WOODSIDE PRESCHOOL

Priority Of Access Policy

Policy ID No. PO24/4676

DOCUMENT CONTROL

Managed by: Preschool
Approved by: Staff
Governed by: Governing Council

Responsible position: Director
Date approved: 23/6/2016

Version: 3

Next review date: June 2017
Woodside Preschool is a DECD run preschool and as such is not zoned.

When numbers indicate that enrolments may exceed the centre capacity for the following year, we may need to implement our Priority of Access guidelines for all enrolments. While we wish to remain accessible to all families who choose our service, we need to first ensure that vacancies are available for children who live in the local area.

When our Priority of Access is required to be implemented the following criteria will apply.

1) Children living in the local Woodside Area (including Charleston, Harrogate, Lenswood, Brukunga, Mt Torrens)

2) Children who have additional needs that would best be met by our centre and its facilities

3) Children who are in care (including family) where the care is located within the designated geographic catchment area mentioned in 1) above.

4) A sibling has previously attended our preschool programme

5) Children who have attended Woodside Preschool Occasional Care Programme.

**NB:** When enrolments are not nearing capacity or staffing ratios we will then offer places to children who do not meet the above criteria. At no time are enrolments allowed to exceed our staff ratios (1 staff: 11 children) or our centre capacity (45). At times when we are at enrolment capacity, families will be encouraged to contact Oakbank Kindergarten or Lobethal Kindergarten as our closest local preschools. Families should be aware that we cannot guarantee that these centres will have places available.