



HAWKESBURY COMMUNITY OUTREACH SERVICES INC.

ABN: 59 565 066 221

Vacation Care Priority

Policy Statement

Hawkesbury Community Outreach Services Inc will aim to provide families places for school aged children needing care during the school holiday periods. Priority will be given to Before and After School participants of Kurrajong Out Of School Hours Care until one week prior to the start of vacation care.

Procedure

The centre will operate during government school vacation time, Monday to Friday 7am-6-30pm.

The centre will also operate from 7am -6-30pm on designated government school pupil free days.

The centre will be closed on designated public holidays.

All parents will be notified of days of closure through newsletters or email.

Under agreement with the Commonwealth Government the main priority for a place in the centre will be given to:

Priority 1: A child at risk of serious abuse or neglect (Child protection)

Priority 2: A child of a single parent who satisfies, or parents who both satisfy, the work/training/study test under Section 14 of the 'A new tax System (family assistance) Act 1999.

Priority 3: Any other child

Within the other three categories described above, priority will be given to children from:

- Aboriginal and Torres Strait Islander families.
- Families which include a person with a disability
- Families on lower incomes (holder of health care/benefit card)
- Families from culturally and linguistically diverse backgrounds
- Socially isolated families
- Single parent families
- When our service has no vacant places and is providing care for a child who is Priority 3 under the Guidelines, the service may require that child to leave the service in order to make room for a child with higher priority However, this can only happen if our service:



- a) Notified the family that our service follows the Priority of Access Guidelines and this Policy when their child first entered care at our service, and
- b) Gives the family at least 3 days' notice of the need for their child to vacate their place.
- When filling vacancies, our service will give priority to school children over children who have not yet started school and may ask a child not yet in school to leave care if a child who is in school applies for a place.
- When considering enrolments for the vacation care, the service will consider the physical space and accept enrolments ensuring compliance with the Education and Care Services National Regulations and Law is maintained.

Sources:

Hawkesbury Community Outreach Services Inc

Related Policies:

Priority of access

ENDORSEMENT BY THE SERVICE:

Approval date: _____

Date for Review: _____ September 2015 _____