



WANADA is a peak representative body, established in 1984. WANADA supports over 90 member organisations and services across Western Australia. WANADA members are primarily not-for-profit health care and community service organisations that provide valuable services to the Western Australian community.

WANADA Childcare Access Program (CAP)

The Childcare Access Program (CAP) is designed to better enable parents or carers of pre-primary aged children to access health and community service appointments. In the absence of other childcare support, the CAP covers the cost of casual childcare while parents or carers attend some health and community service appointments.

The Childcare Access Program uses a voucher system

1. The parent or carer will enrol their child with your childcare service according to your service's normal enrolment process and arrange a casual booking on the day of their health or community service appointment.
2. At the end of their appointment the parent or carer will be given one completed CAP voucher per child.
3. When the parent or carer picks the child up, they will give you the completed CAP voucher in lieu of payment.
4. You will forward a copy of the voucher and an invoice with corresponding dates to WANADA.
5. WANADA will pay the invoice via direct debit or credit card, as indicated on the invoice, within 14 working days.

Please note: WANADA will need a copy of the voucher to process payment. WANADA will only pay the fees for sessions of childcare that correspond with the dates on completed vouchers.

		123456		CHILD CARE ACCESS PROGRAM		
Client Name: _____	Childcare Centre: _____	Phone: _____	Date: _____	No. Hours: _____	Agency: _____	
Childs Name: _____			No. Hours: _____			
Childcare Centre: _____			Valid on this date only: _____			
Phone: _____			Approved by: _____			
Agency: _____			Agency: _____			
For payment of this voucher, mail invoice to WANADA PO Box 8048 Perth 6849 or childcare@wanada.org.au				Please ensure that all sections are completed. 1 voucher per child per visit.		123456

WANADA responsibilities

- Supply voucher books to health and community services that participate in the CAP.
- Pay invoices received from childcare providers when accompanied by valid CAP vouchers.

Childcare provider responsibilities

- Provide casual childcare sessions to parents or carers using CAP vouchers (subject to availability).
- Forward vouchers and invoices with corresponding dates to WANADA for payment.

WANADA member service responsibilities

- Inform the childcare provider before referring a parent or carer to use CAP vouchers at the childcare service.
- If necessary, assist the parent or carer to meet enrolment requirements and make the casual childcare booking.
- Provide the parent or carer with a completed CAP voucher after their appointment.

Parent or carer responsibilities

- Enrol the child at a childcare service that has agreed to accept CAP vouchers and arrange a casual childcare booking for the day of their health or community service appointment.
- Pick the child up on time to avoid late fees.
- Give the completed CAP voucher to the childcare provider when collecting the child from the childcare provider.
- Pay childcare provider's late fees if applicable.

For more information, contact:

WANADA
Level 1, 1 Nash Street, Perth WA 6000
PO Box 8048, Perth WA 6849
Telephone: (08) 6557 9400
Email: childcare@wanada.org.au