

# Occasional Care Priority of Access

**The Director of Education and Care in conjunction with the staff team manages the Priority of Access for Occasional Care and is based on the following:**

1. Care needs of children who are NOT accessing other children's services
2. Aboriginal or Torres Straight Islander Children
3. Children from low income families
4. Children with additional needs or at risk
5. Children with a parent with a disability
6. The Child's age

## **Placement Process**

- You will be given an enrolment form to complete
- Once we have received your completed enrolment form, your child's name will be placed on the waiting list
- When a place becomes available, we will contact you to offer you a placement opportunity and discuss the details of the booking (e.g. the cost, day, time, number of weeks your child will be booked in for etc.)

## **Limited Places**

- Occasional Care at this Children's Centre is funded by DECD and there are limited places available which need to be shared and reviewed regularly.
- DECD require that we review our limited places on a regular basis and at least once per term.
- Due to the limited number of Occasional Care places available and depending on how many children who are needing to be placed, according to the Priority of Access, children may be offered a place:
  - Weekly
  - Fortnightly
  - For a number of weeks in a row  
For example - one session per week for 5 weeks  
or one session per fortnight for a whole term
  - Any other booking arrangement as deemed appropriate by the Director
- When reviewing Occasional Care places, the Director endeavors to ensure continuity of placement for children with existing bookings, however this is not always possible if the demand for care is high.
- If we cannot give you continued access to the Occasional Care program due to increased demand and you would like some assistance to explore other options within the community, please speak to the Director.

**Any questions about Occasional Care placements must be discussed with the Director who will manage your query in consultation with the staff team**