



Children's Program Waiting List Policy

Policy Category:	Children's Programs - Operational Policy
Policy Number: 1.027	Date written: May 2011
Related Governance / Enabling Policies:	<i>Access and Equity, Risk Management, Legislative Compliance, Privacy</i>
Related Operational Policies:	<i>Enrolment</i>
Related Standards:	<i>Standards for NVR Registered Training Organisations (2012) National Quality Standard (2012): Quality Area 6 Collaborative Partnerships with Families and Communities (6.1.1) Quality Area 7 Leadership and Service Management (7.3.1, 7.3.2, 7.3.3, 7.3.4)</i>
Related Legislation:	<i>Education and Care Services National Regulations (2012) Education and Care Services National Law Act (2010)</i>
Person(s) Responsible for Policy:	Children's Program Managers
Sourced from:	Department of Education (DoE, 2012), 'Child Care Services Handbook 2012-2013'

Purpose

The purpose of this policy is to ensure that there is a fair, equitable and transparent waiting list process for Gowrie Victoria Children's Programs.

Scope

This policy applies to prospective parents including employees working at Gowrie Victoria.

Principles

- Gowrie Victoria does not take pre-birth waiting list applications. Applications are site specific and will be received online. For families with no internet access, support will be given to complete a hard copy application.
- Children on the Gowrie Victoria waiting list are not guaranteed a place.
- A non-refundable waiting list application fee will apply to all new applications. An application for siblings will be charged at the rate of 50% of the total waitlist fee at the time of application. Health Care Card holders are exempt from this fee (proof is required). Families will receive confirmation and receipt of payment.
- Gowrie Victoria's waiting list follows the Priority of Access Guidelines set by the Commonwealth Government as follows:
 1. Child at risk of serious abuse or neglect
 2. Child of a single parent who satisfies, or of both parents who both satisfy the work, training, study test under section 14 of the *A New Tax System* (Family Assistance Act 1999)
 3. Any other child.

Within these three main categories, priority should also be given to the children listed below:

- 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 or who or whose partner are on income support (Health Care Card to be sighted or copy attached)
- children in families with a non-English speaking background
- children in socially isolated families
- children of single parents.

A child care service may require a Priority 3 child to vacate a place to make room for a child with a higher priority. They can only do so if you:

- are notified when your child first entered care that your service follows this policy
- are given at least 14 days notice of the need for your child to vacate.

- Documentation will be required if families identify with one or more of these categories.
- It is the responsibility of families to update personal information, online or in writing, as required.
- Gowrie Victoria will update the waiting list annually by written correspondence (email or letter).
- To remain on the waiting list families will need to provide an online or written response within ten (10) working days from the date of the correspondence.
- Families who do not respond to the annual waiting list update request will be removed from the waiting list.
- Families who are made an offer will have 24 hours to accept or decline the offer. If no response is received, the offer will be deemed to have been declined, but the applicant will remain on the waiting list. No further offers will be made for a period of three (3) months.
- Ceasing enrolment will result in termination of all future enrolments.
- Families wishing to re-enrol will be considered a new applicant and will need to complete a new Waiting List application. An application fee will apply.
- Children of permanent staff of Gowrie Victoria who are on the waitlist will be given priority in category three of the Priority of Access Guidelines as set by the Commonwealth Government (as listed above). Staff members will not work directly with their own children.
- Recognition is given to siblings of current children who attend Gowrie Victoria Children's Program within the guidelines, as set by the Commonwealth Government. (this is site specific)
- Recognition is given to past children and their siblings of Gowrie Victoria with the Priority Three Access Guidelines set by the Commonwealth Government. (this is site specific)
- Recognition is given to families on the Docklands waitlist, who live in the specified local area within the Priority of Access guidelines as set by the Commonwealth Government (See Boundary map).
- A child's position on the waiting list can continually change due to the Priority of Access Guidelines set by the Commonwealth Government.
- Information on our database will remain confidential and managed in line with our Privacy Policy.

Related Procedures/Forms:

Waiting List Application Form

Location:

Reception

It is the responsibility of each employee, or those mentioned within the policy scope, to ensure that they are aware of changes and updates to policies. All employees must ensure that they have the most current version of a policy. Please refer to the electronic policy for the most current version.

Employee acceptance of and agreement with Policy content and conditions:

Name:

Signature:

Date:

Human Resource/ Manager witness:

Name:

Signature:

Date:

Date	Version	Author	Revision Description
May 2011	1	M MacMaster CP Manager C l'Anson GM Children and Family Services	Policy written
Nov/Dec 2011	1.1	M MacMaster CP Manager C l'Anson GM Children and Family Services	Annual review – align policy with NQF
Nov 2012	1.2	M MacMaster, M Gujer CP Managers	Annual review
April 2013	2	CEO Policy Officer	Policy review
October 2013	2.1	CP Managers	Annual review
April 2013	3	CP Managers DL/CN	Policy review
June 2014	4	CP Manager DL/CN	Policy Review