

WAITLIST POLICY

AIM:

Bambini House aims to select children for enrolment into Bambini House in accordance with the Bambini House waitlist policy. The purpose of the policy is to ensure a fair enrolment process is followed whereby no child or family is excluded on the basis of sex, race, religion or disability.

REASON FOR POLICY:

As there are more families requesting access to Bambini House than there are available places, we must implement clear guidelines for the management of the waitlist and the allocation of places. The policy applies to the Director, the Administration Assistant, and all others involved in the waiting list and allocation of places process, and also to all families whom apply for a place, and those families in the centre requesting to increase days.

METHOD:

- Families apply for a place at Bambini House by filling out a waitlist form and paying a \$20 non-refundable administration fee
- This administration fee is payable per child a family wishes to place on the waitlist
- Payment of this fee does not guarantee a placement
- A waitlist folder will be maintained. Children will be placed into groups as such:
 - 2 years old 20__
 - 3 years old 20__
 - 4 years old 20__
 - 5 years old 20__
 - 20__ onwards
- Children will be ordered within these groups according to the date of waitlist application
- Any relevant documentation such as communication with the family will be attached to their waitlist application form
- It is the families obligation to notify the centre of any changes to their waitlist form, such as change of address, preferential days and contact number
- Families will be contacted by telephone when an offer of a place is to be made. This can occur at any time of the year
- If contact by telephone and email cannot be made with the family within 48 hours, the child will remain on the waitlist however the place will be offered to the next family on the waitlist
- An offer may be turned down without jeopardizing the position on the waitlist
- No family on the waiting list will be guaranteed placement at Bambini House. Families are encouraged to pursue other options in case a place is not offered
- Siblings of children currently attending Bambini House or who have previously attended Bambini House within the past 2 years will be given priority.
- Parents in the centre who wish to increase days will also be subjected to the Priority of Access Guidelines below
- The Priority of Access Guidelines are objectively followed. There is no way for families to be given 'special priority' except as stated below:

Priority of Access Scheme

- First Priority: A child at risk of serious abuse or neglect;
- Second Priority: 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
- Third Priority: 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 which include an individual whose adjusted taxable income does not exceed the lower income threshold of \$41 026 for 2012 – 2013, or who or whose partner are on income support
- Children in families from a non-English speaking background
- Children in socially isolated families; and
- Children of single parents

Bambini House may require a priority three child to vacate a place to make room for a child with a higher priority. They can only do so if we:

- Notify the families when the child first enters the centre that Bambini House follows this policy
- Give at least 14 days notice of the need for the child to leave the centre

Policy Created Date: Established October 2012

Policy Review Date: September 2019

NQS:

QA7	7.3.1	Records and information are stored appropriately to ensure confidentiality and are maintained in accordance with legislative requirements
	7.3.2	Administrative systems are established and maintained to ensure the effective operation of the service