

## KOONUNG COTTAGE COMMUNITY HOUSE INC

### ELIGIBILITY FOR CHILDCARE POLICY:

#### **Purpose:**

The purpose of this policy is to define the nature of child care at Koonung Cottage Community House Child Care and who is eligible to use it and under what conditions.

#### **Policy:**

Koonung Cottage is a registered Type 2 Licenced Children's Service Provider with the Department of Education and Early Childhood Development and according to this licence can offer child care for children 0 to 6 years of age for a maximum of 5 hours care per child per day and up to a maximum of 15 hours care per child per week with a maximum of 13 children per session.

#### **Procedure:**

- Childcare will be offered when deemed to be most needed and effectively used.
- Places will be allocated on an inquiry basis – a waiting list process will be used unless a special need arises.
- Staff, tutors, volunteers and Committee of Management and Subcommittee members who are eligible to use childcare can only do so if places are available.

Before leaving a child at Koonung Cottage Community House Child Care

- An enrolment form must be fully completed.
- Any medical action plans must be discussed with and given to the child care staff.
- If there are any custody, access or intervention orders they must be photocopied and given to the childcare workers.

#### Children of Child Care Staff

Child care staff cannot bring their own children whilst working as staff for the children's service.

#### Children of Other Staff, Tutors and Class Participants

If staff, tutors and class participants use child care at the House they are charged the general class participant child care fees.

#### Children of Other Volunteers

May use child care for their children whilst volunteering at the House if there is a child care session and place available.

Children of Committee of Management Members

Free child care is available for Committee of Management members whilst attending meetings or conducting House business.

Adopted by Committee of Management

Signature: 

Name and position *Flossa Nguyen,  
Chair*

Date; *10.11.17*

Review: *10.11.19.*