  **ELM ST EARLY LEARNING CENTRE**

www.eselc.com.au

 7-9 Elm Street, Burwood Heights, 2136

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|  Ph: 02 9745 1141 Fax: 02 9745 2826 Email: info@eselc.com.au |  |

**Waiting List Application**

**All information in this form is CONFIDENTIAL.**

**An information sheet is attached for families to read, prior to completing the waiting list form, outlining the waiting list procedure.**

**SECTION 1 Child Details**

First Name(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_MiddleName\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth/Expected Date of Birth: \_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_ Male Female

**Note**: Please call within four weeks of the birth of your child to confirm date of birth and to keep your name on the waiting list.

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is child currently accessing childcare? Yes No

When is care required? Month: Year:

Is there any other information you feel we should know (eg special needs or disabilities) Please

provide details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is your child of Aboriginal or Torres Strait Islander Origin?

* No
* Yes, Aboriginal
* Yes, Torres Strait Islander

**SECTION 2 Parent/Guardian Details**

**Parent One**

First name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Middle name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Post code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Status: Working Seeking Work Studying Home

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Parent 2** First name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Middlename:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Status: Working Seeking Work Studying Home

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 3 Days of Care:**

Please circle the days of care you require:

 Monday Tuesday Wednesday Thursday Friday

**Declaration**

I understand that submitting this form and paying $20.00 non-refundable fee per family, places my child/children on the waiting list for enrolment at Elm St Early Learning Centre. I understand that my child being placed on the waiting list does not guarantee a place by the date I stated as my preference. Places are offered when suitable vacancies arise.

I agree to inform Elm St Early Learning Centre of any changes to the above information.

I have read and fully understand all the information contained in this application and undertake that all information is true and correct.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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| WAITING LIST APPLICATION ELM ST EARLY ADDITIONAL INFORMATION LEARNING CENTRE |

 Children enrolled at Elm St Early Learning Centre will be given Priority of Access in accordance with the following guidelines:

 **Priority 1.** A child at risk of serious abuse or neglect.

 **Priority 2.** A child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment

 **Service Responsibilities**

* To meet the needs of the children and families in our community while complying with the above guidelines.
* To contact parents to offer a place and arrange a time to complete the enrolment process before the commencement date;
* To advise families that a place may not be available when families require care;

 **Families Responsibilities**

* To fill the waiting list application form in full. Incomplete waiting list forms will not be accepted.
* Parents must keep the Service informed of any changes in family details including:
* Change of address;
* Change of telephone number;
* Change of work place and telephone number;
* Change in need for part or full time care;
* Maternity leave;
* Birth of a child;
* Changes to Priority of Access status.

 Failure to update or respond to requests may result in being removed from the waiting list.

**Process for Filling Vacant Positions**

Services are required to fill places as soon as notification is received that a vacancy will occur. Vacant positions are offered following the Priority of Access guidelines as well as the licensed numbers for the Centre. Siblings of children who are already enrolled in the centre will be given priority when filling positions for the waitlist. In these cases the sibling must be on the waitlist and Priority of Access guidelines maintained at all times. Families not responding to places offered within 24 hours of verbal offer will be returned to the waiting list and the position offered to the next family on the list. The service will notify families of the starting date for the position. The centre is unable to hold positions for families.

**Positions on the Waiting List**

Families are not required to contact the service regarding their position on the waiting list. Contact will be made immediately with families should a position become available.

**Fees**  A non-refundable fee of $20.00 per family must be paid for the Waiting List Application.

**If you require additional information please call (02) 9745 1141**

**Service Details**

Elm St Early Learning Centre Telephone: (02) 9745 1141

7-9 Elm Street Fax: (02) 9745 2826

Burwood Heights NSW 2136 Email: info@eselc.com.au

 Website: www.eselc.com.au

**USEFUL WEBSITES FOR FAMILIES**

**Commission for Children and Young People**

[www.kids.nsw.gov.au](http://www.kids.nsw.gov.au)

**Department of Family and Community Services**

[www.facs.gov.au](http://www.facs.gov.au)

**NSW Department of Community Services**

[www.community.nsw.gov.au](http://www.community.nsw.gov.au)

**Early Childhood Australia**

[www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)

**National childcare Accreditation Council**

[www.ncac.gov.au](http://www.ncac.gov.au)

**NSW Department of Education and Training**

[www.det.nsw.edu.au](http://www.det.nsw.edu.au)

### ELM ST EARLY LEARNING CENTRE

www.eselc.com.au

## Burwood Neighbourhood 7-9 Elm Street, Phone: 9745 1141

## Child Care Co-Op Ltd. Burwood Heights Fax: 9745 2826

##  2136 Email: info@eselc.com.au

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Elm St Early Learning Centre is a highly accredited forty-place long day care Service.

 It is community-based operated by a parent managed co-operative.

We aim to offer quality care for children aged from 6 weeks to 6 years. Our program is planned to cover all curriculum areas, as well as providing a caring and supportive atmosphere to allow for the children's optimum development. We are open from **7.15am until 5.45pm**.

Elm St Early Learning Centre employs 14 staff consisting of:

 1 Early Childhood Teacher/Director, *Full-time*

 1 Early Childhood Teacher, *Full-time*

 5 Associate Diploma, *Full -time*

 2 Associate Diploma, *Part-time*

 1 Certificate 3 Child Care Worker, *Full- time*

 *1 Certificate 3 Child Care Worker, Part-time*

 *1 Clerical Assistant, Part-time*

 1 Bookkeeper, *Part-time*

 1 Qualified Cook, *Part-time*

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## Ratio: 1:4 children 0-2 years old

##  1:5 children 2-3 years old

##  1:10 children 3-6 years old

Each full-time staff member works an 8 hour period. Two staff start the day and two end the day.

Full complement of staff from 9.45 a.m. to 3.15 p.m.

Together we are able to plan and implement a program which is appropriate for all your child's needs.

A registration form to place your child/children on the waiting list for Elm St Early Learning Centre has been enclosed, which should be returned to us when you visit the Service.

Please notify us of any changes of address, phone numbers or variation of details on your registration form.

The Booking Fee is as follows: $55.00 Registration Fee; $102.00 Fundraising Levy; and a two-week holding bond equivalent to the number of days the child will attend per week. Current daily fee for 2019 is $124.00 for Nursery & Toddlers Group and $117.00 for Preschool Groups.

We thank you for your interest and please do not hesitate to contact us if you have further inquiries.

