

Waiting List and Enrolment Policy

Dated: 5/05/04, reviewed 13/06/08, revised 29/07/11, reviewed 1/07/15

Approved by Management Committee: _____ **Date:** _____

Aim:

To ensure that all families applying for a place with University Preschool & Child Care Centre Incorporated are aware of the procedures followed by the Centre with regards to placement.

To ensure that the enrolment process proceeds smoothly and meets the needs of the child, family and Centre and to ensure that the parent is given all necessary forms to complete and is made aware of and understands all Centre Policies and procedures.

Background

University Preschool and Child Care Centre is located on the ANU campus and occupies ANU buildings. As a condition of our licence agreement with the ANU we are required to give priority to children of parents who work and/or study at the ANU;

Related Policies

Part-Time enrolment policy

Fees Policy

Immunisation policy

Practice:

To ensure consistency the following procedure will be followed for all new applicants applying for a place with UPCCC after the 1/07/2015.

1. Applying for the Waiting List

- a. All families applying to go on the Waiting List for placement at UPCCC will need to complete the on-line application form or visit the Centre and complete a Waiting List Application form. Families will then (where possible) be encouraged to make an appointment to be shown through the Centre.
- b. All applicants for the waiting List who identify themselves as as Employees or Students of the ANU:
 - i. are to provide a uID.
 - ii. Must give written consent for UPCCC to disclose the uID to the University for the purposes of verifying the applicant's current status as an Employee or Student, and for auditing the allocation of child care places by the Licensee, and
- c. All applicants will be advised that:
 - i. places are allocated and maintained subject to the priority placement of children of Employees and Students, in that order of the ANU, and
 - ii. parents of children who have been enrolled must notify UPCCC immediately if the parent ceases to be either an Employee or a Student; and
- d. If there are no ANU Children waiting for a place in the Service, UPCCC may allocate places to non-ANU Children:
 - i. for a maximum of twelve (12) months ('Provisional Placement') at a time; and
 - ii. extend the initial Provisional Placement for a further 6 months if, at the end of a Provisional Placement, there are no ANU Children waiting for placement in the Service; and
 - iii. provided that any siblings of a child that is enrolled as a Provisional Placement will only be enrolled for the remainder of the term of the first child in that family's Provisional Placement; and
 - iv. provided that the number of non-ANU children enrolled in the Service does not exceed 10% of the total enrolment capacity of the Service.
- e. Applications will only be accepted if applicants agree to the above priority placement conditions on the application.

- f. All applicants will be advised that application to go on the Waiting List does not guarantee a place at the centre.
- g. All applicants on the Waiting List will be advised to contact the centre on a regular basis (at least every 2 months) to ensure that their information is current. Should this not be done, their child's name will be removed from the Waiting List.
- h. To ensure complete understanding of the Centre's Policy regarding placement all applicants applying for placement will be provided with a copy of this policy as outlined below:
 - i. When applying in person at the centre a copy will be handed to them.
 - ii. Though a link on the 'Apply' page of our website, linking to the policy
 - iii. as an email attachment when a confirmation email is sent to families applying on-line
- i. At all times the Centre will endeavour to allocate places fairly - please accept this in good faith.

2. Offer of Placement/Enrolment

- a. All offers of enrolment are made on an ongoing weekly basis. Places are offered to the Applicants as they become available. All places will be offered according to the Priority Criteria as determined by the Management Committee taking into account our relationship with the ANU and based on guidelines from the Australian Government Dept. Education and Training.

Our criteria are:

- i. Sibling of a child already enrolled in the centre whose parents work/study at the ANU
- ii. Sibling of a non-ANU child already enrolled in the centre on Provisional Enrolment (Subject to d. iii. Above)
- iii. a child where one or both parents work/study at the ANU or work at University Preschool and Child Care Centre
- iv. a child of a parent working at one of the other 3 on campus child care facilities
- v. Child whose parents are working/studying

NB. All criteria are assessed against length of time on the waiting list and with regard to their age and suitability of available days.

- b. Once a place is offered to a child the parent or guardian must confirm acceptance of the offer in writing or via email within the timeframe specified in the letter of offer. New families should then visit the Centre in person to attend an enrolment interview. At this interview the parent/guardian will:
 - i. Be asked to pay a holding bond equivalent to 1 week's full fees pro-rata to formalise their acceptance of the placement. This money will be held by the centre and off-set against a family's final fee payment on leaving the centre.
 - ii. Be given an enrolment package that will include:
 - 1. An enrolment form
 - 2. Information on payment of fees and payment options, i.e. Salary Deduction, Salary Sacrifice Direct Debit, cheque or cash.
 - 3. Information on applying for Child Care Benefit and the Child Care Rebate. Families that are eligible are responsible for ensuring that all information requested by Centrelink is provided to them.
- c. Parents accepting an offer of a place will be asked to complete and return the enrolment form and additional information as requested prior to the agreed commencement date of the placement. The additional information may include some or all of the following:
 - i. The names, addresses and phone numbers of two (2) emergency contacts. These contacts will be used should a parent be unable to be contacted in the event of their child's illness, injury, emergency evacuation, to their child.
 - ii. Proof of their child's immunisation status in the form of the child's immunisation record or a statement from their family doctor. (Refer UPCCC Immunisation Policy)
 - iii. A copy of any Court orders or Restraining orders concerning Custody of the child.

3. Once Enrolment is confirmed

- a. The official commencement date will be the date agreed on at the time of the enrolment interview and fees will be payable from this date. This will apply regardless of whether the child starts on this date or not.
 - b. Families are required to give 2 weeks notice in writing of their intention to withdraw their child from the centre or pay fees in lieu of notice. This will apply to families who withdraw from a place prior to their child's official commencement date.
 - c. Full fees will be charged until such time as a family's eligibility for Child Care Benefit and or the Child Care Rebate is confirmed by Centrelink
 - d. Fees will be charged when a child is absent from the centre for any reason. In the event that a child is absent, i.e. due to illness or holidays, the family should notify the Centre.
 - e. Parents will be made aware that initial enrolment is valid until the end of the current calendar year.
4. Continuing enrolments
- a. Prior to the end of the year and the end of each subsequent year parents will be asked to confirm their child's continuing enrolment. Failure to do so may result in their child not being considered for future placement.
 - b. Any family who has left University Preschool & Child Care Centre owing fees or who owe fees at the end of an enrolment year will not be offered a new placement, until all outstanding fees are paid.
 - c. Families with children going to school in the following year and who want their children cared for until the school year starts will need to advise the Director in writing of the date that the child will be leaving. Any extensions to the advised date will need to be made in writing (including fax and email) and will be subject to availability.
 - d. It is the responsibility of the parents/guardians to ensure that the Centre is notified of all changes to contact phone numbers, addresses, emergency contacts, persons authorised to collect child, etc. This information will be reviewed on a six monthly basis with all parents/guardians being required to complete an information update form.

Source Material

ACT Government, *Education and Care Services National Law (ACT) Act 2011*, and the Education and Care Services National Regulations 2011 (available from <http://www.legislation.nsw.gov.au/>)

Dept. Education, Employment and Training – '*Priority for allocating places*', sourced from <https://www.education.gov.au/priority-allocating-places>, on 2/03/15

Management Committee University Preschool & Child Care Centre - *Mission Statement, Philosophy & Centre Aims*

The Australian National University *Commercial License between The Australian National University and University Preschool and Child Care Centre, Attachment 1, Special Conditions*

Date for Review July 2017