

MITCHELL STREET CHILD CARE CENTRE INCORPORATED

127 Mitchell Street, Darwin, NT 0800
Email: accounts@msccc.com.au

Telephone: 8981 3408
Childcare provider number: 555 011 398 J

WAITLIST REGISTRATION FORM 2021

Please complete one form for each child you wish to place on our Waitlist. Completion of this application form does not guarantee placement. Information contained in this form is **strictly confidential** and will only be used in the child care application process.

There is a \$30.00 non-refundable administration fee payable per family with this form. Please see overpage our Waitlist Policy.

1. CHILD'S PARTICULARS

Child's First Name:		Child's Surname:
Male: <input type="checkbox"/>	Date of Birth: ____/____/____	Names of Siblings and Ages:
Female: <input type="checkbox"/>		

2. PARENTS/GUARDIAN (Please indicate with a ✓)

1. Parent Guardian 2. Parent Guardian

Full Name (including middle name):		
Date of Birth		
Home Address:		
Email address: (all communication will be via email)		
Mobile Telephone:		
Other Telephone:		

3. HOURS OF CARE REQUESTED

	Monday	Tuesday	Wednesday	Thursday	Friday
Please tick					

Child Care to Commence: ____/____/____ or ASAP

Date of application: ____/____/____ (Today's date OR if already on waitlist, date of initial contact)

Are you flexible with your days? Yes: No, I only want the days indicated above

4. PRIORITY OF ACCESS

The Australian Government has Priority Access Guidelines for allocating places to those families with the greatest need for child care support. Please see our policy attached for more detail.

PRIORITY 1.

Is your child at risk of serious abuse or neglect? Yes: No:

PRIORITY 2.

Is your child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under section 14 of the *Family Assistance Act 1999*. Yes: No:

PRIORITY 3.

Does your child belong to 'any other child' category? Yes: No:

Does your child have any special requirements? If yes, please specify:

Mitchell Street Childcare Centre Waitlist Policy

Payment of Fee

1. Our non-refundable waitlist fee is \$30 per family. Your place on our waiting list will only be confirmed once your payment is received. Payments are accepted via EFT into the Centre's bank account only:

Mitchell Street Childcare Centre
BSB: 065901
Account number 10296116
Reference: [Waitlist + Your child's name]

Placements

Completion of this application form does not guarantee placement. Further, it may not be possible for your child to commence on the date requested and preferred days may not be initially available. However, we will do our best to accommodate your needs. If and when a placement at our Centre is offered, you have 48 hours to accept the position and your child must commence within 7 days of that acceptance where the position is immediately available otherwise the position offered will be forfeited.

Priority of Access

The Australian Government has "Priority of Access Guidelines" for allocating places in circumstance where Childcare Centres have a waiting list for placements. 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. The guideline set out the following three levels of priority, which childcare services must follow when filling vacant places:

- 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 the above three main categories priority will 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 on low incomes
- children in families from culturally and linguistically diverse backgrounds
- children in socially isolated families
- children of single parents

There are some circumstances in which a child who is already in care may be required to leave the service. Where a service has no vacant places and is providing care for a child who is a Priority 3 under the Priority Access Guidelines, the service may require that child leave the childcare service in order for the service to provide a place for a higher priority child, but only if:

- a) the person who is liable to pay the child care fees in respect of the child was notified when the child first occupied the child care place that the service followed this policy; and
- b) the service gives that person at least 14 day's notice of the requirement for the child to leave the child care service.

Our Centre also gives priority placement, after these guidelines are applied, to families who already have a child in care at the Centre.

Waitlist Agreement

I understand that:

- Waitlist fees, policies and procedures will be reviewed and changed if, and when necessary.
- The Centre follows the Australian Government Priority Access Guidelines.
- I agree to pay a one off non-refundable \$30 waitlist fee per family.
- It is my responsibility to contact the Centre to advise of any changes in my circumstances or changes to personal details to keep my application current and I will give notice to the Director, in writing, if I wish to take my child/ren off the Centre's waitlist.
- I have 48 hours to accept a position if offered and my child must commence within 7 days (where the position is immediately available) otherwise the position offered will be forfeited..
- I have read and accept the terms of this Agreement.

Signed: _____ Date: ___/___/___

Office Use ONLY

Payment received: _____	Date: _____	Actioned by: _____
Outlook updated: _____	Date: _____	Actioned by: _____
Waitlist updated: _____	Date: _____	Actioned by: _____