

Policy Title	MORNING CHILDCARE ACCESS AND ALLOCATION		
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Policy Statement

The Kensington Neighbourhood House (KNH) offers a Morning Child Care Service. This Policy refers to the Child Care Service's Application Pool system and the process of allocating child care places. We have given it the name of Application Pool as there are a number of provisos and priorities for the allocation of places that means that a strict wait turn allocation from a waiting list is not feasible.

This service is funded through parent's fees as well as the Commonwealth's Department of Education and Training Child Care Subsidy program and through the Adult & Community Further Education (ACFE) Flexible Family Support Program.

KNH is registered as a Limited Hours Type 2 Children's Service by the Victorian Department of Education and Training. It operates the Morning Childcare service in accordance with the *Children's Services Regulations 2009* (the Regulations) and the *Children's Services Act 1996* (the Act).

Policy

KNH complies with the Regulations and the Act when determining the allocation of childcare places as follows:

- The maximum number of children who may be cared for at any one time is 15.
- The number of school children must not exceed 30 per cent of the total number of places.
- The maximum hours of care for any one child is 5 hours a day and no more than 15 hours per week.
- Staff/child ratios are adhered to. This means there can be no more than 10 children in any one session that are under the age of 3.

In addition to the above KNH has determined:

- Children must be at least 18 months of age and able to walk and feed themselves. This is for the safety of all children concerned.
- A cap of only one child with special or development needs is placed on each session. KNH does not wish to exclude any child from the service however current funding does not extend to additional staffing resources for children with special or developmental needs. This cap will ensure that all children receive quality attention and care while here.

This Child Care Service, along with many others operating from Neighbourhood Houses, operates for short hours only with small mixed age groups and with care in a single room in an informal setting. This can provide an intimate and cosy atmosphere for children but restricts our capacity to some extent. Therefore in addition to the above restrictions the following additional priorities have been determined when allocating places:

Priority 1 - Adult & Community Further Education Students (ACFE)

A certain number of child care places are subsidised by ACFE and these are allocated to the children of parents who are attending ACFE funded courses (English & Work Skills Level 1 & 2, Reading and Writing for Work).

Priority 2 – Children with special needs

In addition to the priority categories outlined above the Board has the discretion to prioritise places for children with special needs. This discretion will be used on a case by case basis. Consideration will be given to:

- Children at risk of serious abuse or neglect
- Families which include a disabled person
- Children with a disability
- Socially isolated families

Related Documents

- Children’s Services Regulations 2009
- Children’s Services Act 1996
- Childcare Service Regulatory Compliance Policy