



**Jamestown  
Community**  
CHILDREN'S CENTRE

1a Cockburn Road, Jamestown  
PH: 86641276  
Email: dl.6624.leaders@schools.sa.edu.au  
*'play is our work'*

## ENROLMENT AND ORIENTATION PROCEDURE

### Link to National Quality Standard:

<b>6.2.2</b>	<b>Access and Participation</b>	Effective partnerships support children's access, inclusion and participation in the program
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### STATEMENT

- Jamestown Community Children's Centre has a physical capacity of 56 places (up to 56 children can be attending the centre at any one time).
- The largest number of preschool children likely to be attending preschool on any given day is 33. When more than 33 preschool children are enrolled, the preschool will be staffed for a full time model with children split into two preschool groups.
- Permanent Childcare bookings will generally be kept below 23 per day to allow for the maximum number of preschool children likely to be enrolled. However, provided that the projected numbers of places reserved for preschool/child care on any given day may be flexible and depend on demand for the respective services and the need to maintain the child care service as a viable and sustainable business.
- Jamestown Community Children's Centre follows Government Guidelines for eligibility/priority of access to care.
- Long Day Care and Preschool enrolments have equal priority of access in Integrated Centres. Numbers of places reserved for preschool/child care on any given day are flexible and depend on demand for the respective services and the need to maintain the child care service as a viable and sustainable business.
- The centre must observe National Quality Standard requirements in relation to educator to child ratios.

### RATIONALE

In determining priority of access to our services, we aim to balance:

- The care needs of our community
- Access to preschool for all children in their eligible year
- The need to protect children from abuse and neglect

Where the combination of child care and preschool enrolments nears site capacity on a particular day / days, decisions must be made about priority of access when accepting enrolments.

### STRATEGIES, PRACTICES AND PROCEDURES

Both preschool and child care enrolments will be accepted in the order in which they are lodged provided that the centre capacity is not exceeded and ratio requirements are met.

### PRESCHOOL

#### 1. Eligibility

All children are eligible for four terms of preschool in the year before they start school. Children must have turned four, or be turning four on or before 30<sup>th</sup> April, in order to start preschool at the beginning of the year. Children who turn 4 years old from 1<sup>st</sup> May to 31<sup>st</sup> October can commence preschool at the start of term 3. Children starting preschool mid year will complete terms 3 & 4 plus terms 1 & 2 of the following year. They will then start school in term 3.

Preschool session times will be determined by the Director and approved by Governing Council, based on enrolment numbers, staffing allocation, child care enrolment numbers and centre capacity. If site capacity or educator-child ratios are at the maximum level and a child who could not reasonably be expected to access preschool elsewhere wishes to enrol, the service provider may apply to the Regulatory Authority for a waiver. In the event that a waiver is not granted, the following priority of access to preschool will be observed.

## **2. Priority of Access to Preschool**

1. Children at risk of abuse or neglect.
2. Children from vulnerable groups including
  - Aboriginal and Torres Strait Islander children
  - Children under the Guardianship of the Minister
  - Children in families which include a person with a disability
  - Children with a disability
  - Children from families with non-English speaking backgrounds
  - Children from socially isolated families
3. Distance/Accessibility: children who live closer to another preschool will have lower priority unless Jamestown Community Children's Centre is more accessible due to transport/family work arrangements

The centre reserves the right to consider benefits / alternative arrangements reasonably available to families in each individual case when making decisions about access within each priority level.

Once children are enrolled and attending preschool, they cannot lose their place in the preschool program.

## CHILDCARE

### **1. Eligibility**

Children are eligible for care between the ages of 6 weeks and 5 years.

### **2. Priority of Access**

The centre follows Australian Government Priority of Access Guidelines for allocating places when demand for child care exceeds availability. The guidelines set out the following three levels of priority which child care services must follow when filling vacant places:

1. Priority 1 – a child at risk of serious abuse or neglect
2. Priority 2 – a child of a single parent who is working, training or studying OR of parents who are both working, training or studying
3. Priority 3 – Any other child

Within these main categories, priority should be given to the following children:

- Children in Aboriginal and Torres Strait Islander families
- Children in families which include a person with a disability
- Children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold or who is on income support
- Children in families with non-English speaking backgrounds
- Children in socially isolated families
- Children of single parents

When considering priority of access, the centre reserves the right to consider the benefits and alternative arrangements reasonably available to families in each individual case.

### **3. Circumstances in which a child may lose their care place to another child**

a) When the centre has no vacant places and is providing care for a Priority 3 child, the centre may require that child to leave the child care service in order to provide care for a higher priority child, but only if:

- The enrolling parent/caregiver was notified when the child first occupied the child care place that the centre follows this policy

AND

- The centre gives that person at least 14 days' notice of the requirement for the child to leave the child care service

b) A casual booking may be cancelled if someone makes a permanent booking for the place. The centre will give the holder of the casual booking two weeks' written notice that their booking has been cancelled to allow families time to make alternative arrangements.

c) In accordance with the Fees and Bookings policy, where an account remains unpaid up to the value of \$500.00, families will be contacted and asked to pay the account in full within 14 days or negotiate with the Director to develop a payment plan. Payment plans will be signed by both the family and the Director and will include a written schedule of instalments which cover ongoing care charges in full and clear the outstanding amount over an agreed period of time. Failure to comply with the payment plan will result in immediate termination of care.

**Procedure Created** August 2014 Reviewed: T4 2023 Review date: T4 2024