

PRIORITY OF ACCESS GUIDELINES FOR THE ABACUS EARLY CHILDHOOD CENTRE (ABACUS)

The Department of Finance and Administration (Finance) has formulated the following Priority of Access Guidelines (the guidelines) to assist the Service Provider in determining the order in which children on the Waiting List are offered care. Places are offered to families in priority order and date of application, as given below.

1. First Priority – Current Finance Users.

Finance children currently enrolled at Abacus who are due to progress into the next age group **OR** current Finance families using the Centre, who need access for a sibling **OR** current Finance families who need a variation in booked days for a child or children already attending Abacus.*

2. Second Priority – Department of Finance and Administration Employees Child or Children.

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3. Third Priority –Current Treasury Building Co-Tenant Australian Public Service (APS) Users.

- Treasury Building co-tenant APS children currently enrolled at AECC who are due to progress into the next age group **OR** current Treasury Building co-tenant APS families using the Centre, who need access for a sibling **OR** current Treasury Building co-tenant APS families who need a variation in booked days for a child or children already attending the Centre.

4. Fourth Priority –Treasury Building Co-Tenant Australian Public Service (APS) Child or Children.

5. Fifth Priority – Current Australian Public Service (APS) Users.

- APS children currently enrolled at AECC who are due to progress into the next age group **OR** current APS families using the Centre, who need access for a sibling **OR** current APS families who need a variation in booked days for a child or children already attending the Centre.

6. Sixth Priority – Australian Public Service (APS) Employees Child or Children.

7. Seventh Priority – Ministerial Staffers Child or Children.

- MOPS Act employees.

8. Eighth Priority – Current General Community Users.

- General community children currently enrolled at AECC who are due to progress into the next age group **OR** current General community families using the Centre, who need access for a sibling **OR** current General community families who need a variation in booked days for a child or children already attending the Centre.

9. Ninth Priority – General Community Child or Children.

* Refer General Information overleaf.

GENERAL INFORMATION

1. Childcare places once utilised are guaranteed unless parents who have obtained priority access to Abacus as Finance employees choose to remove their child/ren from Abacus or if they cease to be Finance employees.
2. Finance parents will have three months to remove their children from Abacus following voluntary departure from Finance, unless:
 - they transfer to the Department of the Treasury (the Treasury) or the National Capital Authority (NCA); or
 - there is a vacancy in the relevant age group at Abacus.
3. Finance staff members affected by Administrative Arrangements Order (AAO) changes will have up to 12 months from the date of an AAO change to remove their child/ren from Abacus, unless:
 - there is a vacancy in the relevant age group, or
 - the staff member transfers to the Treasury or the NCA.
4. Sibling access is available to all current users of the Centre, subject to priority order and the termination of employment with Finance.
5. Childcare place offers are made for specific day(s) vacancies when they arise.
6. Offers are made and a 'date to accept and pay two weeks fees' is given.
7. Places not accepted and paid for by this date will be offered to the next family on the waiting list.
8. Families choosing not to accept a childcare place, when offered, remain in order on the waiting list.
9. Because movement on the waiting list is slow at times, we strongly recommend that families place their children's names on the waiting list well in advance.
10. Strict confidentiality is maintained at all times.