

# Children & Family Services

## MIDDLE CHILDHOOD WAITLIST APPLICATION FORM 2020



**Do not use this form to update any details previously supplied.** Change of details may be completed by emailing the Outside School Hours Care (OSHC) Officer at [oshsadmin@innerwest.nsw.gov.au](mailto:oshsadmin@innerwest.nsw.gov.au). Families that do not have access to email can change their details by calling 9335 2008 during business hours.

A Frequently Asked Questions (FAQ) sheet is located on our web page.

**WAITING LIST ADMINISTRATION FEE per family** - A \$25.00 non-refundable administration fee applies to each form lodged. Applications that are not accompanied by payment will not be processed. Please keep a copy for your records.

**Please do not submit application forms to the school or the centre.** Waiting List applications must be completed in full with payment details and submitted:

### Please submit your wait list application via one of the methods below

<b>Via Email</b> (preferred method) 	<a href="mailto:council@innerwest.nsw.gov.au">council@innerwest.nsw.gov.au</a>	<i>Credit Card payments only</i> (Form attached)
<b>In Person</b> 	Inner West Council Petersham Service Centre 2-14 Fisher Street PETERSHAM	<i>Cash</i> <i>EFTPOS</i> <i>**Credit Card payments</i>

#### **\*\*Credit Card Use Charge**

A credit card transaction fee of 1% (Plus GST where applicable) will be charged by Inner West Council on all credit card transactions. The charge is based on the total amount of the transaction and will be incurred at the time of when the transaction is processed.

Office Use	Amount Paid:	Receipt No:	Date:
CFS Office Use	POA:	Conf:	Date:



Children's Services

**MIDDLE CHILDHOOD WAITLIST APPLICATION FORM V1.2020**

**CHILD/REN INFORMATION**

**Child's (1)** Family Name \_\_\_\_\_ Child's Given Name \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Child's Gender:  Male  Female

School your child is enrolled at: \_\_\_\_\_

Year child is starting school (*Please tick*)      2020      2021      2022      2023      2024      2025

Residential Address: \_\_\_\_\_

\_\_\_\_\_  
Postcode \_\_\_\_\_

Does your child have any Additional Needs / Disabilities? \_\_\_\_\_

When do you require care from? (*Date*) \_\_\_\_/\_\_\_\_/\_\_\_\_ *Please note: It may not be possible for your child to commence on this date*

**Child's (2)** Family Name \_\_\_\_\_ Child's Given Name \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Child's Gender:  Male  Female

School your child is enrolled at: \_\_\_\_\_

Year child is starting school (*Please tick*)      2020      2021      2022      2023      2024      2025

Child's Residential Address: \_\_\_\_\_

\_\_\_\_\_  
Postcode \_\_\_\_\_

Does your child have any Additional Needs / Disabilities? \_\_\_\_\_

When do you require care from? (*Date*) \_\_\_\_/\_\_\_\_/\_\_\_\_ *Please note: It may not be possible for your child to commence on this date*

**Child's (3)** Family Name \_\_\_\_\_ Child's Given Name \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Child's Gender:  Male  Female

School your child is enrolled at: \_\_\_\_\_

Year child is starting school (*Please tick*)      2020      2021      2022      2023      2024      2025

Child's Residential Address: \_\_\_\_\_

\_\_\_\_\_  
Postcode \_\_\_\_\_

Does your child have any Additional Needs / Disabilities? \_\_\_\_\_

When do you require care from? (*Date*) \_\_\_\_/\_\_\_\_/\_\_\_\_ *Please note: It may not be possible for your child to commence on this date*

**CENTRE SELECTION**

Please nominate the Service(s) you wish to be placed on the Waiting list

**Ferncourt OSHC** - Premier St, Marrickville Ph: 9392 5602 7am-9am & 3pm-6pm  
*Located at Ferncourt Public School for children attending Ferncourt Public School*

**Marrickville West OSHC** - Beauchamp St, Marrickville Ph: 9392 5603 7am-9am & 3pm-6pm  
*Located at Marrickville West Public School for children attending Marrickville West Public School*

**Wilkins OSHC** – McRae St, Marrickville Ph: 9392 5605 7am-9am & 3pm-6pm  
*Located at Wilkins Public School for children attending Wilkins Public School*

**SESSIONS REQUIRED-** What sessions do you require? *(Please tick)*

Monday am     Tuesday am     Wednesday am     Thursday am     Friday am  
 Monday pm     Tuesday pm     Wednesday pm     Thursday pm     Friday pm

**PRIORITY OF ACCESS**

**Priority of Access Guidelines** requires potential families to identify whether they classify under any of the following categories for children on a waiting list. *(Please tick boxes relevant to your family)*

COLUMN 1	COLUMN 2
<input type="checkbox"/> A child at risk of serious abuse or Neglect  <input type="checkbox"/> A child of a single parent who satisfies, or of parents who both satisfy the work/training/study test  <input type="checkbox"/> Any other child	<b>Children in:</b> <input type="checkbox"/> Aboriginal and Torres Strait Islander Families  <input type="checkbox"/> Families which include an individual whose taxable income percentage under Clause 7 of Schedule 2 to the Family Assistance Act is 100% <i>See <a href="http://www.mychild.gov.au">www.mychild.gov.au</a> or <a href="http://www.familyassist.gov.au">www.familyassist.gov.au</a> (includes- current family health care card or low income health care card)</i> <input type="checkbox"/> Families which include a disabled person  <input type="checkbox"/> Families from Non English Speaking backgrounds  <input type="checkbox"/> Single parent families  <input type="checkbox"/> None of the above



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**PARENT / GUARDIAN DETAILS**

* Mandatory Field	<b>Parent / Guardian (1)</b> <i>Primary Contact to discuss any aspects of this application. *</i>	<b>Parent / Guardian (2)</b>
Family Name *		
Given Name (s) *		
Residential Address (If different from Child)		
Home Phone		
Mobile Phone *		
Email Address *		
Work Status *	<input type="checkbox"/> Working <input type="checkbox"/> Seeking work <input type="checkbox"/> Studying <input type="checkbox"/> Volunteering <input type="checkbox"/> Parental leave <input type="checkbox"/> Not Working/Not Studying	<input type="checkbox"/> Working <input type="checkbox"/> Seeking work <input type="checkbox"/> Studying <input type="checkbox"/> Volunteering <input type="checkbox"/> Parental leave <input type="checkbox"/> Not Working/Not Studying
Occupation (if applicable)		
Place of work		
Hours of work	From: To:	From: To:

**Formal offers and administration requests** for childcare are made via email. Please supply a valid email above.

It is the family's responsibility to advise the Children & Family Services team if there is a change in their contact details **including** an email address.

Is there any other information you feel we should know? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**PRIVACY NOTICE**

*The supply of information on this form will be stored in the Children & Family Services Offices and electronically for the management of the Wait List. This information will then be stored in Council Archives annually. Access to view or correct any information you have supplied, is available at anytime. The information is only to be made available to the following persons:*

- *The Approved Provider of the Service, the Nominated Supervisor at a Inner West Council service, a member of staff authorised to access the records by the Approved Provider.*
- *A person otherwise authorised by law to inspect the records, a legal guardian of the child, any person authorised in writing to inspect the records of the child*



Children's Services



# INNER WEST COUNCIL

## CHILDREN & FAMILY SERVICES

### MIDDLE CHILDHOOD WAITLIST FREQUENTLY ASKED QUESTIONS (FAQ)

**Where can I obtain additional Waitlist Application forms?**

Forms can be obtained by downloading the Middle Childhood Waitlist Application Form from the Inner West Council website at [www.innerwest.nsw.gov.au](http://www.innerwest.nsw.gov.au), email a request to [oshcadmin@innerwest.nsw.gov.au](mailto:oshcadmin@innerwest.nsw.gov.au)  
Applications may also be obtained from the various Services operated by Inner West Council.

**Does my child's school have other OSHC providers?**

You can go to [www.mychild.gov.au](http://www.mychild.gov.au) website to find other local OSHC providers or contact your child's school for more information.

**I have lodged an application form, what should I expect in return?**

You will receive a confirmation email within 3 weeks of lodging your application. If you have not received an email please contact us directly at [oshcadmin@innerwest.nsw.gov.au](mailto:oshcadmin@innerwest.nsw.gov.au).

**Do I put my younger children on this form?**

**This Middle Childhood application is for the family;** therefore place all your children on the application form and pay the fee once. If you have a child after submitting the form, contact us with the new child's details at [oshcadmin@innerwest.nsw.gov.au](mailto:oshcadmin@innerwest.nsw.gov.au).

**I have not decided what year my child will start school?**

Please state the earliest year they could start, you can make a change and we can put the application into the following year. The application date does not change if you make this request.

**I have decided to start my child the following year at school, what do I do?**

Email updated information to [oshcadmin@innerwest.nsw.gov.au](mailto:oshcadmin@innerwest.nsw.gov.au) or by telephoning the Outside School Hours Care (OSHC) Administration Officer 9335 2008. We will update your records and place your child's application into the school year you have requested. The application date does not change if you make this request.

**I have listed both of my children on the one Middle Childhood waitlist form. What happens if their start years are different?**

A copy of your form will be made by us and stored for the year care is requested.

**How does Inner West Council determine which family's will receive a formal offer for childcare?** The OSHC Administration Officer is required to fill places as soon as notification is received that a vacancy will occur. Vacant positions are offered to the next family on the Waitlist.

**Will I miss out on an offer for childcare, if the sessions of attendance that I have chosen are different to those that are being offered?**

No. The Children & Family Services team understand that family's circumstances can change quite frequently and families need to be given the opportunity of an offer, in case they are able to "juggle" work commitments around, or other family arrangements that may be in place, to suit the days on offer.

**Is preference given only to families who live in the Inner West Council area?**

No.



**INNER WEST COUNCIL**

Children's Services

MIDDLE CHILDHOOD WAITLIST APPLICATION FORM V1.2020

**When can I expect an offer for childcare?**

During October / November the Middle Childhood Team make offers for the next school year via email. We also email families that have not been offered a place to keep them updated. If you have not received an email **by December please contact us.**

During the year, vacancies do occur and you will be contacted if you are next in line on the Waitlist and offered the session. Families must respond to our offer within 48 hours.

**If I decline an offer for childcare, will I lose my place on the Waitlist?**

No. You can request to remain on the waitlist.

**Am I able to find out where my child's position is on the waitlist?**

We are only able to confirm if your child has progressed on the waitlist.

**Am I able to find out when I can expect to receive childcare?**

Regrettably, we are not able to provide families any indication of when they can expect a formal offer for childcare or what the likelihood is for care now or for a later time.

**If I make regular contact with the OSHC Administration Officer, will this increase my chances of an offer for Childcare?**

No

**My family's circumstances have changed since I lodged my Waitlist Application Form. How do I notify the office of these changes?**

By contacting the OSHC Administration Officer via email at [oshcadmin@innerwest.nsw.gov.au](mailto:oshcadmin@innerwest.nsw.gov.au) (preferred) or by calling 9335 2008. **Please do not complete another Waitlist Application form.**

**Am I able to choose which sessions I would like care for my child?**

Yes

**Where can I get more information about the Waitlist?**

You may email your enquiry to [oshcadmin@innerwest.nsw.gov.au](mailto:oshcadmin@innerwest.nsw.gov.au) or phone the OSHC Administration Officer on 9335 2008 during business hours.



# INNER WEST COUNCIL

## Credit Card Payment Form

<b>Introduction</b>	This form can be used for providing payment by credit card for Council services. Please attach this form to the front of any relevant documentation to ensure fast processing of your payment. <b>Please note there will be a 1% credit card transaction fee applied based on the transaction amount.</b>							
<b>Payment Details</b>	Please charge my credit card for payment of: <input type="checkbox"/> Property Rates (please specify customer reference no.)..... <input type="checkbox"/> Resident Parking Permit <input type="checkbox"/> Tree Pruning/Removal Application <input type="checkbox"/> Zoning (s149) Certificate <input type="checkbox"/> Outstanding Rates (s603) Certificate <input type="checkbox"/> Documents (please specify) ..... <input type="checkbox"/> Other (please specify) ... <b>Waiting List Administration</b> .....							
<b>Payment Amount</b>	<b>\$25.00</b>	<b>(Excluding credit card transaction fee of 1%)</b>						
<b>Cardholder Details</b>	Name on Card: ..... Address: ..... Suburb: ..... Postcode: ..... Phone Numbers: .....							
<b>Card Details</b>	<input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA  Card No: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>  Expiry date: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> CCV: <input type="text"/> <input type="text"/> <input type="text"/>  Signature of Cardholder ..... Date .....  <b>* Please note that this payment is subject to approval of funds by your financial institution.</b>							
<b>Council Details</b>	<b>Petersham Service Centre</b> 2 Fisher Street, Petersham NSW - DX 3910 Annandale - PO Box 14 Petersham NSW 2049 <a href="http://www.innerwest.nsw.gov.au">www.innerwest.nsw.gov.au</a> - E-mail: <a href="mailto:council@innerwest.nsw.gov.au">council@innerwest.nsw.gov.au</a> Phone: 02 9392 5000 - Fax: 02 9335 2029 Inner West Council – Marrickville ABN 19 488 017 987 GST Branch No. 003							
<b>Your Privacy</b>	The personal information you have supplied on this form is legally required and assists Council officers when determining your application. Failure to provide some details may result in rejection or delays. The details provided are not publicly available. At anytime you have access to view or correct any information you have supplied. The information you have supplied will be stored at Council offices.							
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