



30 Sep 2021

Dear families,

**We are writing to let you know of important changes to the 2022 OSHC enrolment process that have been made in response to the recent decision for the P&C to discontinue running the OSHC service, and handover responsibility to the school leadership team to seek an external provider.** This community decision was made with the aim of ensuring the sustainability of an OSHC service at Oakleigh, whilst also enabling future growth to meet evolving community needs.

We would like to thank you for your patience & understanding as we work through managing this transition. The OSHC Team wish to manage this in a way that is least disruptive to our children and families and we endeavour to continue providing the highest level of support and care to our OSHC community right up until the transition is complete.

In the short term, the P&C aims to continue to run the OSHC until the outsourced provider takes over the service. As advised by the Department of Education, a tender process can take up to six months and a new Provider will be responsible for their own enrolment processes. Based on current timings, we anticipate that a new provider would undertake their own enrolment processes some time during term 1 2022 to be ready for a handover from term 2.

Based on this new situation we are changing the P&C OSHC 2022 enrolment process. **This means that the previously communicated enrolment process, planned to occur in October, will not take place as originally planned. A rollover enrolment of current bookings for existing families only will occur instead.** We are aware that families may have already put considerable time in preparing for the originally communicated process and we apologise for the inconvenience that this has caused.

The following new enrolment instructions will replace all previous information distributed and are:

1. The P&C OSHC service will **unfortunately not be accepting new families into the service for permanent or casual places for term 4 2021 or term 1 2022** unless they are a priority 1 family. Documentation for priority 1 will need to be submitted to the OSHC Management team.
2. Families of children with existing places will be offered the opportunity to rollover their places for the same days until a new provider is in place at the school. If your children already have a place and there is a new sibling joining the school in term 1 2022, the rollover form will allow you to request a place for them. We will endeavour to accommodate your request, however no guarantees can be given due to the circumstances. **The Rollover Form will be sent out to families with existing permanent places on Monday 4<sup>th</sup> October and completed forms can be emailed to [oakleighoshcenrolments@gmail.com](mailto:oakleighoshcenrolments@gmail.com) from 7am on Wednesday the 6<sup>th</sup> October. Each family will need to have emailed their completed forms by 6pm Wed 13<sup>th</sup> October for their places to be rolled over.**

We understand this is an uncertain time & potentially quite upsetting for some families who will not receive places at OSHC for the beginning of the 2022 year. We wish to let families know that beyond this uncertainty we are striving for an outcome that is the best for the longevity of the service and community.

If you have any questions please don't hesitate to contact our Operations Manager, Mandy van Deventer on [oakleighopsmanager@gmail.com](mailto:oakleighopsmanager@gmail.com).

Kind Regards

Emma Blanch (on behalf of P&C Executive Team)



## Priority of Access Guidelines for Child Care Services

It is a condition of approval and continued approval for Child Care Benefit (CCB) purposes that services must comply with family assistance law.

The Priority of Access Guidelines are set out in the *Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000*.

The Guidelines apply to Long Day Care, Family Day Care, Outside School Hours Care and In-Home Care services. Failure to meet these Guidelines is a breach of the conditions of continued approval and may result in a service being sanctioned under the *A New Tax System (Family Assistance) (Administration) Act 1999*.

### Priorities for filling vacant places

The Priority of Access Guidelines must be used by approved services to allocate available child care places where there are more families requiring care than places available.

When filling vacant places, a service must fill them according to the following priorities:

- 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
- Priority 3** – any other child.

Within these main Priority categories, priority should also be given to children in:

- Aboriginal and Torres Strait Islander families
- families which include a disabled person
- families which include an individual whose adjusted taxable income does not exceed the lower income threshold of **\$43,727 for 2015-2016** or who or whose partner is on income support
- families from a non-English speaking background
- socially isolated families
- single parent families.

**Note:** Where a service is funded by an employer to provide child care solely or primarily for the children of the employer's employees, the service may give priority to those children.

### Requiring a child to vacate a place

Under the Priority of Access Guidelines a child care service may require a Priority 3 child only to vacate a place to make room for a higher priority child. The service can only do so if:

- the person liable for the payment of the child care fees was notified when the child first entered care that the service followed this policy, and
- the service gives the person at least 14 days' notice of the requirement for the child to vacate the place.

### Outside School Hours Care

Outside School Hours Care is primarily for school children. Where an Outside School Hours Care Service has no vacant places and is providing care for a child who has not yet started school, the service may require that child to leave the service in order to provide a place for a school child.

### Employer sponsored places

Where a child care service has places sponsored by an employer, the service may require those places to be vacated for the employee's children