

# Internal Waiting List Form

## CHILD'S DETAILS

Family Name:

Given Name:

Date of Birth: *Please attach a photocopy of your child's birth certificate with this application.*

Age of Child Now:

Sex:

Name of Child Care Centre that the child or family currently attends:

## CURRENT BOOKINGS

Monday

Tuesday

Wednesday

Thursday

Friday

## PROPOSED BOOKINGS DETAILS

Monday

Tuesday

Wednesday

Thursday

Friday

**STARTING:** ie when would you like the proposed booking details to begin or the proposed booking details to happen? Please note that the Priority of Access guidelines applies to all internal places as well as by date application lodged.

*Please note that it may not be possible for your child to commence on this desired starting date. Minimum numbers of days may also apply for your child's centre.*

What age group or room is your child currently in?

Does your child have any special needs, medical conditions or disabilities?

Is there any other information that you feel we should know?

**ACCESS GUIDELINES** Every Child Care Benefit approved child care service within the City of Darebin which receives Child Care Benefit from the Commonwealth Government, has to abide by the priority of access guidelines as set out by DEEWR. To ensure the system is fair, the Australian Government has "Priority of Access Guidelines" for allocating places in certain circumstances. 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.

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 \$41 026 for 2012-2013, 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.

**A child care service may require a Priority 3 child to vacate a place to make room for a child with a higher priority. They can only do so if you:**

- are notified when your child first entered care that your service follows this policy
- are given at least 14 days notice of the need for your child to vacate.

**To help us equitably fill vacant places, please tick the appropriate box:**

Child at risk of abuse or neglect  
OR Family in crisis

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'

Any other child

Other

**Name of Parent/Guardian Applying:**

**Relationship to the child:**

**Address:**

**E-mail**

**Phone (1)**

**Phone(2)**

**APPLICATION**

I wish to apply for an Internal placement as detailed above at the above named Child Care Service. I understand that I must apply to FAO/Centrelink for Child Care Benefit and or Child Care Rebate if I intend to claim such a benefit/rebate. CCB/CCR application forms are available at the Centre and FAO. I understand that to maintain this place on the waiting list, I/we need to contact the Director of Centre at least every three months to confirm our continuing interest. Not doing so will mean the deletion of this application form from the Internal waiting list of my child's/children's centre.

**Signature:**

**Date:**

**Office Use Only:**

**Date of Lodgement:**

**Notes:**