

## ARMIDALE & DISTRICT FAMILY DAY CARE

### *Placement Procedure*

<b>Related documentation</b>	Enrolment & Orientation Policy
<b>Policy/policies:</b>	Inclusion Policy
<b>Regulation/s/ Standards:</b>	Educational & Care National Regulation 160, 178 & 179 National Quality Area 6
<b>Related procedures:</b>	Relief Care Procedure
<b>References:</b>	DET <i>Child Care Services Handbook 2015-16</i> <i>Early Childhood Australia Code of Ethics</i>
<b>Date effective</b>	25 June 2017
<b>Date for review</b>	25 June 2019
<b>Purpose</b>	To provide clear procedures for the enrolment of families and placement of children into care.
<b>Responsibility</b>	Directors, Management and Educators.

#### **Key information:**

To apply principles of social justice, access and equity to the process of placing children with Educators, whilst complying with the Australian Government Department of Education's Priority of Access Guidelines.

To endeavour to place children into a care environment that meets their physical and developmental needs and the needs of their families.

To assist Educators to operate their services at desired capacity, within regulatory requirements.

#### **Procedures:**

- All applications for care from families must be made through Armidale & District Family Day Care;
- Families will be provided with referrals to all available Educators, taking into account The following factors:
  - > Priority of access guidelines
  - > The nature of the care required and its location;
  - > The date upon which the care is required to commence.

- If care is not immediately available, families may be placed upon AFDC's Waiting List; The Waiting List is reviewed regularly to ensure that:
  - > Families are assisted to gain access to the care they require, and
  - > Educator vacancies are filled as soon as possible.

**Family Rights and Responsibilities:**

- Families are advised to interview all Educators to whom they are referred;
- Families are expected to contact referred Educators within one week of referral;
- Families must notify the Coordination Unit of their choice of Educator and complete the Enrolment process prior to commencing care;
- Families must notify Educators of their decision to accept or reject an offer of care;
- Families must settle any existing debts with AFDC and its Educators prior to being offered a placement.

**Educators Rights and Responsibilities:**

- Educators have the right to accept or decline a referral from a family without being required to provide justification;
- Educators must refer all families approaching them directly for care to the Coordination Unit;
- Educators must not accept families into their care who have not completed AFDC's Enrolment process.

**Priority of Access Guidelines**

The Australian Government has Priority of Access guidelines which we must follow when **filling vacancies. The guidelines are as follows:**

- 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 satisfy, work, training or study.
- Priority 3: Any other child

Where a service has no vacant places and is providing child care for a child who is a Priority 3 under the Priority of Access Guidelines, the service requires that child to leave the child care service in order for the service to provide a place for higher priority child, 14 days notice of the requirement for the child care service must be given.