Enrolment Policy

Introduction
Mt Hawthorn OSCA is a not for profit community run organisation which aims to provide quality care for children who attend the service. Students from pre-primary to Year 6 attending on campus at Mount Hawthorn Primary School are eligible to apply for placement at OSCA for Before and After School Care. Families with children who attend other schools are able to enrol for Vacation Care. This policy governs the enrolment process for before and after school care and vacation care at Mt Hawthorn OSCA.

Policy Statement:
All children using OSCA have to be enrolled and this policy sets out the procedures by which enrolments will be taken and places allocated.

Procedures:
Enrolment
Parents/guardians are required to complete an enrolment form which includes information about the child’s age, health, custody arrangements and emergency contact details, as well as personal details of the parents/ guardians including work and study details. Parents must complete the enrolment honestly and provide as many details as possible to ensure their child’s safety and inclusion within the service.

If any of the details on the enrolment form change the Director/ Assistant Director must be advised immediately, both verbally and in writing.

Priority of Access
The Federal Government has set specific priorities of access to childcare services. This means that when OSCA is full, those families who are in the third priority category may be asked to alter their care arrangements to allow a family with higher priority to access the service. Priorities are as follows:

- **First Priority**: a child at risk of serious abuse or neglect;
- **Second Priority**: a child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under Section 14 of the 'A New Tax System (Family Assistance) Act 1999';
- **Third Priority**: any other child.

Within these main categories priority may also be given to the following children:

- 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;
- children in families from a non-English speaking background;
- children in socially isolated families; and
- children of single parents.

A child who is categorised as a Priority 3 child may be required to vacate a place to make room for a child who is a higher priority. Should this occur, the parent will be given 14 days’ notice of the need for their child to vacate care on a given day.
**Enrolment Process – Before and After School Care**

A new enrolment form must be completed every year for before and after school care. New enrolments for the current year can be made at any time throughout the school year; however no guarantee of a place can be made as waiting lists do apply. As places become available, staff will contact the parents named on the enrolment form as soon as practicable. Enrolments for the current year or for subsequent years must be on the official enrolment form relating to the year applied for.

Enrolments will be processed in the following order:

1. Existing families continuing care retain their same places from the current year provided that enrolment forms are received by the due date.
2. Existing families with a new sibling commencing school who requires care on the same days the family currently utilises are offered care for these same days provided that enrolment forms are received by the due date and there is a place available.
3. New families and existing families with new care requirements are offered care provided there is a place available, these are prioritised according to the date received.

Priority of Access Guidelines are followed and will apply prior to or in conjunction with the fulfilment of any of the above mentioned processing arrangements.

**Enrolment for subsequent years**

Enrolment forms for the following year are made available in Term 4. Families with a current enrolment will be provided with an earlier closing date for return than families seeking a new enrolment.

If a family wishes to discontinue care they should complete a Notification of Cessation of Care form, available from the Centre.

**Enrolment process – Vacation Care**

A separate enrolment form must be completed for each vacation care program. Enrolments will not be taken unless they are on the official form. Vacation care places are open to children other than children that are students of Mount Hawthorn Primary Schools. Enrolment forms are made available 2 weeks prior to the end of each term for the next school holidays. Enrolments are prioritised using the same criteria as for before and after school care.

**Kindergarten Children**

Mt Hawthorn Out of School Hours Centre does not cater for kindergarten children. Children must have commenced their pre – primary schooling in order to be eligible to be enrolled in the before and after school care and vacation care programs.

**Child Care Benefit (CCB)**

Before starting care at the Centre it is preferred that all families wishing to claim the child care benefit (either by reduced fees or a lump sum) obtain CRN’s from the Family Assistance Office (FAO).
**Booking Conditions**
For all service types, all days booked must be paid for, including days when a child is unable to attend. If the child is unable to attend the place may be “sold” by OSCA to another child, no fee will be charged for that day.

**Cancelations**
To cancel BSC and ASC permanent places, the office will need a two week written notice in order to finalise the end date and final invoice. If a casual BSC, ASC or vacation care booking needs to be cancelled, OSCA will try to on sell that session. If we are unable to do so you will be eligible for the payment for that session.

**Sources:**
Children and Community Services (Outside School Hours Care) Regulations 2006 – Regulations 53; 54
National Regulations: regulation 158
National Regulations: regulations 160–162
National Law: section 175
National Regulations: regulation 177
NATIONAL QUALITY FRAMEWORK
National Quality Standard for Early Childhood Education and Care and School Age Care (Nov 2010) – Element 4.2.1; Element 6.1.1; Element 7.3.3; Element 7.6.1; Element 7.6.3
Early Years Learning Framework for Australia – Practice: Holistic approaches; Responsiveness to children – Outcomes: 1
Framework for School Age Care in Australia – Practice: Holistic approaches; Collaboration with children – Outcomes: 1