



# 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. DECD 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 vacancies exist additional sessions may be offered on a weekly basis.

### Determining the priority

- The priority will be determined by the staff member accepting the child's enrolment.
- When determining the priority the enrolment details will be reviewed and each family's circumstances considered. Staff will talk with families to assist in this process.
- The priority will be recorded on the top of each child's enrolment form.
- 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.
- Prior to the beginning of the term each family will be emailed the dates of their child's sessions.

### 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.
- Families who frequently miss sessions or do not contact the centre to inform us of their child's absence may have the place offered to other families.

### Fees

- Families will be offered the option of pay fees weekly or termly in advance.
- Staff will inform families of the cost of each session when the priority is determined.
- 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: May, 2022

Last Reviewed: October, 2024