



Wait List Policy

Policy Statement

- Ensure that all families are aware of the wait list policy before they put their child's name on the wait list.
- Ensure that the centre follows the wait list policy when offering positions to families.
- Ensure that the centre follows the attendance patterns which are outlined in the wait list policy.
- Ensure that families have a clear understanding of when their child is enrolled at the service.

Goals- What are we going to do?

The goal of this policy is to provide a set of guidelines to parents in terms of how the waiting list, enrolments and attendance functions at this Centre.

The waiting list is a procedure that parents place their child/children's name on the list and when a position becomes available at the centre, the parent/guardian is informed and is offered a position.

The Centre aims to have a balanced group of various ages in all sections as this ensures that appropriate attention is given to each child.

At Koala we offer the families consistent attendance patterns as we feel that it is in the best interest of the children to attend regular days providing them with consistent peers and educators.

Strategies – How will it be done?

Wait list information

Koala Child Care Centre will do their best to assist families with the wait list procedure.

- The waiting list application form is to be completed front and back. It is important to give your current contact details. If these details change, please inform the centre as soon as possible so that adjustments can be made on the application form.
- On the back of the wait list form parents need to fill in the days of attendance that they require for their child. At this centre the attendance patterns are consecutive days starting at the beginning or the end of the week. The attendance patterns are listed below in this policy.
- A non-refundable administration fee of \$33.00 (including GST) per family is payable before each application can be processed. A receipt will be sent to each applicant.
- Please make the deposit through a bank transfer into the following account.

Account Name: Koala Child Care Centre

BSB: 062-136

Account Number: 00906353



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Related Guidelines, standards, framework

National Quality Standards Quality Area 7: Leadership and Management

Standard 7.3.5

Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly.

Note: Please put your families last name and send a confirmation email to koalaccc@koalachildcare.net.au

- Enrolments for the following year are completed by November and are carried out according to the Enrolment Policy.
- There are no guarantees that you will secure a position at the centre.
- The centre is opened from 6:45am-6:00pm Monday to Friday.
- The centre groups the children in the following way
 - 12 Children aged 0-2 years
 - 15 Children aged 2-3 years
 - 30 Children aged 3-5 years
- Families are welcome to contact the centre's Director on 9540-7231 to receive current information on vacancies and waiting times.

Enrolments

Enrolments for the Centre are based on the following criteria. Consideration will be given to:

- Siblings of children who are currently enrolled in the Centre;
- It is at the Director's discretion to give a placement to families who have left the Centre;
- Staff of Sutherland Hospital/SESAHS/NSW Health Department.

Access is according to the Federal Government's Priority of Access Guidelines listed below:

- a) Workforce participants where a single parent/guardian, or both parents/guardian, are employed, seeking employment or studying/training for future employment.
- b) Children of parents with a continuing disability or incapacity.
- c) Children at risk of serious abuse or neglect.
- d) Parents/guardian at home with more than one child below school age and single parents/guardian at home.
- e) Child of an Aboriginal Family.
- f) Migrant child from a family with non-English speaking background.



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- At the end of July, all parents/guardians will receive an attendance form for the following year where they will let the Centre know if they will be returning for the following year and what days they require. This form will need to be submitted by the middle of August. If parents do not bring the form back then the centre will assume your days are remaining the same in the following year.
- At the end of August, the Director/ Admin will begin filling the placements for the following year using the above criteria. It is to be noted that the Centre only contacts parents/guardian when they have a placement.
- End of November, the enrolments should be completed.
- If a family is offered a position by the centre and they wish to accept the position a bond payment is required to be paid no more than 2 days after the position has been accepted. This bond payment is \$100 per day times two weeks. This bond is refunded to families if they provide the centre with 4 weeks' notice before leaving the centre. If the bond is not paid, the placement will be offered to the next person on the wait list.
- An enrolment package will be sent out to the parent/guardian including the:
 - Enrolment form;
 - A letter of welcome with information about the registration;
 - Policies: Child Protection, Health, Clothing policy;
 - Parent handbook;
 - Cultural background questionnaire;
 - Questionnaire on child's development and routine;
 - Child Care benefit form;
 - Dietary Questionnaire
 - Direct Debit Information



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Related Legislation

- Education and Care Services National Law Act 2010: Section 167
- Education and Care Services National Regulations 2011: Regulations 100, 113, 114, 168(2)(a)(ii)
- Occupational Health and Safety Act 2004

- A parent interview will take place with the Team Leader of your child's room. Information about your child's routine and enrolment form will be discussed. Three visits times (which are usually a couple of hrs) will be organised before your child's start date to ensure your child is familiar with the environment and educators.

Attendance

- **Attendance patterns are as follows:**
 - Monday, Tuesday
 - Monday, Tuesday, Wednesday
 - Wednesday, Thursday, Friday
 - Thursday, Friday
 - Monday, Tuesday, Thursday Friday
 - Monday- Friday (Full Time)
- Non-consecutive days of attendance will only be considered if it deemed to be in the interest of the child and can be comfortably accommodated in the interest of the Centre.
- Parents/guardian who have accepted a position at Koala are unable to reduce a day until they have been at the Centre for 6 months.
- If a child is unable to attend the Centre for the following reasons there is a procedure that needs to be followed:
 - Sickness, holidays or occasional day off: the parent / guardian needs to ring the child's room or Director as early as possible. This is important as sometimes parents require an extra day for their child and the Centre can only provide this service if there is a child away.

Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every two years.



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Source:

This Policy was sourced from Community Child Care Co-op and developed by Koala Child Care Centre Staff.

Policies are approved by Koala Child Care Centre Board of Management.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.