

## GPAC access and enrolment for the following year:



### POLICY STATEMENT:

As a community not-for-profit Association, Grays Point Activity Centre (GPAC) endeavours to have a straightforward, fair and transparent approach to balancing family requirements for Outside School Hours Care (OSHC) with the Centre's available capacity. This document outlines the annual Enrolment Policy and Process for families enrolling their children for OSHC commencing the following year.

Grays Point Activity Centre understands that for families, enrolling their child into OSHC can be an important priority. However, the demand for OSHC may exceed the number of places our Service can provide based on the ratio of 1:15 in Centre (staff:children). There may be a waiting list to manage operational costs, resourcing and family demands.

### ENROLMENT

According to the Child Care Provider Handbook (May 2023) *'enrolling children is a requirement under Family Assistance Law for all children who attend childcare (or have an arrangement for care) regardless of their parent's or guardian's eligibility for Child Care Subsidy...An enrolment links the child, the individual claiming the subsidy and the childcare service.'* An enrolment notice is required for each child attending the Service. This reflects the type of arrangement that is in place between the provider and the family/individual or organisation.

### PROCEDURES:

#### Annual enrolment steps and timelines

Estimated indicative dates only :

Step 1	Term 3, Week 5 -7	<ul style="list-style-type: none"><li>- Xplor re-enrolment link sent to existing GPAC families. Families will also be asked to inform GPAC of any booking changes for the following year via reply email.</li><li>- Siblings of existing children who are stating Kindergarten the following year will open at the same time and can email through booking needs for the following year.</li></ul>
Step 2	Term 3, Week 8	<ul style="list-style-type: none"><li>- Administration Officer is to compare existing and new calendar year bookings and create a waiting list if necessary for additional requested days, alternatively offer previous booked day if new request for bookings is not available. <u>Once new booking pattern is available families will be asked to confirm their bookings are correctly showing on the Xplor Home App.</u></li></ul>

Step 3	Term 3, Week 9	<ul style="list-style-type: none"> <li>- Enrolments for new families stating the following year will open. Priority will be given to children starting Kindergarten, followed by all other grades on a first come, first served basis.</li> </ul>
Step 4	Term 3, Week 9	<ul style="list-style-type: none"> <li>- New families including Kindergarten enrolment for next year will be advised of their confirmed placements. 7 calendar days offered for amendments. Annual Membership Fee will then be invoiced.</li> <li>- First fully completed online enrolment form with all correct attachments will be placed in the open vacancy. This includes a medical/Asthma/ Anaphylaxis plan and medication if necessary.</li> <li>- Booking will not be confirmed until Annual Membership Form and fee is paid.</li> </ul>

**(a) Registration of care for the following year**

GPAC opens their registration process aiming at the end of August/early September to understand the community requirements for OSHC the following year.

- The registration process requires all new families to access the Services’ website and complete the Xplor online enrolment form or join the waitlist to specify for each new child which specific day/session (Before School Care (BSC); After School Care (ASC)) they require. Existing GPAC families will also use the Xplor online enrolment form to add any new siblings starting care in January.
- The registration requires parents to provide information relevant to them receiving priority access to bookings.
- All forms outlined by the Service must be completed and returned prior to the nominated deadline to ensure the Service can adequately support the community in providing notification of care for following year.
- The registration process has specific deadline dates for families to submit their registration for the purpose of allocating sessions in advance for the following year.
- GPAC may assist families providing access to a computer at the Service during operating hours if necessary
- Registrations are NOT bookings or confirmation of a GPAC OSHC place. They are part of the enrolment process.

Families who currently attend will have to re-enrol for the following year, update their details and complete every part of the required paperwork by the closing date for re-enrolments cut off date. If families don’t re-enrol by the due date their booking place will be given to the new enrolments.

They will also incur a late processing fee if they return their re-enrolment documentation after the cutoff date and then be prioritised from the number 8. allocation category below.

**(b) Allocation of OSHC places**

GPAC's licence currently allows for a maximum of 90 children to attend any given Before or After School care session. In addition, operational staff rostering/ratio constraints, buses and venue capacities may in some circumstances reduce the maximum number of places available to 75, 60, 45, 30 or 15 on specific days.

In Week 8 of Term 3, GPAC will allocate placement for children of existing GPAC families for the following year.

From Week 9 of Term 3, GPAC will allocate new children to available OSHC places for the following year.

Children will be allocated to OSHC slots in the following **GPAC order of priority**:

1. Children defined as high priority as per Government 'Priority of Access Guidelines' (see criteria below).
2. GPAC preferential priority access based upon extraordinary circumstances (not covered by Government Priority of Access Guidelines and agreed at GPAC Management Committee's discretion)
3. Existing GPAC children with existing bookings (i.e. existing bookings to rollover to next year) if re-enrolled in time by the closing cutoff date.
4. Existing GPAC children requesting bookings for the following year for which they are on the waiting list (in the current year) or change their days if re-enrolled in time by the closing cutoff date.
5. Siblings of existing GPAC families commencing at GPPS following year
6. New Kindergarten children commencing at GPPS the following year
7. New families enrolling children commencing at GPPS following year
8. All registrations received after Week 9 of Term 3.
9. All other children

Families wishing to be considered for GPAC priority groups 1-2 (above) may be requested to provide documentary evidence verifying their circumstances.

Families wishing to be considered for GPAC priority groups 2-7 (above) are required to ensure that their registration has been received by GPAC by the applicable deadline for submission.



Within each of the above GPAC priority groups, places will be allocated based on a **first-come first served basis** with the correct in order paperwork provided, i.e. the date/time registration was received.

When all available OSHC slots have been allocated, any residual registrations will be added to GPAC's waiting list.

When this happens, our Service will comply with the Australian Government 'Priority of Access Guidelines' to ensure places are allocated to families with the greatest need for childcare support. These Guidelines will be strictly adhered to and failure to meet these Guidelines is a breach of the conditions of continued approval for reconceiving Child Care Subsidy. The guidelines will be used during enrolment, when there is a waiting list for our Service, or when a number of parents are applying for a limited number of vacant places.

After Week 9 of Term 3 any residual bookings or new enrolments will be added to the waiting list or booked in, in time/date request order i.e. siblings, current enrolments, suspended or previously enrolled children will not take priority.

### **(c) Vacation Care**

Priority for Vacation Care bookings will be given to those children that have a current permanent before and after school care booking, then those that have a casual booking pattern at GPAC prior to the new children or Kindergarten children starting the following year.

Kindergarten children enrolled at a NSW Public School (Grays Point Public School) may attend Vacation Care in January the year of commencement.

Vacation Care bookings are accepted on first in first serve by the booking cut off dates. External children booked in go to the bottom of the bookings priority within that booking period. After the booking period has closed all children booked in go via their booking form date regardless of if they are external.

If a Medical Management Plan is required or not renewed in time by the booking closure date, they will also not be prioritised and moved to the waiting list until the guardian has signed off the plan.

### **(d) Communication**

Upon completion of the allocation of OSHC places, GPAC will communicate in writing to new registered children of families the following:

- Confirmed enrolments for each new child
- Request of bookings for each child which cannot be met and the inclusion on GPAC's waiting list.

**(e) Speculative booking and subsequent cancellations**

One of the biggest challenges GPAC faces at enrolment time for the following year, is how best to manage speculative enrolments.

Some families find themselves in the situation where they do not know which specific OSHC sessions they require for their children in the following year. As a not-for-profit Incorporation we wish to be understanding of this predicament. However, unfortunately every year there are a small minority of families who substantially overbook at enrolment time and then cancel multiple bookings early in Term 1. The resulting impact of this upon other community families can be substantial.

We strongly discourage **excessive speculative booking** of OSHC places that are subsequently cancelled early in Term 1. Regrettably the magnitude of this issue is sizable for GPAC and therefore GPAC has the following **Policy for speculative booking and subsequent cancellations**:

- Cancellation of 1 or 2 bookings (per family) in Term 1
  - 3 weeks notice (fully charged\*)
- Cancellation of 3-4 bookings (per family) in Term 1
  - 3 weeks notice (fully charged\*)
  - Plus \$50 Term 1 cancellation fee
- Cancellation of 5 or more bookings (per family) in Term 1
  - 3 weeks notice (fully charged\*)
  - Plus \$100 Term 1 cancellation fee

Standard cancellation Policy (any other time in the year)

- 2 weeks notice (fully charged\*)

\*Fully charged means no Child Care Subsidy (CCS) is applicable if child does not attend Service during notice period.

CONSIDERATIONS:

Education and Care Services National Regulations	National Quality Standard	Other Service Policies/documentation	Other
S175 4, 77, 78, 85, 86, 88, 90, 91, 92, 93, 96, 97, 99, 100, 101, 102, 102D, 155, 157,	2.2, 2.2.2, 6.1, 6.1.1, 6.1.2, 6.1.3, 6.2, 6.2.3, 6.3.3, 7.1	<ul style="list-style-type: none"> <li>- Enrolment and Orientation Policy</li> <li>- Confidentiality Policy</li> <li>- Fees Policy</li> <li>- Record Keeping and Retention Policy</li> <li>- Management of Complaints Grievance Handling Policy</li> <li>- Code of Conduct Expectation Charter</li> <li>- Governance and Management Policy</li> <li>- Interactions with Children, Families</li> </ul>	<ul style="list-style-type: none"> <li>- Child Care Subsidy (Eligibility) from Centrelink.</li> <li>- Child Care Service Handbook. Section 6 Service Delivery (6.3 Priority of access).</li> <li>- Family Law Act 1975</li> <li>- Enrolment Form</li> <li>- Disability Discrimination Act 1992</li> </ul>



160, 161, 162, 168, 171, 172, 173, 177, 181, 183		and Staff Policy - Priority of Access Policy - Acceptance and Refusal Authorisation Policy	
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Family Assistance Law – Incorporating all related legislation as identified within the Child Care Provider Handbook in <https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook>

ENDORSEMENT BY THE SERVICE:

Approval date: _____ May 2026 _____
Date for review: _____ June 2027 _____

*Reviewed 08.18 by KG JB*

*24.03.2020 KG JH Committee*

*30.04.2020 KF*

*Reviewed 28.09.2020 JH and KG*

*Approved committee JW 1.10.2020*

*Reviewed 26.09.22 JH Amended 30.11.22 KG Approved 19.12.22 Aug 2023 JB April 2025 JB KG 13.5.26 JB 18.5.26 KG*

## APPENDIX:

### Government Priority of Access Guidelines

GPAC complies with the Australian Government 'Priority of Access Guidelines' <https://www.education.gov.au/child-care-provider-handbook/other-matters-regarding-enrolment-and-allocation-child-care-places> to ensure places are allocated to families with the greatest need for child care support. As vacancies in a service arise, providers are asked to consider prioritising 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.

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 2009 -2020.

### ***Priority of access guidelines***

Our Service aims to assist families who are most in need and may prioritise filling vacancies with 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.

Providers are asked to (but are not legally obliged to prioritise children). [CCS Handbook p.53.]

### ***Priority for allocating places***

*Sometimes, there may be a waiting list for childcare services and to ensure the system is fair, the Australian Government has 'Priority of Access Guidelines' for allocating places in these circumstances. The guidelines only apply to Child Care Subsidy approved childcare. They are used when there is a waiting list for a childcare service or when a number of parents are applying for a limited number of vacant places.*

*Every Child Care Subsidy approved childcare service has to abide by the guidelines and tell you about them when you enrol your child into care.*

### ***Priorities***

*First Priority:* a child at risk of serious abuse or neglect

*Second Priority:* a child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under Section 14 of the 'A New Tax System (Family Assistance) Act 1999'

*Third Priority:* any other child.

*Within these main categories priority should also be given to the following children:*

- *children in Aboriginal and Torres Strait Islander families*

- *children in families which include a disabled person*
- *families on lower incomes*
- *children in families from a non-English speaking background*
- *children in socially isolated families*
- *children of single parents.*

*A childcare service may require a Priority 3 child to vacate a place to make room for a child with a higher priority. They can only do so if you:*

- *are notified when your child first entered care that your service follows this Policy*
- *are given at least 14-day notice of the need for your child to vacate.*

### ***Outside School Hours Care***

*Outside School Hours Care is primarily for school children. A Service may ask a child not yet in School to leave care if a child who is in School applies for a place.*

*When filling vacancies our Service will give priority to School children over children who have not yet started School.*

**OSHC EXPRESSION OF INTEREST (EOI) ENROLMENT:  
HIGH PRIORITY ACCESS QUESTIONNAIRE**

Please complete and return this form if you wish your GPAC EOI enrolment to be considered for the following priority access groups:

1. Children defined as high priority as per Government 'Priority of Access Guidelines'.
2. GPAC preferential priority access based upon extraordinary circumstances (not covered by Government Priority of Access Guidelines and agreed at GPAC management committee's discretion e.g. children of GPAC staff)

Parent/Guardian's Name: \_\_\_\_\_

Child's/ren's Name/s: \_\_\_\_\_

\_\_\_\_\_

D.O.B.'S                                    \_/\_/\_                                    \_/\_/\_                                    \_/\_/\_

Please complete as relevant to your family and/or child/ren's situation.

**GOVERNMENT PRIORITY CATEGORIES**

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 under  
                           Section 14 of the  
                           '*A New Tax System (Family Assistance) Act 1999*'

Priority 3            Any other child as follows                                                                                   

General Government priority categories (Please tick points applicable to your family)

- Child lives in Aboriginal or Torres Strait Islander family
- Child lives in family which includes disabled person
- Families on lower incomes
- Child of a family from culturally and/or linguistically diverse background
- Child in a socially isolated family
- Child of single parent

**EXTRAORDINARY CIRCUMSTANCES (for consideration)**