



## 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 the conditions set out within this policy. Funding Guidelines: Special circumstances will be reviewed and assessed by the Nominated Supervisor. When unable to decide, the matter will be referred to the Approved Provider

### PROCEDURE:

- To add a child to the Waiting List, Parents/Guardians will complete an online Waiting List Application with child's birth certificate attached.
- Families who cannot access ICT, have English as a second language or any other circumstances which limit their ability to complete an online form are supported by the Nominated Supervisor or Administration to complete the waiting list application.
- 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 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 or have been previously enrolled.
  - Children who are prioritised placement at the Directors discretion.
- 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 preceding the year of attendance.
  - children who have turned three years of age prior to the commencement date of the preschool year.
  - children based on date of application
  - children who are prioritised placement at 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.

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