



Council's Kindergarten and Early Childhood Education

WAITING LIST APPLICATION

Office Use Only: Received: HPCM Ref:

If you would like your child to be considered for a place at one of our council centres, please complete and return this application.

You will receive a confirmation email once we have received your application.

It is unlikely a place will be available immediately. We are unable to predict the length of time that your child may remain on our waiting list before an offer will become available. As a **GUIDE ONLY**, offers for placement generally become available towards the end of a calendar year, for commencement around or after February of the following year.

Council's Kindergarten and Early Childhood Education priority of access policy means our centres offer places to families' already receiving care in our centres first. They may be requiring extra days, a change of days or have another child waiting to start.

If we still have places available and your child is the next child eligible for that place, we will be in contact with you. Once offered a place it is expected that your child would start orientation and commence care within **2 WEEKS** of the date of offer.

CHILD INFORMATION

Child 1) First Name	Child 1) Last Name	Date of Birth / Expected Delivery Date	
Child 2) First Name	Child 2) Last Name	Date of Birth / Expected Delivery Date	
Child 3) First Name	Child 3) Last Name	Date of Birth / Expected Delivery Date	
Are any siblings currently enrolled at the service? <input type="checkbox"/> Yes <i>If yes, please complete details</i> <input type="checkbox"/> No	Name	Centre	
Are any other siblings currently on our waiting list? <input type="checkbox"/> Yes <i>If yes, please complete details</i> <input type="checkbox"/> No	First Name	Last Name	Date of Birth

CARE REQUIREMENTS

Preferred starting date:
Days requiring care: Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/>
Comments (flexibility etc):

COMMONWEALTH GOVERNMENT PRIORITY OF ACCESS GUIDELINES

Priority of Access guidelines prioritise children who are classified as At Risk. If you believe your child falls in this category, the Director will be in contact with you to discuss this further.

- At Risk
- A child of a sole parent, or both parent who satisfy the activity test through paid employment.

CENTRE PREFERENCE

**Please order your preferences 1 and 2. You do not have to put 2 preferences.
Maximum *TWO* preferences.**

- BLACKBURN 15 Central Road, Blackburn
- LUCKNOW STREET 37 Lucknow Street, Mitcham
- VERMONT SOUTH Cnr Karobran Drive & Livingstone Road, Vermont South
- WATTLE PARK 25 Livingstone Close, Burwood

CONTACT DETAILS

Parent/Guardian (1):

Title:	Full Name:	
Address:		
		Postcode:
Home ☎	Mobile ☎	
Preferred Email:		

Parent/Guardian (2):

Title:	Full Name:	
Address:		
		Postcode:
Home ☎	Mobile ☎	
Preferred Email:		

Child Care Subsidy

For assistance to help you with the cost of child care please click here:

<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>

No Jab, No Play

Further information on immunisation requirements for enrolment in early childhood services, including information on how to obtain the required documentation, is available on the State Government's Better Health Channel

[\[https://www.betterhealth.vic.gov.au/campaigns/no-jab-no-play\]](https://www.betterhealth.vic.gov.au/campaigns/no-jab-no-play).

Do you: Live Work or Study in the City of Whitehorse?

How did you find out about Council's Kindergarten and Early Childhood Education Centres?

- Family Friends Local paper Whitehorse news
- Council's Website Other Website, please specify _____
- Other, please specify _____

An Important Notice About Privacy

Council believes that the responsible handling of personal information is a key aspect of democratic governance & is strongly committed to protecting an individual right to privacy. Accordingly, Council is committed to full compliance with its obligations under the Privacy and Data protection Act 2014 (Vic) & under the Health Records 2001 (Vic) Act. In particular, Council will comply with the Information Privacy Principles contained in both Acts.

The personal information on this form is required to enrol or for your child to attend Whitehorse Early Learning Services. The information is used for administration purposes and to be able to contact you. The information may also be used to inform you of changes to our procedures or to ascertain your satisfaction with our services. The intended recipients of the information are authorised Council officers. Council may disclose the information to law enforcement agencies, courts and other organisations authorised to collect it. If you do not provide this information then your application may not be processed. If you have any questions please contact early childhood service administration officer on 9262 6119. You may view Council's Privacy Policy on our website www.whitehorse.vic.gov.au or obtain a copy from any of the Council offices.