

# Information on waiting list management

## Adelaide and Waite Campus Childrens Centres

Places at each Childrens Centre are determined by Commonwealth and State Government regulations in relation to the age of children and the facilities at each service (limited places for children aged under 2 years). Our services provide priority of access to staff and students of each Campus, and organisations affiliated with the Campus. When places are not required by Campus families they are offered to Community families who have registered an expression of interest with us.

Vacancies are usually only created when children leave, either due to children moving onto school or families leaving due to changes in employment or residence.

It is expected that all vacancies across all ages will be filled within the first 3 months of the year. After this vacancies will only arise if enrolled families reduce or cancel their bookings due to changes in their employment or study schedule.

When there is a vacancy at the centre, priority for this place is given in the following order:

1. Transitions of current children who are of the appropriate age and development to the next age group.
2. Families with current bookings who wish to increase their bookings.
3. Siblings of current families.
4. Families on the waiting list who are ready to commence. Places are offered to those families who have been on the waiting list longest in relation to the days of childcare required and the age group in which vacancies occur.

Understandably we are unable to predict the ongoing childcare requirements of the 90 or more families who attend each service, especially given that 80% of families attend part-time.

We are therefore unable to accurately predict the future availability of childcare places.

Due to ongoing demand, particularly for children under 2 years, we recommend that all families register a waiting list application with several services and/or have a back-up plan should a place not be available on the days and dates that you require.

For further information please refer to the Priority of Access and Enrolment Policy or contact:

Eleanor Behrens at Waite on 8313 6560 or email [childcare.waite@adelaide.edu.au](mailto:childcare.waite@adelaide.edu.au)

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