WAITING LIST INFORMATION

PLEASE RETAIN THIS INFORMATION FOR FUTURE REFERENCE

1. This application will be placed on the waiting list for 2016 only. If you are not successful in gaining a child care place in 2016 you will automatically be sent a new application form for the year 2017 in October 2016.

2. The combined Waiting List includes all applications for places at Queensberry Children’s Centre, and Swanston Street Children’s Centre. Applications for the Family Club Co-op should be made directly to that service.

3. Please ensure you complete all sections on the form so that priority can be assessed. Please provide any relevant further information. (Places are allocated using Priority of Access – see over.)

4. Applications must be returned to the Children’s Services Administration Office (at Queensberry Children’s Centre) by **Friday, 23rd October 2015**, to be considered in the first round of offers for care commencing 1st February 2016. Later applications will be considered for any future allocations.

5. A $10.00 application fee must accompany all new Waiting List applications. If you have previously paid the fee you do not need to pay it again. Please indicate this on the form. A credit card authorisation is attached to application form, or you may pay by EFTPOS in person.

6. Should any family details change after you have lodged your form, please notify the Children’s Services Administration Office as soon as possible.

7. Places will be allocated from November for positions starting on the 1st February 2016. As initial offers will be made by phone please ensure that you include a day time contact number.

8. Enrolment Day is Wednesday, 18th November 2015 at the Administration Office, located in Queensberry Children’s Centre. Offers of places are only confirmed by enrolment. Enrolment entails:
   - Return of the signed ‘conditions of care’ agreement,
   - Completion of enrolment form,
   - Payment of a deposit equivalent to two weeks of care.
   If any of these steps are not completed, the offer of a place will be forfeited.

9. Families who are not allocated a place in the first round of offers will remain on the waiting list pending later offers. We will only contact you if we can offer you a place. Families wishing to commence care later in the year will be considered as places become available at the time they have indicated.
From Australian Government Department of Social Security:

**Priority for allocating places**

Sometimes, there may be a waiting list for child care services and to ensure the system is fair, the Australian Government has 'Priority of Access Guidelines' for allocating places in these circumstances. The guidelines only apply to Child Care Benefit approved child care. They are used when there is a waiting list for a child care service or when a number of parents are applying for a limited number of vacant places.

Every Child Care Benefit approved child care service has to abide by the guidelines and tell you about them when you enrol your child into care.

**Priorities**

- First Priority: a child at risk of serious abuse or neglect
- Second Priority: 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'
- Third Priority: 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 of $43,727 for 2015-2016, or who or whose partner are on income support
- children in families from a non-English speaking background
- children in socially isolated families
- children of single parents.