

**RICHARDSON CHILD CARE AND EDUCATION CENTRE  
 Waiting List Application Form**

Communities@Work operates Richardson Child Care and Education Centre which provides full days, permanent part time (hourly for a minimum of four hours and maximum being 7 hours). Please indicate your family's requirements.

Parent/Carer Details	Parent/Carer One	Parent/Carer Two
Full Name		
Address		
Preferred contact number		
Email		
Main Home Language		

**Names of child(ren) you wish to enrol:**

Surname	First Name	Date of Birth	Male / Female

**Care required – please tick**

Please see example to assist in completing this section.

Days of the week	Full Day	Times required for PPT (between 4 hours and 7 hours daily)	<u>Requested commencement date</u>
<i>Example PPT</i>		<i>8:00 am to 1:00 pm</i>	
<i>Example Full Day</i>	√		
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

**Does your family have any unique requirements for accessing our Child Care and Education Centre?**

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Do your family use another Communities@Work Program?    Yes        No   

If yes please tick the program you use or have used

School Age Care       School Holiday program       Family Day Care       In Home Care  

- **Please contact Centre Manager if there is a change in details requiring updating.**
- **Please contact Centre Manager after three months to ensure validity of your application**

*Unfortunately registration on the waiting list does not guarantee that you will be offered a placement within our centre, this is dependant on availability of required days.*

**Note: Please refer to our website [www.commsatwork.org](http://www.commsatwork.org) to ensure you have current information in regards to enrolment i.e. fees**

Parent / Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to:            **Communities @ Work**  
   **Client Service Team**  
   **P O Box 1066**  
   **TUGGERANONG ACT 2901**

**Office Use Only**

Register of Interest received signature \_\_\_\_\_ Date \_\_\_\_\_