

**CITY WEST CHILD CARE CENTRE**

**CHILD CARE WAITING LIST APPLICATION**

**PO BOX 1872 ADELAIDE SA 5001 TELEPHONE: 08 8212 4266 email:childcare.citywest@unisa.edu.au**

The completion of this form helps us to respond to your request for Child Care placement. You are encouraged to discuss any aspect of the form with the Director of the Centre and to have a look at the Parents' Handbook which provides details about the Centre and its policies.

**PARENT / GUARDIAN APPLYING**

Name:

Relationship to

Contact numbers:

Home: \_\_\_\_\_ Work: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email address: \_\_\_\_\_

Address:

**CHILD'S DETAILS**

Family Name:

Sex:  F/M

Given Name /s

Date of Birth: \_\_\_\_\_ or expected date of birth : \_\_\_\_\_

**PROPOSED BOOKING DETAILS**

Arrive

Depart

	Monday	Tuesday	Wednesday	Thursday	Friday
Arrive					
Depart					

Starting:  /  /  For:  weeks or until  /  /

**APPLICATION**

**I wish** to apply for placement as detailed above at CITY WEST CHILD CARE CENTRE and I understand that I must complete a Child Care Benefit Application form and submit it to the Family Assistance Office if I intend to claim such benefit. (CCB application forms are available at the Centre and from the Family Assistance Office).

**I understand to maintain this application on the waiting list, I/ we need to contact the Director of the Centre at least EVERY 3 MONTHS to confirm our continuing interest. Not doing so will mean the DELETION of this application from our waiting list.**

Your interest in a child care placement will be registered upon receipt of a completed waitlist application, then a registration number will be allocated to you at the earliest possible time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ACCESS GUIDELINES**

As a non-profit organization which receives Child Care Benefit from the Commonwealth Government, we abide by the priority of access guidelines set by the Department of Family and Community Services. To help us equitably fill vacant places, **please tick the appropriate boxes below:**

- Parent/s employed OR seeking employment
- Studying / training for future employment Please circle TAFE SA, UNISA or OTHER
- Children or parents with continuing disability or incapacity
- Parents at home with more than one child below school age
- Single parent at home  Employer sponsored  Other

**RECORD OF FOLLOW UP CONTACTS**

<b><i>Date of Contact</i></b>	<b><i>By whom</i></b>	<b><i>Response / information received from applicant</i></b>	<b><i>Contact received by:</i></b>	<b><i>Comments / action</i></b>