



Adelaide Miethke Preschool

Corner Oval & Cedar Avenues WOODVILLE SOUTH 5011

Phone: 8345 5019

OCCASIONAL CARE PRIORITY OF ACCESS

The Occasional Care Service at Adelaide Miethke Preschool is currently at capacity and is operating a waiting list. In order to address the need for care that exists in the community and to maintain options for new families enrolling it is necessary to establish a formal Occasional Care Priority of Access. DfE also requires each Occasional Care Service to meet an attendance level of +80% or sessions may be allocated to other sites.

Families will be allocated sessions according to the Priority of Access.

Priority 1

- Children NOT already accessing other child care services.
- Children from low-income families. (Identified as those with Health Care Card)
- Aboriginal and Torres Strait Islander children.
- Children with additional needs or at risk, including those under the Guardianship of the Minister.
- Children or parents with a disability or additional needs.

Families will be allocated 1 regular session each WEEK.

Priority 2

- All other families.

Families will be allocated 1 regular session each FORTNIGHT if the program is at capacity.

If vacancies exist additional sessions may be offered.

Determining the priority

- The priority will be determined by the staff member accepting the child's enrolment based on information provided by the family i.e. health care card.
- When determining the priority, the staff member accepting the enrolment will talk with the family to assist in this process.
- The priority will be recorded on the child's enrolment form. A review date will be noted.
- Families are encouraged to discuss their priority with staff if their circumstances change.
- Where there are Special Individual Circumstances staff will seek advice from the centre Director and a decision will be made at the Director's discretion.

Booking sessions

Our staff will attempt to make booking sessions as easy as possible for families. Our goal is to enable families to know in advance which sessions their child will be attending to enable families to plan ahead. We are also attempting to ensure children have as much continuity as possible to support them to settle into the centre and form relationships with staff and other children.

- Once the priority has been determined staff will allocate each child to a session either weekly or fortnightly after consulting families about the preferred session.
- When fortnightly sessions are being offered families will be informed the dates of their child's sessions prior to the beginning of the term.
- Where vacancies exist Priority 2 families will be offered additional sessions on a week by week basis.

Managing absences

- Families are required to contact the centre if their child will be absent for any reason.
- Absences MUST be phoned in before 8:30am on the day so staff can offer the place to other families.
- **Fees for absences WILL be charged.**
- Families who frequently miss sessions or do not contact the centre to inform us of their child's absence will forfeit the place.
- Where a family can give a minimum of 4 weeks' notice of absence and the session/s can be filled by another child a fee will not be charged.

Fees

Fees are set by the Department for Education and are charged according to the sessions booked for each child. The centre is charged based on the child's bookings for the term.

- Fees will be invoiced in advance.
- Payment is expected in full by the end of week 2. This date will be clearly marked on the invoice.
- Families requiring additional time to pay fees should speak to the staff &/or Director.
- Where fees have not been paid by the end of week 2 the place may be offered to another child.

Fees Priority 1 (\$1.50/session - \$15/term)
 Priority 2 (\$5.00/session - \$25/term + \$5/additional session offered).

Questions and Further Information

Families are encouraged to contact one of our Occasional Care staff members or the centre Director for further information.

Approved - Governing Council

Updated: August, 2019

Review: Annually