

Wait list procedure

Version	Date adopted	Description of Change
1.0	14/3/16	

Aim: To ensure Alice Springs Family Day Care manages a wait list system efficiently that is in accordance with the government priority of access guidelines.

Priority of access guidelines

1. A child at risk of serious abuse of neglect.
2. A child of a single parent/guardian who satisfies, or of parents/guardians who both satisfy the work/training/study test under Section 14 of the A New Tax System (Family Assistance) Act 1999.
3. Any other child.

Within these three categories priority is also 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 income.
- Children in families from culturally and linguistically diverse backgrounds.
- Children in socially isolated families.
- Children of single parents/guardian.

Responsibilities of the Coordination unit:

- Maintain an up to date register of families requiring care, listed by date of registration but also taking into account priority of access guidelines.
- Maintain an up to date register of educator placements and vacancies.
- Designate one day per week to place children into care, with the exception of relief care and DCF placements.

- Provide families with information regarding the wait list when they apply, including that they must maintain regular contact with the scheme otherwise they will be removed from the wait list.
- Notify parents by phone of a vacancy and then provide contact information in a follow up email.
- Adhere to ASFDC enrolment policy.

Responsibilities of Educators

- Notify the coordination unit in writing of a vacancy with at least seven days' notice.
- Adhere to ASFDC advertising policy.
- Maintain regular contact with the coordination unit in regards to the interview process with families.
- Follow appropriate orientation procedure as stated in individual handbooks.

Responsibilities of families

- Ensure wait list form is filled out clearly and is returned to the office.
- Maintain monthly contact with the office to ensure place on wait list.
- Notify the office promptly of any change of contact details or care requirements.
- If offered a vacancy, contact the educator within 24 hours of receiving details.
- Contact the scheme to notify of care is suitable following interview with educator.