



# Children's Services

## Outside School Hours Care Waitlist Application Form

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Do not submit this form for a sibling of a child attending OSHC or on the current wait list. Change of details may be completed by emailing the Outside School Hours Care (OSHC) Officer at [oshcadmin@innerwest.nsw.gov.au](mailto:oshcadmin@innerwest.nsw.gov.au)

A Frequently Asked Questions (FAQ) sheet is located at the end of this form.

We process wait list applications via email.

There is a wait list administration fee per family of \$28.00 (non-refundable administration fee)

Waitlist forms submitted will receive an email within 72 hours confirming we have received your application.

The fee will be applied to our system during the enrolment process when we are able to make an offer, this does not affect your application, it is a condition to be considered for care that families are on the wait list.

If you would like to go ahead with the above conditions, please complete and submit this form.

This form is fillable, a signature is not required.

Please submit your waitlist application to [oshcadmin@innerwest.nsw.gov.au](mailto:oshcadmin@innerwest.nsw.gov.au)

Please do not submit this application form to the school or to the OSHC service.

Keep a copy of the completed wait list application form for your records.

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### Child/ren Information

Child's (1) First Name:		Child's Last Name:			
Date Of Birth:	Male	Female	Indeterminate/intersex/unspecified		
School your child is/will be enrolled at:	Ferncourt PS		Marrickville West PS		
Year child is starting school:	2024	2025	2026	2027	2028
Residential Address:					
Suburb:		State:		Postcode:	
Does your child have any Additional Needs/Disabilities?				Yes	No
If yes, please give a brief description:					
When do you require care from: (Note: It may not be possible for your child to commence on this date)					

Child's (2) First Name:		Child's Last Name:			
Date Of Birth:	Male	Female	Indeterminate/intersex/unspecified		
School your child is/will be enrolled at:	Ferncourt PS		Marrickville West PS		
Year child is starting school:	2024	2025	2026	2027	2028
Residential Address:					
Suburb:		State:		Postcode:	
Does your child have any Additional Needs/Disabilities?				Yes	No
If yes, please give a brief description:					
When do you require care from: (Note: It may not be possible for your child to commence on this date)					

Child's (3) First Name:		Child's Last Name:			
Date Of Birth:	Male	Female	Indeterminate/intersex/unspecified		
School your child is/will be enrolled at:	Ferncourt PS		Marrickville West PS		
Year child is starting school:	2024	2025	2026	2027	2028
Residential Address:					
Suburb:		State:		Postcode:	
Does your child have any Additional Needs/Disabilities?				Yes	No
If yes, please give a brief description:					
When do you require care from: (Note: It may not be possible for your child to commence on this date)					





**Centre Selection**

**Ferncourt OSHC**

Premier St, Marrickville

Ph: 02 9392 5602

7am-9am & 3pm-6pm

Located at Ferncourt PS for children attending Ferncourt Public School

**Marrickville West OSHC**

Beauchamp St, Marrickville

Ph: 02 9392 5603

7am-9am & 3pm-6pm

Located at Marrickville West PS for children attending Marrickville West PS

**Sessions Required - What sessions do you require? (Please tick)**

Before School Care (BSC)

Mon AM	Tue AM	Wed AM	Thu AM	Fri AM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

After School Care (ASC)

Mon PM	Tue PM	Wed PM	Thu PM	Fri PM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Priority Of Access (POA)**

Priority of Access Guidelines requires potential families to identify whether they classify under any of the following categories for children on a waiting list.

Column 1 - (please select 1)	Column 2 - (please select all that apply to you)
A child at risk of serious abuse or Neglect	<p>Aboriginal and Torres Strait Islander Families</p> <p>Families which include an individual whose taxable income percentage under Clause 7 of Schedule 2 to the Family Assistance Act is 100% -See <a href="http://www.StartingBlocks.gov.au">www.StartingBlocks.gov.au</a>   Early Childhood Education &amp; Care or <a href="http://www.familyassist.gov.au">www.familyassist.gov.au</a> (Includes- current family health care card or low-income health care card)</p>
A child of a single parent who satisfies, or of parents who both satisfy the work/training/study test.	<p>Families which include a disabled person</p> <p>Families from Non-English-Speaking backgrounds</p>
Any other child	<p>Single parent families</p> <p>None of the above</p>





## Parent/Carer Details

* Mandatory Field	Parent/Carer (1) Primary Contact to discuss any aspects of this application. *		Parent/Carer (2)	
First Name *				
Last Name *				
Residential Address <i>(If different from Child)</i>				
Home Phone				
Mobile Phone *				
Email Address *				
Work Status *	Working	Seeking Work	Working	Seeking Work
	Studying	Volunteering	Studying	Volunteering
	Parental Leave		Parental Leave	
	Not Working/Not Studying		Not Working/Not Studying	
Employer's name				
Occupation <i>(If applicable)</i>				
Hours of work	Starting Time	Finishing Time	Starting Time	Finishing Time

Is there any other information you feel we should know?
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Formal offers and administration requests for childcare are made via email.

It is the family's responsibility to advise the Children & Family Services team if there is a change in their contact details (including an email address) or circumstances.

### Privacy Notice

The supply of information on this form will be stored in the Children & Family Services Offices and electronically for the management of the Wait List. This information will then be stored in Council Archives annually. Access to view or correct any information you have supplied, is available at any time. The information is only to be made available to the following persons:

- The Approved Provider of the Service, the Nominated Supervisor at an Inner West Council service, a member of staff authorised to access the records by the Approved Provider.
- A person otherwise authorised by law to inspect the records, a legal Carer of the child, any person authorised in writing to inspect the records of the child.





# Children's Services

## OSHC Waitlist – Frequently Asked Questions (FAQ)

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### **Where can I obtain additional Waitlist Application forms?**

Forms can be obtained by downloading the Middle Childhood Waitlist Application Form from the Inner West Council website at [www.innerwest.nsw.gov.au](http://www.innerwest.nsw.gov.au) email a request to [oshcadmin@innerwest.nsw.gov.au](mailto:oshcadmin@innerwest.nsw.gov.au)

### **Does my child's school have other OSHC providers?**

You can go to [www.StartingBlocks.gov.au](http://www.StartingBlocks.gov.au) The Early Childhood Education & Care website to find other local OSHC providers or contact your child's school for more information.

### **I have lodged an application form, what should I expect in return?**

You will receive a standard confirmation email within 1 week of lodging your application. If you have not received an email, please contact us directly at [oshcadmin@innerwest.nsw.gov.au](mailto:oshcadmin@innerwest.nsw.gov.au).

### **Do I put my younger children on this form?**

This Middle Childhood application is for the family; therefore, place all your children on the application form and pay the fee once. If you have a child after submitting the form, contact us with the new child's details at [oshcadmin@innerwest.nsw.gov.au](mailto:oshcadmin@innerwest.nsw.gov.au) and we will add them to your current application (no additional fee)

### **I have not decided what year my child will start school.**

Please state the earliest year they could start; once the start year is confirmed and is different to the original year on the application, you can email us and we will put the application into the following year. The application date does not change if you make this request.

### **I have decided to start my child the following year at school, what do I do?**

Email updated information to [oshcadmin@innerwest.nsw.gov.au](mailto:oshcadmin@innerwest.nsw.gov.au), we will update your records and place your child's application into the school year you have requested. The application date does not change if you make this request.

### **I have listed both of my children on the one Middle Childhood waitlist form. What happens if their start years are different?**

A copy of your form will be made by us and stored for the year care is requested.

### **How does Inner West Council determine which families will receive a formal offer for childcare?**

The OSHC Administration Officer is required to fill places as soon as notification is received that a vacancy will occur. Vacant positions are offered to the next family on the Waitlist.

