

## ARMIDALE & DISTRICT FAMILY DAY CARE

### *Placement Procedure*

<b>Related documentation</b>	Enrolment and Orientation Policy
<b>Policies:</b>	Inclusion Policy
<b>Regulations/ Standards:</b>	Education and Care Services National Regulations 124, 160, 178 & 179 National Quality Standard Area 6
<b>Procedure:</b>	Confidentiality
<b>References:</b>	ECA Code of Ethics, 2016 Commonwealth Child Care Handbook, 2020
<b>Date effective</b>	August 2021
<b>Date for review</b>	August 2023
<b>Purpose</b>	To provide guidelines for the placement of children into care with Educators in consideration of Commonwealth guidelines and Regulatory requirements.
<b>Responsibility</b>	Directors, Management and Nominated Supervisor

#### **Key information:**

AFDC will use its best endeavours to:

- Ensure that service's placement procedures are effective, fair and transparent and that families feel well informed and able to discuss their needs with the Coordination Unit team;
- Seek to place children into the care of an Educator who is able and willing to meet the needs of the individual family and child;
- Assist AFDC Educators to operate their services at their desired capacity, in accordance with Regulatory requirements.

#### **Procedures:**

1. Families wishing to enrol their child/ren with AFDC must communicate their needs to the Coordination Unit;
2. AFDC will obtain contact details from the family and request that they complete an online enrolment form through *Harmony Software*. Where a family does not have access to this technology, a paper-based enrolment package will be provided to the family;
3. All families enrolling with AFDC, either electronically, or manually, will be provided with service documentation as outlined in the Enrolment and Orientation Policy;
4. Whenever possible, families will be provided with referrals to available Educators, taking into account the following factors:
  - The nature of the care required, and
  - The location in which the care is required.
  - The date upon which the care is required to commence.

### **Waiting List**

From time to time, the demand for Family Day Care within AFDC may exceed supply.

Where care is not immediately available to a family, the family will be asked if they wish to be placed on AFDC's Waiting List.

AFDC's Waiting List will be reviewed on a regular basis; families are asked to update their details and needs and/or if they wish to remove their child from the Waiting List.

### **Referral Process**

As places become available with AFDC Educators, families will be provided with details of Educators who may be able to meet their needs.

AFDC may take into consideration broad priority of access guidelines reviewing the Waiting List and referring families to available Educators.

### **Priority of Access Guidelines**

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 are working or studying.

Priority 3: Any other child.

### **Family Rights and Responsibilities Responsibilities:**

- Families are encouraged to contact Educators whose details they have been given within one week;
- Families are advised to interview all educators to whom they have been referred;
- Families should notify Educators of their decision to accept or reject an offer of care;
- Families must complete a formal enrolment process with AFDC prior to commencing care;
- Where a family is seeking alternative care, all outstanding fees to existing educators must be settled prior to their being offered a new placement.

### **Educator Rights and Responsibilities Responsibilities:**

- Educators may accept or decline a request for care from a family without being required to provide justification;
- Educators may maintain a personal Waiting List, but must refer all families requesting care with them to AFDC for enrolment;
- Educators must not accept children into care from families who have not completed AFDC's enrolment process.