



**THE UNIVERSITY OF MELBOURNE
CHILDREN'S SERVICES
WAITING LIST INFORMATION – 2010**

PLEASE RETAIN THIS INFORMATION FOR FUTURE REFERENCE

1. This application will be placed on the waiting list for 2010 only. If you are not successful in gaining a child care place in 2010 you will automatically be sent a new application form for the year 2011 in October 2010.
2. The combined Waiting List includes all applications for places at the Queensberry Children's Centre, and the Swanston Street Children's Centre. Applications for the Family Club Co-op should be made directly to that service.
3. All sections of the form must be completed before your request for care can be assessed.
4. Applications must be returned to the Children's Services Administration Office (at Queensberry Children's Centre) by **26th October 2009**, to be considered in the first round of offers.
5. Applications will be processed according to the Commonwealth Priority of Access guidelines (see over).
6. A \$10.00 enrolment fee must accompany all **new** waiting list enrolment applications. If you have previously paid the \$10.00 fee you do not need to pay it again, please indicate that you have paid it and we will check our records. (Credit card deduction authorisation attached, or you may pay by cash or cheque.)
7. Should any family details change after you have lodged your form, please notify the Children's Services Administration Officer as soon as possible.
8. Places will be allocated from November for positions starting on the 1st February 2010. As initial offers will be made by phone please ensure that you include a day time contact number.
9. Enrolment Day is Tuesday, 24th November 2009 at 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.
10. Families who are not allocated a place in the first round of offers will be placed 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 that time.

FURTHER ENQUIRIES:

Children's Services Administration
228 Queensberry Street, Carlton 3053
phone: 8344 9621 fax: 8344 9471
email: childcare-enquiries@unimelb.edu.au

Priority of access

(Excerpt from the CCMS Child Care Service Handbook 2008-2009, Department of Education, Employment and Workplace Relations.)

One of the main reasons the Australian Government funds child care is to meet the child care needs of Australian families. However, the demand for child care sometimes exceeds supply in some locations. When this happens, it is important for services to allocate places to those families with the greatest need for child care support.

The Australian Government has Priority Access Guidelines for allocating places in these circumstances. These guidelines apply to centre-based long day care, in-home care, family day care and outside school hours care services. They set out the following three levels of priority, which child care services must follow when filling vacant places:

- Priority 1 – a child at risk of serious abuse or neglect
- Priority 2 – 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*
- Priority 3 – 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 on low incomes
- children in families from culturally and linguistically diverse backgrounds
- children in socially isolated families
- children of single parents.

PLEASE PRINT DETAILS CLEARLY

WAITING LIST APPLICATION FEE

CREDIT CARD PAYMENT SLIP – NEW APPLICATIONS ONLY

Payment to: Melbourne University Children's Services

Application fee for:
(name of child)

I give authority to debit my:

- VISA
 MASTERCARD

For the amount of \$10.00.

Card number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Card Expiry Date:/.....

Cardholder's Name:

Cardholder's Signature:

Fax to: (03)8344 9471, or

Post to: University of Melbourne
Children's Services Administration
228 Queensberry Street
Carlton
Victoria 3053
Australia

PLEASE PRINT DETAILS CLEARLY

Payment need only be made once – if you have paid the \$10.00 fee last year you are not required to pay it again, however you need to indicate on your Waiting List form that the fee has been paid previously.