



Waiting List Policy (CPFC 2)

Policy Rationale

The purpose of this policy is to enhance consistency, reduce confusion and assist in the reduction of conflict relating to;

- Waiting List Protocol
- Priority Placements.

Cooks Hill Preschool will follow the guidelines indicated within the DEC Preschool Funding Model when enrolling children; and the waiting list application form will reflect these guidelines to ensure that care is provided to 'priority of access' families first.

Strategies, Practices and Procedures

Waiting List Protocol

- In order to become eligible for enrolment at the Preschool, the child's details must be on the Waiting List and have paid the Waiting List Administrative Fee of \$5.50.
- Each child on the Waiting List requires a separate Waiting List Administrative Fee payment.
- Each waiting list fee payment will be receipted and forwarded by mail along with a brochure advertising the Preschool.
- Entry on the waiting list does not guarantee a position.
- During the Waiting List procedure, staff must;
 - Attempt to obtain more than one contact phone number.
 - Suggest that the child's name be placed on additional waiting lists.
 - Explain that only those families whose child will be offered a place *will be contacted*.
 - Explain that we cannot guarantee any child a placement at the Preschool.
 - Ensure the date of the waiting list application is recorded.
 - If during the waiting list procedure the parent reveals relevant information, a priority placement rating will be given by the Director. Therefore it is the responsibility of the staff member to refer that waiting list application to the Director.
 - Should English be the family's second language, and the family needs the forms

translated, we will seek assistance from a translating service.

- Families are responsible for informing the preschool if their contact details or priority status changes.

Priority of Access

The NSW Department of Education and Communities' Sector Development Grants Program's Preschool Funding Model requires the preschool to prioritise the children who are at least 4 years of age on or before the 31st of July in their preschool year, or children who are at least 3 years of age on or before the 31st of July in their preschool year AND are from a family holding a low-income Health Care Card and/or are of Aboriginal or Torres Strait Island background. In addition, the *Priority of Access Guidelines* as defined by NSW State Government funding agreements require priority for children who are;

- at risk of harm
- from culturally and linguistically diverse backgrounds
- with disabilities

The Preschool endeavours to meet the needs of the children and families in our community while complying with the above guidelines. Sibling priority is given to children whose family have previously enrolled at the preschool, however a position is not guaranteed as we must ensure the preschool's financial viability from the DEC Preschool Funding Guidelines.

Links to Legislation & National Quality Standards

Department of Education and Communities Funding Agreement
NSW Department of Education and Communities' Sector Development Grants Program
Education and Care Services National Regulations 2011: 168
Guide to the National Quality Standard. ACECQA (2011): 6.1.1, 6.1.3, 6.3.3
Department of Education, Employment and Workplace Relations – www.deewr.gov.au

Links to other Policies

- Enrolment & Orientation Policy (CPFC 3)
- Confidentiality & Record Keeping Policy (LSM 1)
- Child Protection Policy (CHS 1)

Policy Updated: _____ JULY 2015 _____