for requested sessions upon joining. They can also request updated information from The Director at any time in writing or in person at the centre.

Children joining BPS in kindergarten are eligible to join the waitlist from a specified date in the year immediately preceding the year they commence kindergarten. This date will be provided to new families in their BPS welcome pack at Kindergarten Orientation.

### **Waitlist Fee**

A non-refundable waitlist fee of \$10 per child or \$15 per family is to be paid to join the waitlist. This fee only needs to be paid once to secure the families position on the waitlist.

#### **Priority of Access Policy**

Date endorsed: July 2017

Date for Review: December 2018

## **BOOSH - Beecroft Out Of School Hours**

### **Membership Fee**

A non-refundable membership fee of \$10 per child or \$15 per family is payable annually to cover the administration costs of enrolment and re-enrolment. If the child receives care in the same calendar year as when the waitlist fee was paid, an additional membership fee is not required for that calendar year.

### **Vacation Care**

The availability of Vacation Care Permission Slips and the opening and closing dates for booking Vacation Care days, as well as reminders for these dates, will be announced through the BPS school newsletter, The BOOSH Centre website, at The BOOSH Centre and via email to current Boosh Families. Once a permission Slip has been submitted Vacation Care days are booked through the online booking system; My Family Lounge. Once booked, cancellations to Vacation Care days are not accepted. Cancellation of Vacation Care days will incur vacation care fees as well as incursion or excursion costs for the day. If a parent wishes to add additional days this is also done through My Family Lounge and is subject to availability

Families that are already enrolled and attending The BOOSH Centre (ie. in a before or after school capacity or previously enrolled for Vacation Care) have priority of placement. This refers to families that have either permanent, temporary or casual bookings. Vacation Care places will be allocated on a first in, first served basis for all currently enrolled families until the allocation of places is exhausted.

Once the priority booking period has passed applications from any families who are not currently enrolled in The BOOSH Centre (Non-Boosh families) may be processed following the Priority of Access Guidelines.

### **Filling of Temporary Positions**

Due to outside activities such as Band and Arts and Crafts, families may not need care for a particular session for that term. Families are able to place their session on hold for the duration of the entire term. To place a session on hold for a full term parents must apply by the end of week 5 of the previous term to allow for administration and processing and time for the Director to offer this temporary term spot to families on the waitlist. Once a session is placed on hold that session is no longer available to that family for the duration of the term. If a one off need arises the family is able to book any available sessions through the My Family Lounge casual booking system. Families offered a temporary position will be made aware that the position is for a specific time period and that it does not guarantee a place, permanent or temporary, in subsequent time periods. If a family does not want to accept a temporary position it will not affect their position on the waitlist. The next family down will be offered the position for the specific period of time, and so on and so forth until a family is found to accept the position or until the time period has ended.

## BOOSH - Beecroft Out Of School Hours

### Filling of Casual Positions

From time to time, The BOOSH Centre may be able to offer casual positions due to currently enrolled families not requiring their booked care for one or more sessions. Casual positions will be visible to all currently enrolled families via The BOOSH Centre My Family Lounge website or smart phone app. In the case that My Family Lounge is unavailable due to technical reasons, the Director can be contacted directly to enquire as to availability of sessions. Only families who are currently enrolled at The BOOSH Centre have access to casual positions. The first 50 families on the waiting list will also be given access to the casual booking system.

Casual positions are treated differently to temporary and permanent positions. Temporary and permanent positions are guaranteed from week to week based on the Priority of Access guidelines, by families on the waitlist in chronological order. Booking a casual session does not advantage or disadvantage any families position on the waitlist.

### Priority of Access Guidelines

Placement will be determined by the following priorities as determined by the Department of Education (DET) Priority of Access Guidelines:

- **Priority One** – A child at risk of serious abuse or neglect.
- **Priority Two** – 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 Three** – Any other child.

Within these three categories precedence should also be given to:

- 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 are on income support
- children in families from a non-English speaking background
- children in socially isolated families
- children of single parents

Precedence in relation to the above listed priority three categories is granted at the discretion of the Director in consultation with the Executive committee and may require substantiation from the family applying for precedence.

A single parent family is one defined as families with children under age 18 headed by a parent who is widowed or divorced and not remarried and has sole or part custody of the child, or by a parent who has never married.

Families from a non-English speaking background are eligible for precedence if attendance at the centre is determined by an independent third party to have substantial benefit towards the child's language skills improvement or social development.

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## BOOSH - Beecroft Out Of School Hours

If, after following the DET guidelines, demand exceeds supply and more than one family fall into the same priority The BOOSH Centre will give priority to:

1. BPS Children currently enrolled at the centre who apply for **the same number of session on the same days** as the previous year and who also adhere to the BOOSH Centre Policies relating to families (see table below).
2. BPS Children currently enrolled at the centre who apply for the **same number of (or less) session on different days** as the previous year and who also adhere to the BOOSH Centre Policies relating to families (see table below).
3. School aged siblings of children currently enrolled at the BOOSH Centre.
4. The remaining sessions will be offered to children on the waitlist including BPS families currently enrolled at the BOOSH Centre who **require an increase in their number of sessions** based on the date on which their waitlist request was submitted in chronological order.

There are some circumstances in which a child who is already in a child care service may be required to leave the service. When a service has no vacant places, and is providing child care for a child who is Priority Three under the Priority of Access Guidelines the service may require that child to leave the centre in order for the service to provide a place for a higher priority child but only if:

- The person who is liable to pay child care fees in respect of the child was notified when the child first occupied the child care place that the service followed this policy and,
- the service gives that person at least 14 days notice of the requirement for the child to leave the child care service.

'When filling vacancies, OSHC services must give school children priority over children who have not yet started school. When an OSHC service has no vacant places and is providing care for a child who has not yet started school, the service may require that child to leave the service so that the service can provide a place for a school child.'

(Department of Families, Community Services and Indigenous Affairs – Child Care Service Handbook 2012-2013).

Special consideration at the discretion of the director will also be given to:

- Exceptional circumstances surrounding non-attendance at AGM.
- Late payment of 'final fee payment' due to extenuating circumstances.

Any grievances should be communicated to the Executive Committee in line the Grievance and Complaints Policy.

### Evaluation

The executive committee, staff and parents will monitor and review the effectiveness of the 'Priority of Access Policy' 18 months from the date endorsed. Updated information will be incorporated as needed.

### Authorisation

This Policy is effective from the 10<sup>th</sup> July 2017.

### Legislation Considerations and References

- Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000 (subsection 2051 Family Assistance (Administration) Act)
- Priority of Access Guidelines for child care services Department of Education 2012-2013
- Department of Education and Communities Funding Agreement
- Family Assistance Law
- Education and Care Services National Law, 2010
- Education and Care Services National Regulations, 2011
- Department of Education ([www.education.gov.au](http://www.education.gov.au))
- Department of Education Priority of Access Guidelines for Child Care Services - Instruction Sheet 10
- Department of Families, Community Services and Indigenous Affairs – Child Care Service Handbook 2012-2013
- Department of Education and Communities/Early Childhood education and Care ([www.det.nsw.edu.au/what-we-offer/early-childhood-education-and-care](http://www.det.nsw.edu.au/what-we-offer/early-childhood-education-and-care))
- Education and Care Services National Law and Regulations, 2011
- Guide to National Quality Standard, ACECQA 2011
- Community Child Care Cooperative (CCCC) – Sample Policies – Priority of Access Policy

### Considerations:

Priority of Access Policy  
Date endorsed: July 2017  
Date for Review: December 2018

## BOOSH - Becroft Out Of School Hours

Education and Care Services National Regulations	National Quality Standard	Other Service Policies/Documentation	Other
168	6.1.1 6.3.1 6.3.3 6.3.4 7.1.1 7.3.2	BOOSH <ul style="list-style-type: none"> <li>• Enrolment and Orientation Policy</li> <li>• Confidentiality Policy</li> <li>• Child Protection Policy</li> <li>• Fees Policy</li> <li>• Complaints Policy</li> <li>• Code of Conduct</li> </ul>	

Date Endorsed 10<sup>th</sup> July 2017

Signed by Chris Parrish

Date for Review and Evaluation December 2018

BOOSH USE ONLY