



# WAITING LIST APPLICATION

Please inform the centre of any changes in your circumstances as this could save any future misunderstanding

THIS FORM IS VALID FOR ONE YEAR  
PARENTS MUST CONTACT THE CENTRE WITHIN ONE YEAR TO REMAIN ON OUR WAITING LIST

Date of Application \_\_\_/\_\_\_/\_\_\_

### Family Profile

Child's Surname \_\_\_\_\_ First Name \_\_\_\_\_  
DOB/EDD (expected due date) \_\_\_/\_\_\_/\_\_\_ Gender M / F / Unknown  
Address \_\_\_\_\_  
\_\_\_\_\_

### Parent/Guardian 1

Surname _____
First Name _____
Address _____
_____
Phone h/ _____
w/ _____
m/ _____
email _____

### Parent/Guardian 2

Surname _____
First Name _____
Address _____
_____
Phone h/ _____
w/ _____
m/ _____
email _____

### Days of Care Required

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

Date of Commencement \_\_\_/\_\_\_/\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICANTS SIGNATURE \_\_\_\_\_

### Process for filling vacant places

Positions are offered as soon as notification is received that a position is becoming vacant in the 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 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 24 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 waiting list. If the position is accepted, payment will be required from the commencement date stated by the Centre Director.

### Priority of Access Guidelines Information

The Priority of Access Guidelines must be used by approved services to allocate available child care places where there are more families requiring care than places available. When filling vacant places, a service must fill them according to the following priorities.

**Please tick any of the following relevant boxes:**

- Parent/Guardian 1 working, studying or looking for work.
- Parent/Guardian 2 working, studying or looking for work.
- Aboriginal and Torres Strait Islander families
- Family includes a disabled person
- Low income family or families on income support.
- Family from a non-English speaking background
- Socially isolated family
- Single parent family.

**Please send to: Fig Tree Pocket Early Childhood Centre, 233 Fig Tree Pocket Road, Fig Tree Pocket Qld 4069**

<b>Office Use Only</b>						
Date Received ____/____/____	Signed _____	Priority of Access	1	2	3	4