

# BAMBINI HOUSE

## WAITING LIST FORM

Date of application ..... Priority .....  
(office only)

### Child's details:

Surname: .....  
Other names: .....  
Date of birth: ..... Sex: ..... Age: .....  
Residential Address: ..... Suburb: .....  
Post Code: ..... Home Phone: .....

### Family details:

Email address: .....  
Mother's name: .....  
Work Phone: ..... Mobile: .....  
Father's name: .....  
Work Phone: ..... Mobile: .....

### Care requirements

Date care needed: .....  
Number of Days Required: ..... M..... T..... W..... Th ..... F.....  
(If flexible with days or commencement date, please indicate below)

Other comments: .....

### Priority of Access

Our Centre abides by the Federal Government's Priority of Access guidelines, stating that priority must be given based on set criteria. Please specify which of the following relates to your current family situation.

- |   |   |
|---|---|
| <input type="checkbox"/> A family with a child in danger of abuse or neglect  | <input type="checkbox"/> One parent working                                     |
| <input type="checkbox"/> Both parents working                                 | <input type="checkbox"/> One parent studying                                    |
| <input type="checkbox"/> Both parents studying                                | <input type="checkbox"/> Both parents not employed                              |
| <input type="checkbox"/> One person not employed                              | <input type="checkbox"/> Family which includes a                                |
| <input type="checkbox"/> Aboriginal or Torres Strait Islander disabled person | <input type="checkbox"/> Single Parent <input type="checkbox"/> Maternity leave |
| <input type="checkbox"/> Socially isolated                                    | <input type="checkbox"/> Family with a Non-English-speaking background          |

### Conditions of waitlist application

- If your details change, or if you no longer need your child's name on the waiting list, would you kindly ring or email us.
- If a vacancy arises and we are unable to make contact with you by mobile or email within 48 hours, we will have to move on to the next person on the waiting list.

Signed: ..... Date: .....

THANK YOU FOR YOUR INTEREST IN BAMBINI HOUSE

## WAITLIST POLICY

### AIM:

Bambini House aims to select children for enrolment into Bambini House in accordance with the Bambini House waitlist policy. The purpose of the policy is to ensure a fair enrolment process is followed whereby no child or family is excluded on the basis of sex, race, religion or disability.

### METHOD:

- Younger siblings cannot be moved onto the waitlist in lieu of older siblings who are no longer eligible due to spaces or their age. Each child requires their own waitlist.
- A waitlist folder will be maintained. Children will be placed into groups as such the year they were born and the date in which their waitlist was submitted.
- Children will be ordered within these groups according to the date of waitlist application
- Any relevant documentation such as communication with the family will be attached to their waitlist application form
- It is the families obligation to notify the centre of any changes to their waitlist form, such as change of address, preferential days and contact number
- Families will be contacted by telephone when an offer of a place is to be made. This can occur at any time of the year
- If contact by telephone and email cannot be made with the family within 48 hours, the child will remain on the waitlist however the place will be offered to the next family on the waitlist.
- An offer may be turned down without jeopardizing the position on the waitlist
- No family on the waiting list will be guaranteed placement at Bambini House. Families are encouraged to pursue other options in case a place is not offered
- Siblings of children currently attending Bambini House or who have previously attended Bambini House within the past 2 years will be given priority.
- Parents in the centre who wish to increase days will also be subjected to the Priority of Access Guidelines below
- Parents will be emailed periodically to ensure they want to remain on the waitlist. In the event of Bambini House not being able to contact a family, they will remain on the waitlist until contact is made, or the child becomes ineligible due to their age.
- It is the responsibility of the parents to update any phone or email changes on the waitlist
- If we cannot make contact with you within a year, your waitlist will be moved to another folder and taken off the waitlist.
- The Priority of Access Guidelines are objectively followed. There is no way for families to be given 'special priority' except as stated below:

### Priority of Access Scheme

- First Priority: A child at risk of serious abuse or neglect;
- Second Priority: A child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under Section 14 of the 'A New Tax System (Family Assistance) Act 1999
- Third Priority: Any other child

Within these main categories priority should also be given to the following children:

- Children in Aboriginal and Torres Strait Islander families
- Children in families which include a disabled person
- Children in families from a non-English speaking background
- Children in socially isolated families; and
- Children of single parents

Bambini House may require a priority three child to vacate a place to make room for a child with a higher priority. They can only do so if we:

- Notify the families when the child first enters the centre that Bambini House follows this policy
- Give at least 14 days notice of the need for the child to leave the centre

Please sign below to indicate you understand and agree to our Waitlist Policy

Name:.....

Signed:.....

Date:.....