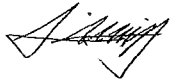
 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: CHILDRENS SERVICES	Pages: [03] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: SERVICE ACCESS		Author: CHILDCARE TASKFORCE

1. Scope

- 1.1. Staff, management

2. Policy Statement

The YMCA aims to provide places for school aged children needing care during their time out of school hours. We will not discriminate against any families needing care however; priority of access will be determined by the Government guidelines and placement on the waiting list.

3. Related Policies & Procedures/Guidance Notes

- 3.1. Enrolment Policy
- 3.2. Financial Management Policy
- 3.3. Participation and Access Policy

4. Responsibilities & Delegations


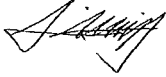
- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

5. Considerations

- 5.1. National Standards
- 5.2. Q&A Principles
- 5.3. "Priority of Access" guidelines of the Funding Body.

6. Records Maintenance

- 6.1. This policy is to be reviewed annually.


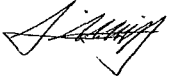
 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: CHILDRENS SERVICES	Pages: [03] Version No: [02] Date: [01/12/2009]
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PROCEDURES

- Our centre will be available for children who currently attend primary school only. Individual centres may make exceptions to this.
- No one will be discriminated against on the basis of his or her cultural background, religion, sex, disability, marital status or income.
- The centre will try to meet any specific needs of the families in the local community. Staff will refer any specific needs/requests to either the Group Manager or the Children's Services Manager. In situations where staff are not capable of providing the level of care required by a children, i.e. in cases where there are high medical support needs or child have high ongoing specialized support needs, parents will be referred to other local services
- The centre will endeavor, where possible, to cater for access to children and families with special needs.
- Under agreement with the Commonwealth Government the main priority for a place in the centre will be given to:
 - Working parents
 - Parents seeking work
 - Parents studying for work purposes.
- Other places will be available if not filled by the above priorities.
- A waiting list will be developed and updated regularly which identifies, priority of access eligibility, date placed on list and required days of care.
- Placement from the waiting list is determined by priority of access guidelines, siblings of children already in care, and date of placement on the waiting list.
- Parents are able to access their status on the waiting list as requested.

7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009

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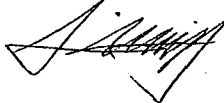
I endorse the Service Access Policy.

Name: *Maryann Rupnik*
 Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*
 Group Manager

Signature: 

Date: 7 December 2009