

IMPORTANT INFORMATION FOR INTERNATIONAL STUDENTS REQUIRING CHILD CARE

The Children's Centres operated by the University have to abide by rules and regulations set by the Commonwealth and State Governments.

If you require childcare for your child while studying you will need to be aware of the following procedures and conditions:

1. All applications for places are placed on a waiting list.
Waiting list applications open on **1 October** each year for the following calendar year
2. Places for new users are allocated and offered in the first week of November
3. Offered places must be accepted within 14 days, by completing an enrolment form and paying a security deposit equal to two weeks of full fees for the booking. (Places, or days can be cancelled and the deposit refunded if 4-weeks notice is given)
4. Any offered places not accepted within 14 days will be offered to other families on the waiting list from December onwards.

All places must be taken up by the 1st of February, which enables the child and parent to settle into the new environment. This means that places cannot be held until March, or later in the year. If places are not accepted within 14 days, these places will immediately be offered to families on the waiting list.

Chances of obtaining a child care place in January or later in the year are very small, as in general places are booked for the whole year.

If you are unsuccessful in obtaining a child care place the other options after you have arrived are:

- a) Employing a nanny (the Student Programs employment service may be able to give advice)
- b) Family Day Care (care in a person's home, organised by the council in the area you live) Often there are waiting lists for this as well.

http://www.facs.gov.au/internet/facsinternet.nsf/childcare/famielstypes_cc_services.htm and <http://www.familydaycare.org.au>.

The government web site also provides information on quality assurance in long day care, and in Family Day Care.

Please ensure you make enquiries regarding visa requirements and conditions of entry for your child, before placing your child on the waiting list

If you wish to secure a childcare place or require further information:

- a) Contact Children's Services as early as possible
- b) Check visa and entry requirements for your child
- c) Fill out a waiting list application form
- d) Send the waiting list application form by:

Mail to : 228 Queensberry St, Carlton Vic 3053 *or*

e-mail to: childcare-enquiries@unimelb.edu.au *or*

fax to: +61 3 8344 9470

Our web address: www.services.unimelb.edu.au/childcare/