

**CHILDREN'S CENTRE**

# Application for Care Form

TAFE NSW Student  TAFE Staff  Community Family  Year \_\_\_\_\_

**Parent/Guardian details:**

Family name \_\_\_\_\_ Given names \_\_\_\_\_

Residential address \_\_\_\_\_ Postcode \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Student/Occupation \_\_\_\_\_ Location \_\_\_\_\_

Email \_\_\_\_\_

**Child's details:**

Female  Male  Indeterminate/intersex/unspecified  Child's date of birth \_\_\_\_\_ Age \_\_\_\_\_

Family Names \_\_\_\_\_ Given name \_\_\_\_\_

Residential address \_\_\_\_\_ Postcode \_\_\_\_\_

Does your child have any serious health problems or disabilities? No  / Yes  *supply details*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does anyone in your child's immediate family have a disability? No  / Yes  *supply details*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is your family of Aboriginal No  / Yes  or Torres Strait Islander descent? No  / Yes

Is your family from a Non-English speaking background? No  / Yes

Have you lived in Australia for less than two years? No  / Yes  *if yes how many months* \_\_\_\_\_

What languages do you speak at home? \_\_\_\_\_

If you do not speak or understand English well, please tell us the name and phone number of a friend we may contact who speaks your language as well as English so we can get them to translate for you:

Name \_\_\_\_\_ number \_\_\_\_\_

Do you or will you receive a Commonwealth benefit/allowance? No  / Yes  *supply details*

\_\_\_\_\_  
\_\_\_\_\_

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Are you a single parent? No  / Yes

Have you submitted an application to a TAFE Children's Centre before today? No  / Yes  *supply details*

**Please complete the following table:**

The days you require care				
Monday	Tuesday	Wednesday	Thursday	Friday

**TAFE NSW student**

Name of course? \_\_\_\_\_ Course No. \_\_\_\_\_

Is your course full time  part time  How many hours per week is your course? \_\_\_\_\_ hours

How long is your course? \_\_\_wks/mths/yrs Are you exempt from paying the TAFE NSW fee? No  Yes

What is your partner's occupation? \_\_\_\_\_ Is this – full time/part time

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**TAFE NSW staff member/Community member**

What is your occupation? \_\_\_\_\_ Is your employment full time  part time

Your place of employment \_\_\_\_\_

What is your partner's occupation? \_\_\_\_\_ Is this full time  part time

What is the main reason you require care for your child at this TAFE NSW Children's Centre? \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Privacy Notice:** The information provided by you on this form will be used by TAFE NSW or other authorised organisations for the purposes of general administration, communication, planning, programming and evaluation. The information is essential for enrolment and licensing purposes and to develop the educational programme for your child. The information may be disclosed to Services Australia, Commonwealth Department of Education, and the NSW Department of Communities and Justice. The information provided will be held securely and disposed of securely when no longer needed. You may correct any personal details by contacting your TAFE NSW Children's Centre.

**Office use only:** Application review date \_\_\_\_\_

Child gained a place in the Centre – No  / Yes  Date of commencement if yes \_\_\_\_\_

Child was placed on the waiting list for one semester – Yes  / No  Why not? \_\_\_\_\_

\_\_\_\_\_  
Name of authorised officer signature of authorised officer Date: \_\_\_\_\_

## Related documents

This policy should be read in conjunction with the following related documents:

List relevant documents, including:

TAFE NSW Children's Centres Operation Manual

[TAFE NSW Children's Centres Excursion Supervision Procedural Guide](#)

[TAFE NSW Excursion Training](#)

[COVID-19 Resources for TAFE NSW Children's Centres](#)

Accountable Officer      Manager, Operations and Regional Support  
 WD Officer                Project Lead, TAFE NSW Children's Centres

## Document information and review

This document will be reviewed annual.

Review Due:      30 July 2021

## Approval History

No	Effective	Approved by	Amendment
	August 2000	Manager, TAFE NSW Children's Centres	Annual Review
1	28 November 2005	Manager, TAFE NSW Children's Centres	Annual Review
2	17 November 2006	Manager, TAFE NSW Children's Centres	Annual Review
3	16 November 2007	Manager, TAFE NSW Children's Centres	Annual Review
4	11 November 2008	Manager, TAFE NSW Children's Centres	Annual Review
5	12 December 2009	Project Officer, Operations and Institute Support	Annual Review
6	22 November 2010	Project Officer, Operations and Institute Support	Annual Review
7	8 November 2011	Project Officer, Operations and Institute Support	Annual Review
8	17 November 2012	Project Officer, Operations and Institute Support	Rewrite to meet introduction of NQF
9	11 November 2013	Project Officer, Operations and Institute Support	Annual Review
10	12 September 2014	Project Officer, Operations and Institute Support	Annual Review
11	15 December 2015	Project Officer, Operations and Institute Support	Annual Review
12	29 October 2016	Project Officer, Operations and Institute Support	Annual Review
13	1 August 2017	Project Officer, Operations and Regional Support	Annual Review
14	7 December 2018	Project Lead, Children's Centres	Annual Review
15	5 December 2019	Project Lead, Children's Centres	Annual Review
16	31 July 2020	Project Lead, Children's Centres	Annual Review