

Service Access

Policy Statement

We aim to provide a fair and equitable system of access of places for children whom need care during their time out of school hours. We will not discriminate against any families needing care and priority of access will be determined with consideration to relevant Government guidelines.

Policy Considerations

- National Quality Standards/Elements: 6.2 (Collaborative partnerships)
- Child Care Provider Handbook

Procedure

- Vacation care services at Pearce, Deakin and Gungahlin are open to children from any school who are currently attend or are enrolled to start primary school from January of the respective school year.
- Kids Biz OSHC Holy Family is available exclusively for children who attend Holy Family Primary School Gowrie.
- Kids Biz OSHC Holy Trinity is available exclusively for children who attend Holy Trinity Primary School Curtin.
- Kids Biz OSHC Mother Teresa is available exclusively for children who attend Mother Teresa School Harrison.
- No one will be discriminated against on the basis of his or her: cultural background, religion, sex, disability, marital status or income.
- The Service will try to meet any specific needs of the families in the local community.
- The following three levels of priority are considered when allocating places:
 - Priority 1—a child at risk of serious abuse or neglect
 - Priority 2—a child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under section 14 of the A New Tax System (Family Assistance) Act 1999
 - Priority 3—any other child.

Within these main categories, priority should also be given to the following children:

- Children in Aboriginal and Torres Strait Islander families
 - Children in families which include a disabled person
 - Children in families on low incomes
 - Children in families from culturally and linguistically diverse backgrounds
 - Children in socially isolated families
 - Children of single parents.
- The Service will ensure that additional needs are catered for to the best of the Service's abilities and capabilities.
 - We welcome children with additional needs into each Service, accepting each child for his or her own unique abilities and potential, however, consideration of the Service's ability to cater for the specific needs of the child are necessary before the child can be accepted in the Service.

Reviewed on:	23/02/2023	Approved on:	06/04/2023
Reviewed by:	Courtney Tanner	Approved by:	Natasha Finnigan

- A child whose needs can be met within the 1:11 staff to child ratio—or other relevant ratio—may be enrolled following the standard process for enrolment. Additional information about the child's needs is requested prior to attendance to provide educators with detailed information regarding the child's needs and behaviour.
- A child whose needs cannot be met within the standard 1:11 ratio may be integrated into the Service, dependent on the child's individual needs and eligibility for inclusion support. To ascertain whether the Service can accommodate the child, an initial observation may be conducted at the Service. Consultation between educators, parents and a representative from the Inclusion Agency will ascertain the child's ability to participate in the Service. Reasonable adaptations can be made to support children to attend the service, in consultation with the child's family and Inclusion Agency. Specialist equipment may be hired from the Inclusion Agency if required and appropriate.
- If a child will require additional Inclusion Support funding parents are requested to consult with the service a minimum of 6 weeks prior to their first attendance so that the Strategic Inclusion Plan can be updated and supports put in place.
- If the Service identifies that a child may benefit from additional support after they have begun attending, this shall be discussed with the child's parent/guardian. If the service is unable to make reasonable adjustments to support a child's attendance, their enrolment may not be accepted. Options will be explored and considered to support the child attending.
- Children may be excluded from attending the Service if they or their parent/guardian displays consistent, unacceptable behaviour. Refer to *Behaviour Management* policy for further details.
- Families may be excluded from the service where appropriate should they not adhere to service policies and procedures, legal requirements, outstanding accounts or for any other reason determined by the service to be appropriate.

Document Version Control

Version Date	Changes
05/12/2018	Full review
27/08/2019	Document version history added
14/07/2020	Full review
23/02/2023	Full review

Reviewed on:	23/02/2023	Approved on:	06/04/2023
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Kids Biz Holidays & Sports OSHC Policies & Procedures

Reviewed on:	23/02/2023	Approved on:	06/04/2023
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