

## EARLY EDUCATION CENTRES APPLICATION FOR CHILD CARE

### TERMS & CONDITIONS

- Council's Early Education Centres accept applications for care from the date of birth of the child/ren. Applications are not accepted for unborn children.
- You are encouraged to telephone our Children's Services Customer Service team on 9710 0466 to confirm receipt of your Early Education Centre childcare application and advise any changes to your contact information or requirements at any point in time following your initial application.
- If you have not had any form of contact from us in any 12 month period regarding your Early Education Centre application for care, please call to check your details are current.
- Positions are allocated into the following age groups:
  - 6 weeks – 2 years
  - 2 years – 3 years
  - 3 years – 5 years

**Sutherland Shire Council Children's Services will make every effort to place your child at one of your nominated centres. Please note there is no guarantee a position can be given.**

#### Placements:

- Positions become available throughout the year; however the majority of positions are offered anytime from late September to February for commencement in the new calendar year. Whilst every effort will be made to contact you during this time, positions cannot be held indefinitely. Council takes no responsibility if you are unavailable on the contact numbers/email you have provided.
- When a family is offered a position in an Early Education Centre they will be given a maximum two working days from acceptance of the offer to make a bond payment. The current bond is \$120 per day. The bond payment will be held by Council until such time as the family leaves the centre, after giving two weeks' written notice (or four weeks' written notice specifically between the period 1 December and 31 January), and finalises all outstanding debts.
- **Bonds are not refundable or transferable under any circumstances if the position is not taken up. This includes a change of mind or any unforeseen reason.**
- Our inclusive practices welcome children with additional needs. When completing your Early Education Centre application for care via our online form, we ask parents to advise us if their child has a confirmed diagnosis or requires behavioural support, or whether they think their child might fall into this category. This information is essential to ensuring the child is placed in the right environment and with the support they need to thrive and be happy in our care. In this circumstance, if or when a position is available, our Children's Services Inclusion Specialist would contact the parent directly to discuss their child's needs with a view to assisting and supporting them.
- Our Early Education Centres are able to accept placements on the basis of a sibling currently in care, where a sibling will be given priority in accordance to the placements order outlined below. A current care sibling cannot exit care to create a vacancy for a sibling.
- Early Education Centre placements are given in the following order:
  - Existing children moved up into appropriate age group
  - Internal requests for extra days and transfers
  - Siblings of existing children in care
  - Placements from Council's Early Education Centre database



- In applying for care, Sutherland Shire Council Children's Service may from time to time send you service updates via email. You can unsubscribe at any time.

**By submitting an Early Education Centre application for childcare you agree with these terms and conditions and you agree to notify Council of any changes to the information provided by phoning Children's Services' Customer Service team on 9710 0466.**

You **must** notify Council of any changes to the information on this form such as:

- a) **Address/contact details**
- b) **Childcare preferences (e.g. days of care required, service/s nominated)**
- c) **Medical condition of the child - disabilities/allergies**

by phoning Children's Services Customer Service on **9710 0466** or email to [ChildrensServices@ssc.nsw.gov.au](mailto:ChildrensServices@ssc.nsw.gov.au)

**Please keep this information for your own reference.**