

WODEN EARLY CHILDHOOD CENTRE

PRIORITY OF ACCESS POLICY

POLICY STATEMENT:

This policy explains how available child care places will be allocated to the children on the Woden Early Childhood Centre's waiting list. Child Care places will be allocated to families who have the highest priority

This policy supports inclusive practices at Woden Early Childhood Centre. Please refer to the inclusion Policy

RATIONALE:

There can be a large number of families waiting to access child care. at any one time there fore it is necessary to have a system in place to assist in allocating places fairly. Woden Early childhood Centre follows the priority of access as outlined in the child care handbook in conjunction with our responsibility to give a priority of access to children of CIT students and staff as the Centre was purpose built for the CIT..

SCOPE:

this policy applies to all families and staff within the Centre including students and volunteers.

RELEVANT LEGISLATION:

ACT Centre based Children Services Conditions 2000

1.23?

Child Care service handbook 2007 - 2008

QUALITY ASSURANCE SYSTEM:

Quality Improvement and Accreditation System – Practices Guide 2.3, 7.1

LOCATION OF INFORMATION:

This information is made available to all families and staff during the orientation process. It is included in the CD Policy given to each family and staff member on orientation as well as being mentioned in the family handbook and staff handbook. Printed copies can be made available on request for those families without computer access.

Linking Policies

Enrolment

Policy development and review

inclusion

Source Documents

department of families community services and indigenous affairs. child care Service handbook 2007-2008 retrieved from www.dest.gov.au on December 4 2008

POLICY REVIEW

This policy is reviewed on a biannual basis both by the centres staff and then by families. Once the Policy has been reviewed and changes are made it goes to the management committee for ratification. Please refer to the Policy development and review

Date endorsed by Committee: 24.3.09

Date to be reviewed: 24.3.10

Priority of access will be given to:

- . Siblings of existing users;
- . Children of CIT students and staff;
- . Returning families;
- . Other categories as listed in the "Childcare Assistance Handbook for Long Day Care Centres" (Dept Families and Community Services), including:
 - 1) Workforce participants and parents studying;
 - 2) Children or parents with a disability;
 - 3) Children at risk of serious abuse or neglect;
 - 4) Parents at home with more than one child below school age/single parents at home;
- . With consideration for:
 - 1) Families on lower incomes;
 - 2) Aboriginal families;
 - 3) Families from non-English speaking backgrounds;
 - 4) Single parents;
 - 5) Socially isolated families.

Waiting List Forms allow parents the opportunity to detail their individual circumstances. The director can consider these when allocating places.