

IRONSIDE OSHC

Monday 17th September

RE: Application Request Form for permanent booking 2019

Dear Parents and Guardians,

Application requests for 2019 are opening on Wednesday 10th October at 7am.

This letter is designed to help you complete the Application Request for a permanent booking in **2019** as only fully completed forms will be accepted.

Incomplete application requests will NOT be accepted, allocated a priority, date or time.

Application Requests will **ONLY be received via email** application.ironside.oshc@gmail.com

No hard copy forms will be accepted.

Please refer to the following timeline for relevant dates:

Application Request form available for download	Monday 17 th September	Website: Ironside State School/Facilities/Out of school hours care. (1)
Q&A session for Ironside OSHC	Tuesday 18 th September	In the school hall 6:15pm.
Child Care Subsidy	Sunday 23 th September	Helpful with your application to have completed this.(2)
Application request email opens	Wednesday 10th October 7:00AM	Forms will not be accepted if they are not fully completed or sent before the specified time.
Application request mail closes	Sunday 14 th October 2018 6:00pm	Application requests received after this date will be excluded from first round notifications and automatically placed on the waiting list in date and time order OR triaged according to Priority of Access.
Notification of placement/s BSC & ASC	Monday 12 th November	Notification of successful placement via email. If you are placed on our waitlist you will be advised of your position.
Notification of placement/s Vacation care	Monday 19 th November	Enrolment process for vacation care opens

1. <https://ironsidess.eq.edu.au/Facilities/Outofschoolhours/Pages/Outofschoolhours.aspx>
2. <https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy/claiming>

**** Submitting your fully completed 2019 application request *prior* to the closing date does not guarantee you a placement within Ironside OSHC, as the service may be full to capacity prior the closing date due to limited places within our service ****

Reviewed by P&C Executive September 2018

Why does the Application Request ask for CRN and DOB? This is to confirm your priority of access with Centrelink.

Ironside OSHC follows “Priority of Access Guidelines” set by the Australian Government.

First Priority	Children at risk of serious abuse or neglect, or anyone approved for Additional Child Care Subsidy (ACCS).
Second Priority	Children of a sole parent who satisfies the Child Care Subsidy (CCS) test through paid employment or study.
Third Priority	Children of parents who both satisfy the CCS test through paid employment or study, have a CCS subsidy percentage of 77% or higher and have at least 100 CCS subsidised hours per fortnight.
Fourth Priority	Children of parents who both satisfy the CCS test through paid employment or study.
Fifth Priority	Any other child

Once you have completed your “Application Request” save it and email the form to application.ironside.oshc@gmail.com and include your family name in the Subject line. The email address of Guardian 1 will be used for correspondence.

Applications emailed prior to October 10th 7:00AM will **NOT** be accepted.

You will receive an automatic email response to say your application request has been received. Please keep this as your record of the application being submitted.

Communication will only be via email at pandcironside@gmail.com regarding 2019 enrolment queries.

Kind Regards,



Karen Wallace
Ironside P&C President