Objective: to meet the guidelines as detailed in Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000.

Procedure and Policy Detail

Priority of filling vacant places

When there are more families requiring care than places available, Hawthorn Child Care Centre will apply the Priority of Access Guidelines to allocate any available child care places.

When filling vacant places, Hawthorn Child Care Centre is required to fill them according to the following priorities:

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
Priority 3: any other child.

Within these main priority categories, priority must also be given to children in:

- Aboriginal & Torres Strait Islander families
- families which include a disabled person
- families on lower incomes
- families from culturally and linguistically diverse backgrounds
- socially isolated families
- single parent families

Requiring a child to vacate a place

Under the Priority of Access Guidelines a child care service may require a Priority 3 child only to vacate a place to make room for a higher priority child.

Hawthorn Child Care Centre will only be able to do so if:

- the person liable for the payment of the child care fees was notified when the child first entered care that Hawthorn Child Care Centre followed this policy, and
- Hawthorn Child Care Centre gives the person at least 14 days notice of the requirement for the child to vacate the place.

Review Date: July 2017       Next Review Date: July 2018

Source: DEEWR CCMS Instruction Sheet #10, Quality Area 6 & 7.