

THE GOWRIE (QLD) INC. ABN 12 226 452 826
228 St Paul's Terrace, Fortitude Valley QLD 4006
Telephone: 07 3257 7949 Fax: 07 3252 5370
Email: office@ladygowrie.com.au www.gowrieqld.com.au

\$ Please complete and return to centre together with a non-refundable fee of \$55.00 (Incl \$5.00 GST) per child's registration. (See payment page)

You may be eligible for Commonwealth Child Care Benefit, based on income related means testing. Applications made through Centrelink – Family Assistance Office.

1 PLEASE PRINT
CHILD'S NAME: M F
(Surname) (First Names)
DATE OF BIRTH:

2 DATE FROM WHICH CARE IS REQUIRED:.....
DAYS REQUIRED: MON TUE WED THURS FRI (Priority may be given to full time care)
CENTRE PREFERRED: Please number in order of preference if required: Love St Warry St Quarry St

3 PARENT/GUARDIAN INFORMATION
 Parent Guardian 1:
(Surname) (First Name)
Address: Postcode:
Telephone: (Home)..... (Work) (Mobile).....
Email:
 Parent Guardian 2:
(Surname) (First Name)
Address: Postcode:
Telephone: (Home)..... (Work) (Mobile).....
Email:

4 Parent work / study status (Please indicate which ever is applicable)
Parent/Guardian 1 Parent/Guardian 2
Work Full Time Part Time Work Full Time Part Time
Study Full Time Part Time Study Full Time Part Time

5 Reasons for requiring care other than as indicated above:
.....
.....

(Please give as much information as appropriate, giving consideration to the Priority of Access guidelines attached.)
Please note that full time care may not be offered unless parent/s are working or training full time.

If any of the above information varies, please notify the office of the Lady Gowrie Children's Centre, as a change in your work situation or other reason for your requiring care may affect priority of access. It should also be noted that evidence of your reason for requiring care may be requested should a position in the Child Care Centre becomes available.

6 Complete payment details on the next page >



Lady Gowrie ^{QLD}
 Educating and caring
 for children since 1940

PAYMENT DETAILS AND OPTIONS

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6 PAYMENT DETAILS

Payment enclosed (if paying in person or by mail)
 Please make cheques payable to Gowrie (QLD) Inc.
 Non-refundable fee of \$55.00 (Incl \$5.00 GST) required for each child being registered.

Cash Cheque Amount: \$.....

PAYMENT BY CREDIT OR DEBIT CARD

Payment by card of
 Non-refundable fee of \$55.00 (Incl \$5.00 GST) required for each child being registered.

Amount: \$.....

Name on card.....

Card type

Visa Master Card
 Savings Credit Cheque

Card number...../...../.....

Card expiry date:.....

CVV:.....

You may be eligible for Commonwealth Child Care Benefit to assist with child care fees, based on income related means testing. Applications made through Centrelink – Family Assistance Office (Ph: 136 150)

OFFICE USE ONLY

Date Received: Receipt No: Receipt Posted:
 UPDATED 7/13

IMPORTANT

- > Please ensure that you have completed page one and this page.
- > Please print out a hard copy for your records before sending.

HOW TO SAVE AND EMAIL THIS FORM

Step 1: Fill out the form.

Step 2: Save the form to your computer.

Select "File" on the very top horizontal menu bar.

Select "Save As" on the "File" drop down menu.

Change the file name.

Save the file in a place you can find it.

Step 3: Email your saved form to 3257 7949 office@ladygowrie.com.au

To do that, open your email application.

Enter this email address office@ladygowrie.com.au

Add subject line **LONG DAY CARE WAITING LIST APPLICATION BRISBANE CBD**

Attach your file to the email.

Add any further questions or comments in the body of the email.

Call us on 07 3257 7949 if you have any questions or need help.



Priority of Access Guidelines for child care services 10

It is a condition of approval and continued approval for Child Care Benefit (CCB) purposes that services must comply with Family Assistance Law.

The Priority of Access Guidelines are set out in the *Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000*.

The Guidelines apply to Long Day Care, Family Day Care, Outside School Hours Care and In-Home Care services. Failure to meet these Guidelines is a breach of the conditions of continued approval and may result in a service being sanctioned under the Act.

Priorities for filling vacant places

The Priority of Access Guidelines must be used by approved services to allocate available child care places where there are more families requiring care than places available.

When filling vacant places, a service must fill them according to the following priorities:

Priority 1 – a child at risk of serious abuse or neglect

Priority 2 – a child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test

Priority 3 – any other child.

Within these main Priority categories, priority should also be given to children in:

- Aboriginal and Torres Strait Islander families
- families which include a disabled person
- families which include an individual whose adjusted taxable income does not exceed the lower income threshold of \$38 763 for 2010-2011, or who or whose partner is on income support
- families from a non-English speaking background
- socially isolated families
- single parent families.

Note: Where a service is funded by an employer to provide child care solely or primarily for the children of the employer's employees, the service may give priority to those children.

Requiring a child to vacate a place

Under the Priority of Access Guidelines a child care service may require a Priority 3 child only to vacate a place to make room for a higher priority child. The service can only do so if:

- the person liable for the payment of the child care fees was notified when the child first entered care that the service followed this policy, and
- the service gives the person at least 14 days notice of the requirement for the child to vacate the place.

Outside School Hours Care

Outside School Hours Care is primarily for school children. Where an Outside School Hours Care Service has no vacant places and is providing care for a child who has not yet started school, the service may require that child to leave the service in order to provide a place for a school child.

Employer sponsored places

Where a child care service has places sponsored by an employer, the service may require those places to be vacated for the employee's children.