BOOSH
Beecroft Out Of School Hours

Priority of Access

Procedures

Waitlist

Only children who are currently enrolled at Beecroft Primary School (BPS) are eligible to join the waitlist for permanent care days. BPS families who would like to request Before and After School Care positions at The BOOSH Centre will fill out a membership request form and enrol their children to join the centre. Any current families already enrolled at The BOOSH Centre who wish to increase their number of sessions may do so in writing.

Children joining BPS in kindergarten in the following year are eligible to join the waitlist from a specified date in the year immediately preceding the year they commence kindergarten. This date and required information will be provided to families at the BPS Kindergarten Orientation day.

The waitlist will be kept up-to-date by The BOOSH Director and placement of children from the waitlist will follow the Priority of Access Guidelines listed in this document.

During periods of high enrolment, such as new Kindy enrolments, membership request forms will be date and time stamped on receipt. Families can request updated information about their child's position on the waitlist from the Director at any time via email or in person at the centre.

When a child leaves BPS the family should advise The BOOSH Centre, and the child will be removed from the waitlist. The Director will at time to time audit the waitlist and remove the names of children who no longer attend BPS or who no longer require care at The BOOSH Centre.

Waitlist Fee

There is currently no separate waitlist fee. The family pays the bond and membership fee to enrol at the centre which also gives them access to casual positions of care.

Casual sessions of care

All families who have BPS children currently enrolled at The BOOSH Centre have access to book casual sessions of care when available. There is no waitlist for casual sessions.

Offering of Places

All offers of placement will be determined by the guidelines set out in this document.

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If a family is to be offered a place at The BOOSH Centre they will be contacted by the Director via the email address provided on enrolment. It is the family's responsibility to update contact details provided to The BOOSH Centre. If the family does not accept an offer of a permanent place for a session they will be removed from the waitlist for that session.

If a family declines an offer of a permanent session of care at The BOOSH Centre the next family on the waitlist will be offered the position and so on and so forth until a family is found to accept the position.

Vacation Care

Enrolled families that are current Beecroft Public School (BPS) families have priority access to book vacation care places when available.

Once the priority booking period has passed, primary school children from other schools who are enrolled at the centre can have access to book any available care days.

Reenrolment

For families currently enrolled, reenrolment occurs at the end of each calendar year. A family must complete reenrolment to have access to permanent and casual sessions of care in the following year.

For reenrolment The BOOSH Centre will give priority in the following order:

1) Children from BOOSH families currently enrolled at the centre who apply for **the same number of session on the same days** as the previous year.

2) School aged siblings of children from BOOSH Families currently enrolled at the centre who are joining BPS in the following year. Priority is given for **the same sessions of care currently held by their siblings.**

3) Children from BOOSH Families currently enrolled at the centre who apply for the **same number of (or less) sessions on different days** as the previous year.

4) The remaining sessions will be offered to children on the waitlist, including children from BOOSH Families currently enrolled at the BOOSH Centre who **require an increase in their number of sessions,** based on the chronological order on which their written request was submitted.

Priority of Access Guidelines

There are currently no government mandated requirements for filling vacancies, and providers can set their own policies for prioritising who receives a place. However, as vacancies in our service arise, The BOOSH Centre will prioritise children who are:

- at risk of serious abuse or neglect
- a child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment.

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This reflects the Australian Government's intention to help families who are most in need, and support the safety and wellbeing of children at risk in accordance with the Framework for Protecting Australia's Children 2021 -2031.

A sole parent family is defined as families with children under age 18 headed by a parent who is separated, widowed or divorced and not remarried and has sole or part custody of the child, or by a sole parent who has never married.

Additional Priority Considerations

1) The BOOSH Centre may also prioritise families from a non-English speaking background if attendance at the centre is determined by an independent third party to have substantial benefit towards the child's language skills improvement or social development.

2) Children from a family with a disability or serious illness may also request Priority of Access. For a family to be granted Priority of Access, their application, supported by any required documentation.

For these additional priority situations, and other case by case situations not explicitly outlined, Priority of Access must be approved by the Director in conjunction with The BOOSH Convenor.

Any grievances should be communicated to the Director or The BOOSH Convenor in line the Management of Complaints Policy.

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