

WAITING LIST  
2009



DATE:

**Information about the child**

Child's Name (in full) :.....	Date of Birth:.....
Sex: Male / Female (please circle)	

**Information about the child's parents or guardians**

Parent 1 / Guardian 1	Parent 2 / Guardian 2
Name: .....	Name: .....
Postal address:.....	Postal address:.....
.....Post Code.....	.....Post Code.....
Telephone/s Mobile: .....	Telephone/s Mobile: .....
(H) .....(W) .....	(l) .....(W) .....
Email:.....	Email:.....

**Childcare details:**

CARE REQUIRED (please circle):                      FULL TIME    or    PART TIME

DAYS REQUIRED (please circle):                      MON TUES WED THUR FRI - 1st Preference.

MON TUES WED THUR FRI - 2nd Preference.

DATE REQUIRING CARE:.....

REASON FOR REQUIRING CARE:.....

Office use only: This space will be used to record communication between yourself and John St regarding the waiting list / offering of child care places.	
Date:	Comment: .....
Date:	Comment: .....
Date:	Comment:.....
Date:	Comment:.....
Date:	Comment: .....
Date:	Comment: .....
Date:	Comment: .....

FOR MORE INFORMATION ABOUT US:.....Please go to our website [johnst.com.au](http://johnst.com.au)  
From here you are able to download a Centre Handbook to find out more about the day to day operation of John St

#### WAITING LIST FEE

PAID YES / NO

We request payment of \$20.00 to cover administrative costs of maintaining our waiting list. Holders of Health Card Holder are exempt from this payment. Please provide evidence of this with your application. You will receive updates via email /post every few months checking on your child care needs. You may also phone John St to update your details at any stage. Please forward payment by cheque/money order payable to "John St CECC". You may also pay by cash at the centre or by internet banking. Please advise by email [johnstcec@bigpond.com](mailto:johnstcec@bigpond.com) if you wish to receive internet banking details.

#### OFFER OF A CHILD CARE PLACE:

In the event of a child care place becoming available you may be offered a placement prior to your nominated "date requiring care". Upon acceptance of a child care place you may then be required to commence payment of child care fees accordingly, regardless of whether child care is utilised at this time.

#### PAYMENT OF FEES:

Two weeks child care fees in advance is payable upon acceptance of a child care place. Fees are charged at full fee rate until receipt of child care benefit details. Any over payment is credited to your child care fee account.

#### CANCELLATION OF A CHILD CARE PLACE:

Two weeks notice of withdrawal must be given for cancellation of a child care placement. Child care fees paid will be re-imbursed in line with this notification period.

I agree to notify the Co-operative of any changes to the above details and if I make alternative arrangements for care of my child/ren.

Signed:..... Name: .....

Date:.....

#### **Lawful Authority**

##### *Parents*

All parents have powers and responsibilities in relation to their children which can only be changed by a court order. The *Children's Services Regulations 1998* refer to these powers and responsibilities as "lawful authority". It is not affected by the relationship between the parents, such as whether or not they have lived together or are married.

A court order, such as under the Family Law Act, may take away the authority of a parent to do something, or may given it to another person.

##### *Guardians*

A guardian of a child also has lawful authority. A legal guardian is given lawful authority by a court order. The definition of "guardian" under the *Children's Services Act 1996* also covers situations where a child does not live with his or her parents and there are not court orders. In these cases, the guardian is the person the child lives with who has day-to-day care and control of the child.

#### **Privacy Statement**

John Street Community Early Childhood Co-Operative is collecting the following personal information to enable us to place your child on our waiting list. This information will be used solely by this service to assist us with the day to day administration of John St CECC and to satisfy the service's legal obligations and duty of care. You may view John St CECC's privacy policy and statement on our website [www.johnst.com.au](http://www.johnst.com.au) or you may view and/or obtain a copy in the office. You have the right to access and amend any personal information which John St CECC holds about you and your child by visiting the office and / or contacting the Centre Director on 03 9419 6659.