

Bowen Street Community Centre Childcare
2012 APPLICATION Term 1 : February 6th - March 30th

Parent surname _____ **Parent 1st Name** _____

Address _____ **Phone** _____

Child/ren's surname (if different) _____

1st Child's name _____ Date of Birth _____

2nd Child's name _____ Date of Birth _____

Have you completed a BSCC Childcare Enrolment Form? **Yes / No**

PLEASE FILL IN THE SECTION BELOW EVEN IF THE ANSWER IS "NIL"

What other Childcare or Care arrangements including Nanny, Grandparents, Family day care, Kinder etc. (ie NOT AT BSCC) are you planning to use in Term 1?

Please give details of type & frequency, eg family one day pw; childcare 2 x pw

1st child

2nd child

Childcare required	No. sess.	1st Child	2nd child
		<u>Indicate 1st & 2nd preference for each child</u>	
TUES AM (2 – 4yrs)	8
WED 3 HRS (6mos - 4yrs)	8
WED 5 HRS (1– 4yrs)	8
FRI 3HRS (6 mos – 4yrs)	8
FRI 5 HRS (1– 4yrs)	8

**** If demand exceeds places, fortnightly places may be offered.**

Reasons for needing Childcare Note: All reasons are valid.

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Signature **Date**

RETURN THIS FORM BY Friday November 18th

Note: This is an application only - no guarantee of a place is inferred.

Places will be offered by Friday November 25th

Full Term fees or deposit are due upon acceptance by Friday December 2nd

Contact the office if this is a problem. Ph. 9889 0791

***** PLEASE READ BEFORE COMPLETING APPLICATION *****

BOWEN STREET COMMUNITY CENTRE 2012 CHILDCARE INFORMATION

No more than 1 permanent session per week will be offered.

ONGOING BOOKINGS.

Once a term booking has been offered, it can be rolled over to the next term within the calendar year.

BSFC Policy Oct. 16th 2001, confirmed May 2002.

9.3 "... if there [are] more applications than places, preference will be given to children attending no more than one ½ day childcare or a single kinder session elsewhere; therefore rollover bookings may not be possible later in the year."

Some casual places will continue to be offered in each childcare session. These places become available 6 days before the session.

Full fees are to be paid on acceptance of any childcare term placement. If the payment is not made or negotiated with the office then the place will be offered to the next person on the waiting list.

CANCELLATIONS:

Once a Term offer is accepted a cancellation fee, equal to at least two weeks childcare, will apply.

Please advise us if your child/ren will be away as it may affect staff numbers/casual places.

No refunds or credits will be given for absence/s for Term bookings of childcare places.

In extenuating circumstances a credit, if requested, may be offered after consideration by the Coordinator.

BSCC BOOKING POLICY. (extract from C/C POLICY Manual)

9.1 BSCC does provide some permanent places but offers occasional care on the basis of need to as many different families as possible. **Places will be allocated according to demand and family need, at the discretion of the Coordinator.**

9.2 Term bookings are available. Some casual places will be offered in each childcare session. These places become available 6 days earlier than the session.

9.3 See above.

9.4 Families who live outside the City of Boroondara are not eligible for a Term Booking but may apply on a casual basis.

9.5 A waiting list is maintained and places offered as available.

9.6 An **Enrolment form**, including **current emergency information**, must be completed before a child attends, filed in the office and be available to childcare staff during the session. (Appendix 4).

9.7 Priority Bookings:

A list of factors are to be taken into consideration:

A. Children whose parents are:

- * ill, or in need of a break
- * attending an appointment
- * expecting or have a new baby or have several small children at home
- * attending a Committee meeting or on Committee business
- * attending a class / studying at home
- * experiencing a family crises
- * have casual work that day

B. Children who:

- * need social contact
- * have siblings attending
- * are preparing to go to kinder or full-time childcare
- * have special needs
- * need more stimulation or activities