



LIWARA CATHOLIC OUTSIDE SCHOOL HOURS CARE ENROLMENT AND BOOKING POLICY

POLICY STATEMENT

Acceptance of families and children at our OSHC service will be non-discriminatory with families from all backgrounds and cultures welcomed. Families enrolling their children to attend our service are entering into a partnership with our service and staff underpinned by the values of the Catholic Church.

Successful enrolment requires completion of both the enrolment and orientation processes (see *Orientation Policy* for more information). No child will be accepted into the service until the enrolment form has been completed in full, supporting documentation has been provided and orientation completed.

Permanent bookings are assumed to operate for the whole school year unless otherwise stated at the time of enrolment. Casual bookings are subject to availability and will attract an administration fee of 20% unless 7 days notice is given.

Places will be allocated to families with the greatest need for child support as determined by the Australian Government Priority of Access Guidelines outlined in this policy.

We will make every effort to make all relevant information available to families prior to enrolment.

RATIONALE

According to Catholic social teaching we are all children of God, created in his image.ⁱ Beyond our differences and boundaries “we are all one in Christ Jesus”.ⁱⁱ Therefore, our service values the rich and diverse communities of which our children are a part of and understands these communities are central to their lives and learning (CEOWA Early Years Position Statement, August 2009).

Our enrolment process aims to ensure all relevant information is collected prior to children commencing in care. The enrolment process takes into account all legislative requirements from the *Education and Care Services National Regulations (2012)*, of current early learning and care legislation and the guidelines contained within the Australian Government Child Care Service Handbook.

Clear booking procedures assist us to plan staffing numbers and rosters to ensure the appropriate supervision and care for our enrolled children.

PROCEDURES

Enrolments will be accepted according to the Australian Government Priority of Access guidelines. Families will be advised that children enrolled under the third priority access may be required to alter their days or leave the service in order to provide a place for a higher priority child.

An enrolment form must be completed by each enrolling family for each child who will attend the service. Completion includes the provision of all required documentation such as birth certificate and immunisation records.

The nominated supervisor will complete the enrolment checklist to ensure all required details are recorded.

Enrolment forms will be updated annually or when a family's circumstances change, to ensure information is current and correct.

Enrolment information will be kept in a confidential file. Access to this information is available only to the educators, service management, families and authorised government officers.

A privacy statement which details the name and contact details of the service; informs enrolling parents they are able to gain access to their information; why the information is collected; the organisations to which the information may be disclosed; any law that requires the particular information to be collected; and the main consequences for not providing the required information, forms part of the enrolment form. (See *Acceptance and Refusals Policy* for more information).

On request families will be provided with a copy of the Family Handbook. Copies may also be viewed or downloaded from the school website.

Families are invited to participate in an orientation process as established in the service's orientation policy in order to finalise the enrolment process.

At enrolment and during the orientation process parents are encouraged to provide any further information about their child that will support continuity of care between home and the service.

If an OSHC place is not immediately available at our service families may be put onto a waiting list.

To be placed on the waiting list families must complete a *Booking Form* detailing the family's names and address, care needs and priority of access eligibility. Once entered onto the waiting list it is necessary for the family to contact the service at the end of each month to confirm their continued wish to remain on the list. When a place becomes available the family will be contacted by the nominated supervisor and enrolment may proceed.

PRIORITY OF ACCESS GUIDELINES

One of the main reasons the Australian Government funds childcare services such as OSHC is to meet the childcare needs of Australian families. When the demand for childcare places exceeds supply in a location services are required to allocate places to those families with the greatest need for childcare support.

When filling vacant places there are three priority levels to be followed within the Priority of Access Guidelines:

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 of \$41, 902 for 2013 – 2014 or who or whose partner are on income support
- children in families with a non-English speaking background
- children in socially isolated families
- children of single parents.

When filling vacancies, it is a requirement that we give school children priority over children who have not yet started school.

Any staff members wishing to enrol their children in the OSHC program will need to speak with the nominated supervisor before enrolment. Placement is to be organised at the convenience of the service through the nominated supervisor or centre manager.

BOOKING GUIDELINES

Permanent Bookings

It is assumed that permanent bookings will operate for the whole school year unless otherwise stated by a parent / legal guardian. A one week (7 days) cancellation notice is required if families wish to cease using the service, change their child's permanent booking or temporarily suspend their child's permanent booking due to a family holiday, school camp etc.). Notification must be provided in writing to the nominated supervisor.

The nominated supervisor must also be notified (in writing or by telephone) if their child will be absent from the centre for any reason e.g. sickness, holiday etc. All permanent bookings must be paid for, whether the child attends or not unless one week (7 days) notice is given in writing.

Casual Bookings

All casual bookings are subject to availability of places. Requests must be emailed through to the nominated supervisor. Casual bookings are subject to availability and will attract an additional 20% administration fee unless 1 weeks (7 days) notice is given.

The full fee will also be charged for student absences/attendance once the casual booking has been made.

A casual booking may include multiple days and / or multiple children from the same family.

Emergency Care

In the event of a family emergency the service will always attempt to accommodate family needs. Parents are required to contact the nominated supervisor by phone to arrange emergency care requirements. Usual session fees apply.

Vacation Care Program Bookings

The nominated supervisor will provide a booking form to all families wishing to book their child into the vacation care program. Families will then be asked to return the completed form to the nominated supervisor 1 week prior to vacation care commencing.

Bookings made without the required 7 days notice will attract an additional 20% administration fee. A reduced fee of \$36 will be charged for absences once the booking has been made.

REFERENCES

Australian Children's Education and Care Quality Authority (2012), *Education and Care Services National Regulations (WA) 2012*. ACECQA, NSW.

Australian Children's Education and Care Quality Authority (2011), *The Guide to the National Quality Standard*, ACECQA, NSW.

Australian Children's Education and Care Quality Authority (2011), *The Guide to the Education and Care Services Law and the Education and Care Services National Regulations*, ACECQA. NSW.

Further sources

Australian Children's Education and Care Quality Authority <http://www.acecqa.gov.au/>

Department for Local Government and Communities and the Education and Care Regulatory Unit <http://www.communities.wa.gov.au/education-and-care/Pages/default.aspx>

Review History		
Previous Review	Year of Review	Next Review
February 2015	February, 2017	February, 2019