

PROCEDURE – WAIT LIST AND ENROLMENTS

1. Purpose

- 1.1 Baringa aims to provide quality education and care service at an affordable price to families. The purpose of this procedure is to provide a clear understanding of how the Centre determines waiting list requests and priority enrolments for existing and new families.
- 1.2 This procedure relates to the *Fees and Payment of Fees Policy* and *National Quality Standards Areas 7.1.2 Management Systems* and *7.1.3 Roles and Responsibilities*.

2. Wait List Application

- 2.1 Baringa is structured into several age-appropriate rooms to provide focused care and education. Transitions between rooms occur in January-February each year, with the exception of some transitions occurring at other times of the year as places become available.
- 2.2 In anticipation of places becoming available, families can apply to join the wait list as stated below:
 - (a) Families submit an online Wait List Form on the Baringa website which includes collection of personal information about the children and parents/carers.
 - (b) Parents and carers can book a tour with Centre Management.
 - (c) Families are notified once places become available for their child/ren (see 4. below)

3. Wait List Priorities

- 3.1 All children on the wait list are ranked according to wait list priorities and the interval (number of days) between their date of birth and date of registration, by gender. The wait list priorities address the needs of the Centre.
- 3.2 All wait listed children are ranked in order of the following priority:
 - (a) Children whose siblings are currently enrolled at the Centre, or whose siblings previously attended the Centre.
 - (b) Children of current Baringa staff members.
 - (c) Any child identified to be at risk of serious abuse or neglect under any child protection law; or a child with a recognised physical or learning disability or mental health condition, as evidenced by a registered medical practitioner;
 - (d) Any child who identifies as Aboriginal or Torres Strait Islander; who identifies as a refugee or who is a first generation Australian-born child from a culturally or linguistically diverse background;
 - (e) Any child whose parent/s is/are eligible to receive the Child Care Subsidy; and
 - (f) All other children.

4. Enrolments

- 4.1 In October-November each year, current families are asked to submit an online Booking Request Form on the Baringa website for preferences the following calendar year, including booking requests of enrolment days/hours for each child, or request to cease care. There is a strict cut-off date, after which responses will not be considered and changes to enrolments cannot be guaranteed.
- 4.2 If places become available following allocation of preferred enrolment bookings of current families, the Centre Director may offer additional days to requesting current families. If further places become available these may be offered to new children on the Wait List. These offers follow the procedure as outlined in 3.1 and 3.2.
- 4.3 Once a new family accepts an offer for their child/ren, they will be required to have an Intake Interview with Centre Management and complete an online Contract of Care Form on the Baringa website prior to commencing at the Centre.

5. Feedback

5.1 Baringa is committed to the continuous improvement of policies and procedures. Families and other stakeholders may provide feedback about this document to admin@baringachildcare.com.

6. Approval and Review Details

Approval and Review	Details
Approval Authority	Board
Advisory Subcommittee to Approval Authority	Finance Subcommittee General Counsel/Legal Director
Administrator	Centre Director
Next Review Date	31 March 2019

Approval and Amendment History	Details
Original Approval Authority and Date	12 November 2018
Amendment Authority and Date	N/A
Notes	This procedure replaces and supersedes policies 53 and 54 of the 31 July 2018 edition of the Baringa Policies & Procedures Manual.