

## PRIORITY OF ACCESS POLICY CHILD CARE

### AIM

To provide fair and equitable access to the care available at the Centre.

To provide care within the guidelines as set out by the Department of Family, Community Services and Indigenous Affairs.

### IMPLEMENTATION

#### Leadership will:

- Identify each family's category of priority, considering individual circumstances.
- Comply with the DECD Priority of Access Order:
  - **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, also give priority to the following children:
  - Children in Aboriginal and Torres Strait Islander families
  - Children in families which include a disabled person
  - Children in families on low incomes
  - Children in families from culturally and linguistically diverse backgrounds
  - Children in socially isolated families
  - Children of single parents
  - Siblings already accessing Forbes Children's Centre (where availability exists)
- Preschool children will be enrolled according to the Same First Day Policy with one in-take each year. There may be exceptions where children are:
  - Aboriginal or Under the Guardianship of the Minister
  - Transferring from an interstate or overseas Preschool
  - From a family that is part of the Australian Defence Force

#### Administration will:

- Ask families when filling out an expression of interest to select their main reason for requiring care from: work, study, respite or other to aid in the priority of access procedure
- Ask families if they have a child attending the Centre or Forbes Primary School when completing expression of interest.

#### Families will:

- Inform the Centre and update their details if their circumstances change in any way that would affect their child's level of priority.

### NATIONAL QUALITY STANDARD- Leadership and service management

7.3.1 Administrative systems and communication channels are established and maintained to ensure the effective operation of the service

#### EVALUATION:

This policy is viewed to be working effectively when

- Appropriate guidelines are followed, and fair and equitable access is provided to all families.

**Record of Policy Adoption and Amendment:**

<b>Version</b>	<b>Date</b>	<b>Details</b>	<b>Author</b>	<b>Approver</b>
1.0	January 2011	Policy adopted.	Ocean View Children's Centre Polices	Governing Council
1.1	June 2012	Policy circulated to Policy Review Committee and staff for review and suggested amendments identified, including; <ul style="list-style-type: none"> <li>• NQF regulations</li> <li>• Leaving the service</li> </ul>	K Cook	
2.0	June 2012	Suggested amendments put to Policy Review Committee and adopted, including; <ul style="list-style-type: none"> <li>• NQF regulations</li> <li>• Leaving the service</li> </ul>	K Cook	Policy Review Committee
2.1	September 2014	Reformatted and added family and administration responsibilities.	P Murray	Policy Review Committee
2.2	December 2016	Added exclusions from Same First Day and changed to match DECD policy	P Murray	Director

**Review:**

To be reviewed biennially by the Assistant Director and any recommended amendments endorsed by the Policy Review Committee.

**Source:**

*Child Care Management Service 2011*