

Policy Title:	Waitlist
Effective Date:	November 2011
Review Date:	As necessary by the Policy and Procedure Development Policy

POLICY STATEMENT

The Waitlist Policy has been developed to facilitate the maintenance of a waiting list for enrolment which accurately reflects the demands for child care, and to ensure the Australian Broadcasting Corporation (ABC) and community families' needs are fairly represented on the Waiting List.

BACKGROUND AND CONTEXT

This policy has been based on the recommendations of the Department of Education and Communities and Family and Community Services in regards to priority of access and the agreement with the ABC in November 2002, 2007 and again in 2012.

This policy was reviewed by the Management Committee in May 2004, August 2006. It was reviewed again in September 2007 after the ABC annual funding was renewed for a further 5 year period. It has been reviewed in September 2008, November 2010 and November 2011.

SCOPE AND PURPOSE

The demand for child care outstrips the provision of child care – particularly in the 0-2 year age range. A waitlist enables the maintenance of a list that reflects the requests for care at the Centre, and helps to record factors relating to the priority of access guidelines – refer to the Admissions Policy.

The agreement with the ABC ensures ABC employees' children have priority access to 24 of the current 44 places.

POLICY DETAIL/ BUSINESS RULES

A Waiting List Fee must be paid before the request is activated. Requests for care at the Centre must be received at the Centre in the form of the Centre's standard form. Applicants must indicate, as requested on the form:

- the child/ren's name and date of birth
- the days and hours of care required
- the preferred commencement date
- the parent's occupation during those hours
- current addresses and phone numbers

To ensure the list remains current, all applicants are required to reconfirm their need for care every 3 months, in writing or by a phone call to the Centre. Applications unconfirmed for more than 6 months will be removed from the list.

A vacant place will be offered to the most senior (ie. oldest, as measured by date received) ABC or community application which is eligible for the place, and which matches the Centre's balance across age groups, and days/hours available. Applicants should be given the opportunity to consider a vacant place even if it does not accord precisely with the request. An offer of a place will be current for two working days after which an answer must be received or the offer lapses. A longer time may be permitted at the Centre Director's discretion. Where a place is offered which matches the request, that offer must be accepted

or the application removed from the list. Applicants have the right to show cause why the application should remain on the list. Any submission as to why an application should remain on the list must be received in writing within two weeks of the offer of a place before it will lapse.

Whilst catering for both ABC and community places it must be recognised that if an ABC place is vacant and there is no child on the Waiting List who is eligible for that ABC place, it will automatically be offered to the next most suitable child in line for a community place and vice versa. A family will be considered for both ABC and community places if they are employed by the ABC and reside within the 2007 and 2009 postcodes. The Centre Director will also have overriding discretion in exceptional circumstances.

The places available to each of the sectors are as follows:

- | | |
|---------------------------------------|---------------------------------|
| * 5, 0 – 2 year old Community places | * 5, 0 – 2 year old ABC places |
| * 5, 2 – 3 year old Community places | * 5, 2 – 3 year old ABC places |
| * 10, 3 – 5 year old Community places | * 14, 3 - 5 year old ABC places |

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

Admissions Policy
Fees Policy