

Children's Services Waiting List – Referral for High Priority



Childcare Services are required to adhere to the Commonwealth Government Priority of Access Guidelines (refer to <https://www.education.gov.au/priority-allocating-places>) and allocate places to families with the greatest need for childcare.

Professionals referring a child who is considered to be a high priority for childcare need to do so in accordance with the [Federal Government Priority for allocating places](#).

It is important to remember, childcare is not **free**.

Families must have current details linked with Centrelink and be assessed for Child Care Benefits and Child Care Rebate. Offers will only be held for two weeks.

*Please complete **ALL** fields. Incomplete forms will result in a delay in processing and possible placement for the family.*

Date of Referral:		HP RM Ref.:	
-------------------	--	-------------	--

For assistance with this form please call the City Of Port Phillip on 03 9209 6360

When completed, please return the form either by:	Email: cccwaitinglist@portphillip.vic.gov.au Mail: Children's Services Waiting List, Private Bag No 3, PO St Kilda VIC 3182
---	---

Referred by:

Service / Group / Organisation		Name of referee	
Position		Address	
Suburb		Email	
Contact number			

Child's details

First Name			Last Name		
Date of birth		Age		Gender	<input type="radio"/> M <input type="radio"/> F
Eligible for school next year?	<input type="radio"/> Yes <input type="radio"/> No				

Parent / Guardian details

First Name			Last Name		
Address			Suburb		
Contact number			Relationship to child		
Interpreter required?	<input type="radio"/> Yes <input type="radio"/> No	Language		If require, please specify gender	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Either

Risk factors to the child / Reasons for making this referral / Medical Diagnosis / Concerns:

--

Have referrals been made to other services?
<input type="radio"/> Child Protection <input type="radio"/> Child First <input type="radio"/> Enhanced MCH services <input type="radio"/> Housing services <input type="radio"/> Community Health services <input type="radio"/> Other:

Who will be responsible for payment of the childcare fees? (Childcare fees are applicable for ALL families)

Childcare needs (Offers will only be held for two weeks)	
Date care is required from:	Number of days required (per week):
<p>Please note: If the child is not yet registered on the Children’s Services Waiting List, parents are required to provide additional information for Council to complete their registration on the Children’s Services Waiting List.</p> <p>In this case, Council will contact the parents/guardians directly. Please inform the family to expect a call from 03 9209 6360 or 03 9209 6333. If parents prefer an alternate contact method please let us know.</p> <p>More information can be viewed at www.portphillip.vic.gov.au/how_to_apply_childcare_kindergarten</p>	

Signature of the person making this referral	
Has the parent or guardian given consent for this referral?	Yes No

Office use only:	
Received date: <input type="radio"/> Email <input type="radio"/> Mail <input type="radio"/> Drop in	
<input type="radio"/> Referral accepted	Child granted at risk priority
<input type="radio"/> Referral accepted	Child put onto the waiting list with a priority according to their personal circumstances: <input type="radio"/> Social isolation <input type="radio"/> Disability
<input type="radio"/> Referral not accepted	Child not given higher priority - More information needed for a review
Panel member 1 - Name:	Panel member 2 - Name:
Identified risks / circumstances factors / comments:	Identified risks / circumstances factors / comments:
Date:...../...../.....	Date:...../...../.....