

## SAMPLE CONTENT Website Information

### Outside School Hours Care

The Outside School Hours Care (OSHC) service situated on the premises of [insert name of state school] is operated by [insert name of approved provider].

The OSHC service is a separate entity to the school and has its own philosophy, policies and procedures and is responsible for the employment of their own staff and all financial matters. Enrolling your child at this school does not automatically guarantee a place in the OSHC service [amend as necessary regarding separate entity e.g. non-state school].

OSHC must meet national legislative requirements for indoor and outdoor space. The space requirements per child are 3.25m<sup>2</sup> for indoor and 7m<sup>2</sup> for outdoor spaces.

The approved places that can be provided in 20xx are:

- xxx before school care places
- xxx after school care places
- xxx vacation care places.

[Insert an explanation if there is a difference between before and after school care places.]

There is a high demand for places, and you may have to put your child's name on a waiting list. {insert if appropriate}

The enrolment process and waitlist policy will reflect the Australian Government's priority of access recommendations. [insert if OSHC has a waitlist policy]

We encourage you to familiarise yourself with the enrolment process and waitlist policy before you submit your application.

### Important dates

- [insert key dates for enrolment process including dates of offer of place in OSHC service]

[OSHC services](#) have qualified educators who deliver a nationally-approved program, where children have access to a wide variety of stimulating, developmentally-appropriate activities, including indoor and outdoor opportunities.

If you have any questions, please contact the OSHC service directly or email [insert email contact of OSHC service].

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### Waiting List Policy

[Insert name] OSHC will give school children priority over children who have not yet started school and will give school children enrolled at [insert name of school] priority over those who are not enrolled at the school.

In deciding which children have priority access, [Insert name] OSHC service has been guided by the 'priority of access' guidelines in the Australian Government's [Child Care Provider Handbook](#) which states:

"There are no requirements for filling vacancies. Providers can set their own rules for deciding who receives a place.

Providers are asked to (but are not legally obliged to) 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.

This meets the Australian Government's aims of helping families who are most in need and supporting the safety and wellbeing of children at risk."

Priority of access will be determined as follows [insert priority groups as appropriate to your service]:

First priority	
Second priority	
Third priority	
Fourth priority	
Fifth priority	

If all available places in the service are filled, those children who do not have a place will be added to a waiting list in the priority group, and in chronological order of when a completed application was received.

When a family or guardian seeks priority access, [Insert name] OSHC service will satisfy itself that the child meets priority of access.

Where this is not clear, the service may consider requesting documents as evidence of priority, such as:

- your Child Care Subsidy (CCS) assessment notice as provided by Centrelink
- confirmation from a social worker, community service department, doctor, or court or intervention orders.

Once a vacancy arises, the coordinator will contact the next person on the waiting list.

A parent or guardian with a child enrolled in the service, or on the waiting list, is required to advise the service coordinator as soon as practical of a change in

circumstances that could result in that child being in a different priority of access group.

All final enrolment decisions are made at the discretion of the [insert name of service].

The waitlist will be dissolved annually when enrolments for the forthcoming year open.

**References:**

The laws and guidelines relating to this policy include:

- Child Care Provider Handbook
- *A New Tax System (Family Assistance)(Administration) Act 1999.*

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### Frequently Asked Questions

#### 1. Why have a waitlist policy?

Places in OSHC services on school sites can be in high demand. Where places are in high demand, a waitlist policy makes it fair for everyone by being transparent and ensures government guidelines have been considered.

#### 2. What government guidelines were taken into consideration?

In deciding which children have priority access, xxxx OSHC service has been guided by the 'priority of access' guidelines in the Australian Government's [Child Care Provider Handbook](#) which states:

“There are no requirements for filling vacancies. Providers can set their own rules for deciding who receives a place.

Providers are asked to (but are not legally obliged to) 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.

This meets the Australian Government's aims of helping families who are most in need and supporting the safety and wellbeing of children at risk.”

It is encouraged that preferential enrolment is offered to students enrolled at the school where the OSHC service is provided.

#### 3. What other government guidelines are referred to determine a priority group?

The waitlist policy also takes account of the Australian Government's child care package and parent's eligibility for the Child Care Subsidy (CCS).

#### 4. How are applications assessed against the priorities?

Completed applications to enrol will be assessed according to the waitlist policy's priority of access. You may be asked to provide evidence of meeting the priority levels, such as a CCS assessment notice as provided by Centrelink and/or confirmation from a social worker, community services department, doctor, or court or intervention orders.

#### 5. What happens if my priority level changes?

A parent or guardian with a child enrolled in the service, or on the waiting list, is required to advise the service coordinator as soon as practical of a change in circumstances which could result in that child being classified under a different priority classification.

6. How many places are there in 20xx?

There will be xx places at before school care, xx places at after school care and xx places for vacation care. OSHC services must meet national legislative requirements for indoor and outdoor space. The space requirements per child are 3.25m<sup>2</sup> for indoor and 7m<sup>2</sup> for outdoor spaces.

7. Why do places vary at before and/or after school care and vacation care? [use if applicable or delete]

The reason that there are less places at [before, after, vacation care] is because the OSHC space is used for [insert explanation here, i.e. music classes before school].

8. What are options if my child is on the waitlist?

If your child is on the waitlist, to find a nearby service you may wish to search <https://www.childcarefinder.gov.au/>. Nearby state and non-government schools may have an OSHC service your child can attend. Some youth services (such as PCYCs) and long day care centres also have OSHC programs that school children can attend.