

Waiting List Application Form

Date of Application / /

www.anu.edu.au/childcare/aecc

1. Personal Particulars

Name of Child _____ Date of Birth / / M/F _____

Home Address _____

_____ Postcode _____ Phone _____

Parent: _____ Work Phone _____ Mobile _____

Email _____

Parent: _____ Work Phone _____ Mobile _____

Email _____

Cultural Background _____

Siblings' Names & Birthdates _____

Child's Special Needs _____

Medical conditions and/or Allergies _____

Language spoken at home _____

2. Care Requirement: Full-time (5 days per week) Part-time (1 - 4 days per week)

Date wanting to start at the Centre: _____

Please indicate below the days care is required if you wish to be part time.

Mon	Tues	Wed	Thur	Fri

Please ensure that you advise us of any changes in details. Failure to do so may mean you do not receive Waiting List Updates and your position on the Waiting List may be cancelled.

3. Priority of access is given to ANU staff and students.

Are you ANU - Staff / Student? Yes / No. (Please circle the correct response.)

Please complete the back of the form.

4. PLEASE NOTE: - It is the policy of our centre that ALL children attending the centre have up-to-date immunization status.

Is your child's immunization up-to-date? Yes / No. (Please circle the correct response.)

5. Waiting List Policy. Please note the following information from the Centre's Waiting List Policy.

PART B - PROCEDURE TO APPLY FOR THE WAIT LIST.

- To be listed on the Internal or External Waiting Lists, parents must complete the relevant Application Form
- Applications for the External Waiting List must be made in writing. Parents are encouraged to make an appointment to speak with the Director if this is possible. At the time of application, the Director (or delegated staff) will also give parents a brief tour of the Centre and provide a copy of the Centre Information brochure and a copy of the Waiting List Policy if required.
- Once completed, the Waiting List application will then be given a reference number and be placed in the appropriate section of the Waiting List folder in order of the date of application. Details will also be recorded on a reference list at the front of the Waiting List.
- It is the responsibility of the family to ensure that all details on the Waiting List application form are correct and kept up to date. Names and birthdates of new babies, changes in address, phone numbers, and days required etc must be notified to the Director.
- Failure to notify the Centre of the arrival of a child placed on the Wait List before it was born will result in the cancellation of the Wait List application.
- Applications for unborn babies will only be accepted if there is an actual expected date of delivery. We cannot plan effectively if we are unsure of the ages and dates of birth of the children on our list.

6. For marketing purposes - We would be interested to know how you found out about our Centre.

7. Signatures:

Parent _____ Director _____

8. Office Use.

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Updated. 23-8-07.