



UNSW CHILD CARE WAITING LIST APPLICATION

Date of application ___/___/___/

Family Profile

Child's First Name _____ Surname _____

DOB/EDD (expected due date) ___/___/___ Gender M / F / Unknown

Address _____

Parent/Guardian 1

Parent/Guardian 2

First name _____ Surname _____ Address _____ _____ Phone h/ _____ w/ _____ m/ _____ email _____ UNSW staff # _____ UNSW student # _____ seeking work studying home Other _____	First Name _____ Surname _____ Address _____ _____ Phone h/ _____ w/ _____ m/ _____ email _____ UNSW staff # _____ UNSW student # _____ seeking work studying home Other _____
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office use only Date application received _____ / Receipt of confirmation sent _____

Additional Information

Do you currently access child care for this child? Yes / No

If so, where? Tigger’s Place____ Honeypot____Kanga’s House____House at Pooh Corner____

Other_____

Comment_____

Sibling Information

Do you have another child on a UNSW child care waiting list? No / Yes

If so, which centre_____

Sibling’s names_____ age_____
school/centre_____

Sibling’s names_____ age_____
school/centre_____

Sibling’s names_____ age_____
school/centre_____

UNSW Child Care Centres

NOTE: You are eligible to apply for all UNSW Child Care Centres but will only receive offers from the centres you indicate.

Please circle which centre/s you would like to apply for:

Tigger’s Place Kanga’s House House at Pooh Corner Honeypot

Starting date required __ / __ / __ **OR** **start A.S.A.P**

Anticipated attendance pattern - Refer to information sheet for further information

Please rank your preferred combination of days

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday	Monday	Monday	Wednesday	Thursday	Monday	Flexible
Tuesday	Tuesday	Tuesday	Thursday	Friday	Tuesday	
	Wednesday	Thursday	Friday		Wednesday	
		Friday			Thursday	
					Friday	

Please indicate if you are flexible with the attendance pattern otherwise you will only be offered a position that you have nominated on the form.

Priority of Access Guidelines Information

FAHCSIA (Families, Housing and Community Services and Indigenous Affairs) require families to identify their individual circumstances to allow places to be offered on a needs basis. Please refer to information sheet for further information.

UNSW Child Care Centres also operate with their own priority of access guidelines that interact with the FAHCSIA guidelines. Please refer to information sheet for further information.

Please tick any of the following relevant boxes-

The child's parents/guardians are-

- UNSW full time/part time employees – incl. staff paid from central payroll (UNSW Global, UNSW Press, NS Innovations, AGSM)
- UNSW casual employee
- UNSW visiting academic
- UNSW future staff member
- UNSW fulltime students
- UNSW part time students
- UNSW future student
- UNSW child care staff member. Name of centre _____
- Special Studies Program (SSP)
- From the wider community and are not employees or students of UNSW
- Children in Aboriginal/ Torres Strait Islander family
- Children in families which include a disabled person
- Children in families on low incomes
- Children in families from culturally and linguistically diverse backgrounds
- Children in socially isolated families
- Children of single parents

Is there any other information you feel we should know? E.g. family member with additional needs?

Please refer to information sheet ---Please provide details

Please refer to the information sheet and tick to indicate that you have read and understand the following (please initial)

- ✓ Privacy Matters _____
- ✓ Families' Responsibilities _____

Name of person completing form _____

Relationship to Family _____

Signature _____ Date _____

**Please mail pages 1, 2 & 3 to
UNSW Child Care Central
Level 3, the Chancellery
Sydney 2052**

**Fax: (02) 9385 1088
Email: childcare@unsw.edu.au
Enquires: (02) 9385 1708**

If hand delivering, please return pages 1,2 & 3 to Human Resources Reception, Level 1, Chancellery Building

UNSW CHILD CARE WAITING LIST INFORMATION SHEET

The Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA) guidelines sit within the UNSW Priority of Access Guidelines. For example, families who are studying or working at UNSW will fall into *category 1*, and within that category, a child or family member with an existing health issue will have higher priority than those with no diagnosed medical issues.

Although UNSW will not require an enrolled child to leave a Centre in rare circumstances FaHCSIA may require an enrolled child from the third priority to vacate a position for a child who falls into a higher category with six weeks notice. For more information refer to FaHCSIA Childcare Service Handbook or visit their website:

<http://www.fahcsia.gov.au>

Please note the child care centres at UNSW are primarily for the children of UNSW staff and Students and every effort will be made to fill positions with UNSW families. In the case where a position is not required by a UNSW family then the wider community waitlist will be consulted. At any time, when the demands of UNSW families requires, the community waitlist may be closed.

INFORMATION ON INDIVIDUAL UNSW CHILD CARE CENTRES CAN BE FOUND AT:

<http://www.hr.unsw.edu.au/services/childcare/childcarehq.html>

Privacy Matters

The information you have supplied will be stored electronically for the management of the wait list. The information is only to be made available to the following persons:

- The Licensee of the Child Care Centre (Vice-Chancellor)
- The authorised supervisor of the Centre (Director)
- A member of Centre staff authorised to access the records on behalf of the Licensee
- A person otherwise authorised by law to inspect the records from the NSW Department of Community Services (DoCS)
- A parent/guardian of the child
- Any person authorised by the parent/guardian of the child.

Please tick to indicate that you have read and agree with the privacy statements on page 3.

UNSW responsibility

- To ensure the priority of access guidelines are followed when filling a position
- To fill vacancies according to the licensed numbers allocated by DoCS
- To ensure families are informed of the priority of access guidelines when making a waiting list application
- To contact families to offer a position and arrange a time to complete the enrolment process before the commencement date
- To remind families annually to update their family profile

Families' responsibility

- To complete the waiting list form in full. Incomplete waiting lists will not be accepted.
- Families will inform UNSW Child Care Central whenever family circumstances change, including:
 - change of address and email
 - change of contact telephone numbers
 - change in care requirements
 - birth of a child
 - change to priority of access status

Failure to update or respond to requests may result in being taken off the waiting list.

Please tick to indicate that you have read and agree with the families' responsibilities on page 3.

Process for filling vacant places

Positions are offered as soon as notification is received that a position is becoming vacant in a centre. Positions are filled after consultation with the waiting list, selecting a child who meets the required age group, FaHCSIA and Centre Priority of Access Guidelines, and is who is chronologically at the top of the waiting list.

The family will be contacted and an offer will be made with notification of a commencement date. The family will have 48 hours to consider the offer and either accept or decline. A position will not be held open and unpaid.

Families who choose not to take up the position will maintain their position on the wait list.

If the position is accepted, payment will be required from the commencement date stated by the Child Care Centre Director.

Attendance patterns

Children are required to attend according to the designated attendance patterns. Placements of one (1) day per week are not offered.

Please indicate if you are flexible with the attendance pattern otherwise you will only be offered a position that you have nominated on the form.

Additional information

Additional documentation required for the purposes of the waiting list Priority of Access Guidelines, such as medical certificates, must be attached to Waiting List Application form.

Tracking position on waiting list

The waiting list to all UNSW Child Care Centres is managed centrally and families are asked not to contact the Centre regarding their position on the waiting list. Families will be contacted immediately when a position becomes available.

Help, support, feedback

If you require assistance to complete this form or would like to offer any feedback please call Jemma Carlisle **UNSW Child Care Central on 9385 1708**, or alternatively you can email [**childcare@unsw.edu.au**](mailto:childcare@unsw.edu.au)