

PROVISION OF CARE - PLACEMENT OF CHILDREN

POLICY

When children are placed in care every attempt will be made to ensure there is a match between the needs of the child, family expectations and the Educator's ability and willingness to meet the individual requirements. At all times the child's welfare will be paramount.

PROCEDURE

1. Parents seeking child care should register with the Co-ordination Unit. Requirements for child care are prioritised according to Commonwealth Government.
2. The registration of new families should take place at the Co-ordination Unit office prior to child commencing placement. At this initial interview, staff will assess the needs of the child and family expectations. Staff will consider available vacancies and endeavour to match the family with the most suitable Educator.
3. **Family Enrolment form / Agreement** (Appendix 3) and **Child Information form** (Appendix 4) must be completed prior to commencement of care. These forms should include general family information, contact numbers, the child's developmental progress; routines and needs including medical information and specific health details.
4. Parents will be provided with relevant information about policies/guidelines, fees & Child Care Benefit. Parents will be notified of their responsibility to apply for Child Care Benefit (within 4 weeks of care commencing) and that full fees will apply until the CCB enrolment is formalised. Parents will be advised that 100% fee will apply for absences (including casual bookings unless 24 hours' notice is given to allow the Educator to make the place available to another child) except where the Educator is unable to provide care.
5. Staff will contact Educators regarding the placement and will discuss the care requirements. Parents will be given the name and phone number (not address) of Educator/s. Parents will be offered a choice of Educators if there are appropriate vacancies. It is the parent's responsibility to contact and arrange to meet Educators.
6. Choosing a Educator with whom parents and children feel comfortable is most important. Parents have the right and responsibility to determine that the Educator shares similar values and can meet the needs of the child. The Educator has the responsibility and the right to decide whether the child's needs and the parent's expectations could be met through the placement. Parents and Educators are under no obligation to accept any placement.
7. The parent and Educator shall meet in the Educator's home for the initial interview to discuss all the aspects of the potential placement. The child's needs and the expectations and needs of parents and the Educator should be openly discussed. Once a Educator has been selected another interview may be arranged for the parent and Educator to discuss full details of the care. For a permanent booking arrangement the Educator should complete a **Booking Agreement** (Appendix 5) and notify the Co-ordination unit of the care arrangement.
8. It is the responsibility of the Scheme to ensure that the Educator has the relevant family information. It is the responsibility of the parents to inform both the Educator and the Scheme if this information changes.
9. A request for immediate care may arise through an emergency, eg. hospitalisation or illness of parent or immediate commencement of employment. The Co-ordination Unit will ensure adequate information regarding the family and child is provided to the Educator prior to placement. The full enrolment procedure will be carried out at the first opportunity. Acceptance of an emergency care arrangement does not constitute obligation for Educator or family to accept on-going placement.

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PROVISION OF CARE - PLACEMENT OF CHILDREN - Continued

SUGGESTED CHILD INFORMATION

Family/Child records should include the following information:

Parent Information - this should be specific to each parent

- Surname, given name, date of birth.
- Centrelink Customer Reference Number (CRN).
- Home address, telephone number.
- Languages spoken at home, ethnic origin.
- Occupation, name of employer/school tertiary institution , address and telephone number.

Child Information - this should be specific to each child in the family.

- Surname, given names, date of birth.
- Centrelink Customer Reference Number (CRN) – different to parent number.
- Name of school/kindergarten/child care centre being used, hours of attendance.
- Days and times of attendance in Family Day Care. (You may like to stipulate school/tertiary holding bookings here also).

Custody Details

- Details regarding court custody orders.
- Nominated persons for delivery and collection of children.
- Emergency contact people (other than parent/guardian).

General Medical Information

- Name, address, telephone number of child's Doctor.

Child Medical Information - this should be specific to each child

- Immunisation details.
- Previous illnesses.
- Allergies.
- Special Dietary Requirements.
- Regular medication.
- Management Plan for Asthma or other chronic conditions including trigger factors, early signs/symptoms and treatment protocol.

Child Development Information - this should be specific to each child.

- Description of child's level of development - physical, language, social/emotional, intellectual.
- Description of child's personality and behaviour.

Authorisations

- Permission for children to be transported in cars/and taken on outings outside of the Educator's home.
- Permission for Educator or staff to seek emergency medical treatment.
- Agreement to abide by Schemes policies and conditions of care.

Source: National Law, Regulations and Standards (ACECQA 2011)

Reviewed September 2005, December 2008, July 2009, July 2012