

## WAITING LIST POLICY

We are a small community pre-school in a growing area with limited places. Please organise a second childcare option in the area so you will not be disappointed if there is not an available position.

### AIM:

The preschool will place children into vacant positions based on age, date of application and order of placement.

Funding Guidelines: Special circumstances will be reviewed and assessed by the Nominated Supervisor. When unable to make a decision, the matter will be referred to the executive or the full management.

### PROCEDURE:

- All enrolled children must be immunised with supporting Medicare Immunisation Statement
- To add a child to the Waiting List, parents/guardians will complete an online Waiting List Application with child's birth certificate attached.
- An orientation of the preschool will be conducted following the offer and completion of enrolment through the orientation process.
- A copy of the Waiting List Policy is to be read and confirmed prior to submission of Waiting List Application Form for each child.
- Waiting List Applications will be signed and dated upon receipt by the receiving staff member
- Upon Submission, a submission receipt will be automatically issued
- Priority of access is set in accordance with the NSW Start Strong initiative and preschool requirements

### ORDER OF PLACEMENT

- Priority will be given to children residing within the zone of Bundaleer Rd to the north, Swamp Rd to the west and Headland Drive to the south (north side of road). (Rates notice, Lease or 2 utility accounts indicating the address will be required on enrolment.)
  - Request for consideration will be extended to
    - workers within Lennox Head (proof of employment)
    - Out of zone
- Applications may be advanced on the waiting list under special circumstances such as:
  - Aboriginal or Torres Strait Islander descent
  - Children at risk (Referral)
  - Low income (H.C.C.)
  - Special needs (specialist referral)
  - Cultural (based on language needs)
  - Siblings of children who are currently enrolled or have been enrolled
- Children will be placed in age appropriate groups.
- Placement of children is in order of age with priority given to children the year before school
- Priority will be given to
  - children placed on the waiting list prior to the 31<sup>st</sup> of July of the year proceeding the year of attendance.
  - children who have turned three years of age prior to the commencement date of the preschool year.
  - children based on order of application, within each month of date of birth (e.g. children. born Jan, placed in order of application).
  - children who are considered to be prioritised placement due to the Directors discretion.
- Younger children, two years before school, will be allocated a position in accordance with the Start Strong initiative, with equity children being given priority.
- When a place is turned down by the applicant and they request to stay on the list for a future position the applicant will restart on the waiting list from that date. (Informed at the time).

### Waiting List Application – Attachment 13

National Quality Standard: 6.1; Regulations: 168(2)(k)

(Reviewed annually with NQF appraisal) Date amended \_\_\_\_\_ President's signature \_\_\_\_\_