



# Nature Alliance Family Day Care Service

## Exemption for Additional Children



### **POLICY IN THIS SECTION AS REQUIRED BY:**

Education and Care Services National Law (WA) Act 2012: Section 165, 167  
Education and Care Services National Regulations, 2012 – 'Regulations':124  
National Quality Standards for Early Childhood Education and Care and School Age Care (2010) Standard 4.1.

### **PURPOSE:**

Families may require care in a location where limited care is available due to high demand and lack of facilities. The purpose of this policy is to review each situation as unique and if the requirements of Regulation 124 are met authorise for the Educator to have an additional child on the premises for up to 13 weeks before being reviewed. Another application can be submitted if required prior to the current exemption expiring.

### **SCOPE:**

This policy applies to Family Day Care Educators.

### **PRINCIPAL:**

The Approved Provider may determine if an Educator may be approved to care for additional children. This decision will be based on Regulation 124.

### **POLICY:**

Nature Alliance Family Day Care Service will consider approving an exemption when an Educator has an additional child in their care. The decision to grant this approval will be guided by the requirements of Regulation 124.

If at any time a permanent position becomes available that suits the exempt child, the child under exemption will be given the option to take the position and the exemption will cease. Should the exempt child be absent, their position cannot be filled. If another child is absent, the vacancy can only be filled if the absent child's booking for that day is deleted, and they are not charged.

### **PROCEDURE:**

1. To request an exemption to have an additional child the Educator is to discuss with the parent the care requirements and request in writing from the parent why the exemption is required. The letter must include the fact that no other childcare positions are available in the area.
2. The Educator must complete NA-FRM-0018(E) Exemption for Additional Children Risk Assessment. The Risk Assessment and that parent letter should be forwarded to Nature Alliance requesting to have an additional child in their care. This request must clearly outline the reasons for the request and may include details as follows:
  - Reasons why the care is required. This would include the families' work commitments and any other situations that may impact on the welfare of the child.
  - Details of family support that is available.
  - Whether there are siblings already enrolled in the service.
  - Lack of resources in the area to cater for the needs of the childcare eg child attending Kindy and requires a midday pick up.
  - Ages of other children
  - Duration of the exemption if less than 13 weeks

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- Availability of care in the area, this must include all approved care venues.
3. Care is required in a rural or remote location and no other service is available. This request must be approved prior to the child accessing care, and if attendance records are submitted and ratios exceeded, they will not be processed.
  4. The Service may request additional information to verify if vacancies exist in the area and this will be verified against the Early Childhood Education Starting Blocks website.
  5. A request for an exemption in the metropolitan area will be discussed with ECRU for clarification and will be assessed on a case-by-case situation.
  6. Staff at Nature Alliance Family Day Care will assess each application and confirm with the Educator in writing the conditions including the period of the exemption.
  7. It is the Educator's responsibility to manage the exemption, including being aware of the time frame and if required applying for an extension.
  8. To apply for an extension to an existing exemption request the Educator must review and resubmit the Exemption for Additional Children Risk Assessment NA-FRM-0018(E) and submit this to the service for approval prior to the end of the initial period.
  9. These exemptions will be recorded on FDSee, the service exemption register and uploaded onto the ECRU register.
  10. A copy of the request and the confirmation will be retained by Nature Alliance Family Day Care Service for a period of 7 years.

**Supporting documentation:**

Application from parent/guardian

Evidence to support the Application.

NA-FRM-0018(E) Exemption for Additional Children Risk Assessment

[www.startingblocks.gov.au](http://www.startingblocks.gov.au)

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