



## Waiting List Application Procedure

*Please ask the educator if you need help with any part of this form.*

NB: Please inform the Centre of any changes in your circumstances as this could save any future inconvenience or misunderstanding.

### CHILD'S DETAILS

Last Name:

First Name:

Middle Name:

Known as:

Gender:  Male  Female

Date of Birth:

Residential Address:

Postal Code:

Are there other agencies supporting your child?  Yes  No  
*If yes, please specify:*

### PARENT / GUARDIAN / CAREGIVER DETAILS

First Name:

First Name:

Last Name:

Last Name:

Title:  Mr  Mrs  Miss  Ms (tick one)

Title:  Mr  Mrs  Miss  Ms (tick one)

Relationship to Child:

Relationship to Child:

Address (if different from above):

Address (if different from above):

Daytime Phone:

Daytime Phone:

Evening Phone:

Evening Phone:

Mobile Phone:

Mobile Phone:

Email Address:

Email Address:

Occupation:

Occupation:

### PREFERRED INITIAL ENROLMENT TIMES

Please tick () relevant boxes.

Start Date:.....

Monday  Tuesday  Wednesday  Thursday  Friday

Date Ratified  
Aug 11, Jan 12,13,14,16, June 18

Review Date  
January 2019

## HOW DID YOU FIND OUT ABOUT OUR CENTRE?

- Advertisement     Sibling attended centre     White Pages/Yellow Pages  
 Word of mouth     Signage     Other

### Priority of Access Guidelines

The Australian Government's main reason for funding child care is to meet the child care needs of as many Australian families as possible, it is therefore appropriate to have Priority of Access Guidelines for allocating places and which must be adhered to by all Child Care Services. These guidelines apply to centre-based Long Day Care (LDC), IHC, Family Day Care (FDC) and Outside School Hours Care (OSHC) services.

The Australian Government's Priority of Access Guidelines is as follows;

- Priority 1:** A child at risk of serious abuse or neglect  
**Priority 2:** A child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test under section 14 of the *A New Tax System (Family Assistance) Act 1999*  
**Priority 3:** Any other child.

Within these main categories, priority should also be given to the following children:

- children in Aboriginal and Torres Strait Islander families
- children in families which include a disabled person
- children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold or who or whose partner are on income support
- children in families with a non-English speaking background
- children in socially isolated families
- Children of single parents.

**\*\*\*\* Please indicate the category applicable to your situation.**

**Signed**

**Relationship to Child**

**Date**

*NB: You will be required to provide your child's birth certificate and immunisation records at time of enrolment*