

Policy Title:	Admissions – Priority of Access
Effective Date:	March 2010, April 2014
Review Date:	As necessary by the Policy and Procedure Development Policy

POLICY STATEMENT

Inner City Care is a community based, non-profit child care centre. It is open to all members of the community – residents, students, employees of the Centre, and employees of the Australian Broadcasting Corporation (ABC). The Centre acknowledges that all these stakeholders have a right to access the services of ICC, and it is the express rationale of this policy to expedite the process of obtaining care for siblings and the children of the staff of Inner City Care.

Families will have to pay a fee for inclusion on the waiting list, although this fee may be waived at the discretion of the Centre Director.

BACKGROUND AND CONTEXT

This policy was developed according to the Federal Government's Priority of Access Guidelines, decisions of the Management Committee, and the ICC/ABC MOU.

This policy was reviewed by the Management Committee in May 2003 and again in December 2005 – no changes made. Reviewed in May 2007 and changes made regarding vacation care. Further changes made to reflect Priority of Access Guidelines in August 2007. ABC funding agreement was renewed in September 2007 ensuring ABC families have access to 24 daily places as per the MOU. Reviewed in March 2010 – no changes made. Reviewed in April 2014, changes made to accepting offers of place for siblings of children enrolled at the Centre.

SCOPE AND PURPOSE

The resources of the Centre are finite and this policy seeks to:

- assist family unit cohesion
- lessen the burden of combining roles inside and outside the family
- make it easier and more comforting for educators to return to work after the birth of their baby
- allocate care-time within the Centre in an equitable and reasoned manner
- maximise the use of available space
- recognise families employed by the ABC as having access to 24 of the current 44 places available per day as required by the MOU with the ABC
- simplify childcare problems for families by ensuring that siblings attend the same Centre
- simplify childcare problems for educators so they may return to work at the Centre in a comfortable and easy manner

POLICY DETAIL/ BUSINESS RULES

- Waiting List priority will be given to siblings of children already attending the Centre. An application received for a sibling shall be elevated on the list by a period sufficient to

ensure placement of the newborn child upon the parent's required return to work/study/job seeking. However, when a place is available for a sibling and the family has been offered the place, a place cannot be held any longer than a 4 week period. Parents have the option of paying for the space to secure the position or not taking the place and waiting until a space is available when they return to work later in the year. There is no guarantee that a place will be available when it is required throughout the year as the Centre must maintain full places in order to operate smoothly.

- Waiting List priority will be given to staff of the Centre. An application received from a staff member shall be elevated on the list by a period sufficient to ensure placement of the newborn child upon the parent's required return to work at ICC.
- Waiting List priority will be given only if the sibling/staff's child has a demonstrated need for care consistent with general priority of access guidelines.
- Care may still only be available according to the Director's assessment of existing demands in the Centre with particular regard to licensing regulations and staff workload.
- Care allotted shall not exceed that of the first child without demonstration of changed needs.
- Priority of access to the Centre is according to the Federal Government's Priority of Access Guidelines. The Centre may require evidence to support a family's claim to priority. There are three types:
 - Priority 1 – a child at risk of serious abuse or neglect
 - Priority 2 – a child of a single parent who satisfies, the work/training/study test under section 14 of the New Tax System (Family Assistance) Act 1999
 - Priority 3 – any other child.
- Within these main categories priorities should also given 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.
- The Centre can accept 4 children between the ages of 5-12 years for alternate Vacation care arrangements – as specified in the Centre License, at the discretion of the Centre Director.

AUTHORITIES AND ACCOUNTABILITIES

The Centre Director is responsible for ensuring all ICC educators and staff have training in this policy.

All ICC educators and staff are accountable for the implementation of this policy.

OTHER RELEVANT DOCUMENTATION

Federal Government's Priority of Access Guidelines.

ICC/ABC MOU agreement.