



## Ironsides State School P&C Association

2 Hawken Drive  
St. Lucia Qld 4067  
pandc@ironsidess.eq.edu.au

Ironsides P&C  
2 Hawken Drive,  
St Lucia. 4067  
29<sup>th</sup> August 2018

Dear Parents & Caregivers,

Re: ICASAG changes

Ironsides Community After School Activities Group Incorporated (ICASAG) was founded in 1989 to provide quality care for children and has a management committee run by volunteer parents. In recent years, the committee has been finding it increasingly difficult to find volunteers to serve on the management committee, especially given the nature of the service being primarily for busy working families.

Ironsides SS P&C (the P&C) were initially approached in 2017 to consider taking on the administration of the existing outside school hours care (OSHC) service known as ICASAG. The service is legally due for review every five years and is legislated via the National Quality Framework (NQF). In the event that an existing service provider no longer desires to administer the service the QLD government mandates that the P&C must be offered the opportunity in the first instance. If the P&C were to decline the offer to administer the service it would go for commercial tender and potentially be run by a “for profit” business.

The key stakeholders being ICASAG, the P&C, and Ironsides State School are in agreement, that it is in everyone’s best interest to keep the OSHC ‘in house’ and that the P&C is that solution moving forward. It’s a valued service to the Ironsides community and we’re all working to embed it and sustain it that way.

The P&C Executive spent most of the first term 2018 researching both the process of transferring the service and requirements to administer the service. The P&C decided that keeping the OSHC service within our school community and not-for-profit was in the best interest of Ironsides SS rather than it being run by a commercial entity. ICASAG held an Extraordinary General Meeting in April where members unanimously voted in favour of transferring the service. This concept was presented to the May P&C general members meeting and voted on.

From the term one planning and preparation phase, the P&C has been working through the process to be granted Provider Approval for OSHC services. This approval has been received. The P&C is now in the process of working towards the ability to administer the Child Care Subsidy.

The timeline proposed is for “ICASAG” to cease trading at COB 6pm on Friday 14<sup>th</sup> December 2018, and Ironsides SS P&C Association OSHC to commence trade at 7am on Monday 17<sup>th</sup> December as the vacation care service.



## Ironsides State School P&C Association

2 Hawken Drive  
St. Lucia Qld 4067  
[pandc@ironsidess.eq.edu.au](mailto:pandc@ironsidess.eq.edu.au)

The staff, structure and fees for users will predominantly remain the same. The enrolment process and waitlist policy have changed to address government priority of access recommendations. We encourage you to familiarise yourself with the attached waitlist policy and proposed enrolment process.

The P&C are bound by exactly the same legislation pertaining to space requirements. We'd like to draw your attention to our 2019 service approval numbers:

- 55 Before School Care places,
- 195 After School Care places,
- 195 Vacation Care places

The current ICASAG committee will spend approximately 3-6 months in 2019 winding up the incorporated entity. The P&C will form a liaison group at the February 2019 AGM called "Ironsides OSHC Parent Advisory Group (PAG)" which will be made up of users of the Ironsides OSHC service who will meet monthly and report to P&C. Terms of Reference for this group currently being developed.

As you can all appreciate, this is a mammoth undertaking for another group of volunteer parents. Our goal is to ensure the Ironsides OSHC service continues to be high quality and serve the Ironsides Community.

We have attached the relevant new policies (waiting list and enrolment process) for your information and they're also available in the ISS website under the Our community / P&C tab.

If you have any questions, please email [pandcironside@gmail.com](mailto:pandcironside@gmail.com)

We are also holding a Q&A session on Tuesday 18<sup>th</sup> September 6:15pm in the school hall.

Yours Sincerely (on behalf of P&C),

Karen Wallace  
President Ironsides SS P&C Assn.

## Enrolment Process for Ironside SS P&C OSHC

The P&C have been given provider approval for 55 places for BSC and 195 places ASC.

1. Applications forms for Enrolment at the Ironside SS P&C OSHC will be available via the ISS website from Monday 17<sup>th</sup> September 2018.
2. Completed enrolments will be able to be sent in via email from 7am on Wednesday 10<sup>th</sup> October 2018. Do not submit earlier as they will not be accepted.
3. Enrolments close for first round offers on Sunday 14<sup>th</sup> October at 7pm.
4. Incomplete enrolments will not be accepted.
5. All existing users of the current Ironside service known as "ICASAG" plus all families on the waitlist will be given communications about the process from 1<sup>st</sup> September 2018.
6. The Priority of Access to this service is detailed in the "Waiting List" policy.
7. All completed applications to enrol will be assessed according to the Waiting List policy.
8. Before the child begins their first day with us, the service must have all required documentation for the child and supporting documentation related to their priority group. The child will not be accepted into the service without this being completed.
9. All documentation will be kept private and confidential. Under no circumstances will any applicants priority rating / CCS data be discussed with other applicants or staff.
10. All applicants will be notified from Monday 12<sup>th</sup> November if they have been successful in obtaining a place in either or both the BSC or ASC program commencing Term 1 2019, and/or the VC program commencing at the end of Term 4 2018. All notifications will be made via email.
11. The service will have limited capacity for casual positions and will adhere to a strict hold policy for extenuating circumstances only that is limited to a maximum of one term. In the event of a "place being held" that spot can be temporarily offered to a family from the waitlist. Examples of extenuating circumstances may include but not limited to; caring for a family member with chronic or terminal illness both locally and away; child requiring intensive therapy following diagnosis; absence from school for a fixed period for study / family purposes.
12. The waitlist will be dissolved annually when enrolments for the forthcoming year open. We will not accept applications for enrolment nor waitlist any application further ahead than the following school year.

For example, if your child is commencing Prep at Ironside in 2022, you will place the application for enrolment in Term 3, 2021. There is no benefit of the service having a long term waitlist as all children who are enrolled at the service or whose families are seeking a place at the service will be given Priority of Access in accordance with the guidelines that have been established by the Department of Education, Employment and Workplace Relations.

13. Families will not be able to book full time positions knowing they will have regular absences. Three absences on the same day (for example, three Tuesdays' in a row) will require a medical certificate to explain the absence.
14. If you are a current or previous user of the ICASAG service with any fees outstanding you will not be eligible to enrol until fees are up to date.
15. If you are placed on our waiting list and you are made an offer by the service for all or part of your requested allocations, if the offer is not confirmed and active within 28 days then you will lose your waitlist ranking and go to the bottom of the waitlist.
16. When an offer is made for a place in the service you have 7 days to confirm acceptance of offer with payment of bond at the same time. Bond is \$100 per child and is refunded when you leave the service if fees are up to date.
17. Orientation to service for new families will be offered to ensure a smooth transition.

Approved

## Waiting List

Ironside SS P&C OSHC will give school children priority over children who have not yet started school and will give school children enrolled at ISS priority over those that aren't.

In determining priority of access, Ironside SS P&C OSHC will primarily be guided by the priority of access guidelines as set out by the Australian Government, Department of Education and Training in the Child Care Provider Handbook (<https://www.education.gov.au/child-care-provider-handbook/other-matters-regarding-enrolment-and-allocation-child-care-places>).

Priority of access will be determined as follows:

First Priority	Children at risk of serious abuse or neglect, or anyone approved for Additional Child Care Subsidy (ACCS).
Second Priority	Children of a sole parent who satisfies the Child Care Subsidy (CCS) test through paid employment or study.
Third Priority	Children of parents who both satisfy the CCS test through paid employment or study, have a CCS subsidy percentage of 77% or higher and have at least 100 CCS subsidised hours per fortnight.
Fourth Priority	Children of parents who both satisfy the CCS test through paid employment or study.
Fifth Priority	Any other child

If all available places in the service have been taken, those children that do not have a place will be added to a waiting list in chronological order based on when complete applications were received. For example, within the same priority group, a complete application received on 7 October will rank ahead of a complete application received on 8 October in the same year.

If your child is in a lower priority group within these guidelines you may be required to relinquish your place to a child who is in a higher priority group. For example, if your child is in the fifth priority group you may be required to relinquish your place to a child in the first, second, third or fourth priority group.

In the event your child is required to relinquish their place to a child in a higher priority group, you will be given 14 days' notice before your child's place is relinquished. Your child will then be placed on the top of the waiting list and be offered to re-enter the service as soon as a place becomes available. You will then be notified by email outlining the days Ironside SS P&C OSCH is able to offer.

When a family seeks to establish priority, the service will satisfy itself that the child fits in the priority of access. Where this is not clear, the service will consider requesting documents as evidence of priority, such as:

- Your CCS assessment notice as provided by Centrelink;
- Confirmation from a social worker, State Welfare Department, doctor, court or intervention orders.

Once a vacancy arises, the co-ordinator will contact the next person on the waiting list.

A parent 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 classified under a different priority classification.

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

All final enrolment decisions are made at the discretion of the Ironside SS P&C.

#### **References:**

The laws and other provisions affecting this policy include:

- Child Care Provider Handbook
- A New Tax System (Family Assistance)(Administration) Act 1999
- Child Care Subsidy Secretary's Rules 2017