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KOSMAC House, 56 Swanson Street, Erskineville, NSW, 2043

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# Application for After School Care (ASC) waiting lists

## Purpose

Use this form to apply for a wait list position for After School Care at St. Mary's (Erskineville) Out of Hours School-Care Inc. (SMOOSH). **You should complete pages 3 through 7 inclusive, print and submit.**

Access to After School Care is strictly by reference to relevant policy and the ASC waiting list.

Due to the popular demand for access, an application process must be followed to ensure transparency and fairness.

If you would like a place in Before School Care (BSC) you should complete the Before School Care application form.

## Program

SMOOSH After School Care (ASC) program operates during school term from 3:00pm – 6:00pm, Monday to Friday. Children must be collected by no later than 6.00pm and if parents or carers wish to speak with any of the SMOOSH educators, they should arrive early enough to meet the 6.00pm service closure time.

## Assistance and Lodgment Instructions

If you have any questions or require assistance with completing this form, please contact us

Telephone: (02) 9516 5600

Email: [info@smoosh.com.au](mailto:info@smoosh.com.au)

You may lodge your application

- In person at KOSMAC House (Monday – Friday, 3.00pm – 6.00pm)
- By mail to  
SMOOSH Admissions c/o KOSMAC House, 56 Swanson Street, Erskineville, NSW, 2043
- By email [info@smoosh.com.au](mailto:info@smoosh.com.au)

To ensure transparency in the operation of waiting lists, Applications are called for during an Application Period. Applications will be accepted only when the Application Period is open. To ensure fairness, no Applications will be accepted early and Applications submitted before the Application Period opens will be rejected.

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## Applicant Details

Child's Family Name

Date of Birth

DD/MM/YY

 

Child's Given Name/s

Gender Male / Female

 or 

Residential Address

Does your child have any special needs and/or disabilities

Language/s spoken at home

## For New Starters (do not complete if student already attends St Mary's Primary School)

At the time of application, has the child been offered an enrolment position at St Mary's Primary School that the parent/s or guardian/s have formally accepted?

Yes No

 

What grade will the child be in at commencement with the school? (eg: K / Y1 / Y2 / etc)?

Grade

## For Continuing Students (already attending St Mary's Primary School)

At the time of this application, is the child currently attending St. Mary's Primary School Erskineville?

Yes No

 

What grade is the child in / just completed? (eg: K / Y1 / Y2 / etc)?

Grade

# Application for After School Care (ASC) waiting lists

## Priority of Access – Considerations

Please answer the following questions to permit us to evaluate requirements you meet under the Service Access Policy (please tick all boxes that apply):

- Is the child of a sole parent who satisfies, or parents who both satisfy the activity test through paid employment
- Is the child in an Aboriginal and Torres Strait Islander families
- Is the child in a family which includes a disabled person
- Is the child in a low income family
- Is the child EAL/D. (English as an Additional Language/Dialect)
- Is the child in a socially isolated family
- Is the child of a sole parent?

## Preferred Waiting-List Days and Offer-Commencement Dates

A separate waiting list exists for each day of After School Care operation. Please indicate

- The waiting lists for ASC days onto which you would like a placeholder for the child to be entered; and
- The date on which you would, ideally, like your child to start attendance in ASC.

The dates you indicate below will not affect your position in the waiting list for any day. See [Notes](#) (p.8) for further details.

Join Waiting List for days sought				
Monday <input type="checkbox"/>	Tuesday <input type="checkbox"/>	Wednesday <input type="checkbox"/>	Thursday <input type="checkbox"/>	Friday <input type="checkbox"/>
Commencing	Commencing	Commencing	Commencing	Commencing
DD/MM/YY	DD/MM/YY	DD/MM/YY	DD/MM/YY	DD/MM/YY
/ /	/ /	/ /	/ /	/ /

**Due to high demand, your child may not receive a position in the service to be able to start attending ASC on, or even soon after any of these dates.**

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## Applicant Details (Parent or Legal Guardian)

Title	Given Name/s	Family Name
Residential Address		
Postal Address (if different)		

Are you currently

Working  Seeking Work  Unemployed  Studying  Parenting

## Contact Details

This information is used to contact you to make an offer of placement. Note it is your responsibility to keep us informed of changes to your contact information. Please **tick** preferred number to call.

Home Phone Number  Other Number (Mum/Carer)  Other Number (Dad/Carer)

Email Address/s:		

## Application for After School Care (ASC) waiting lists

### Securing your position on the Waiting List:

To establish a transparent and tamper-proof date-and-time that can be attached to the placeholders in one or more waiting lists, you are advised to send us an email as follows:

- The email must be received by us **during the Open Application Period**, noting that **emails received outside of this time will be rejected, or held over.**
- The email must be sent to [smoosh.admissions@gmail.com](mailto:smoosh.admissions@gmail.com)
- The email subject line **must begin with the text ASC-WL-TIMESTAMP followed by the name of the child for whom the application is made.**

Example: if the Applicant supplied a Family name of “Citizen” and Given Name(s) of “Jane Mary”, then the email that must be sent must have a Subject-Line as follows:

ASC-WL-TIMESTAMP Jane Mary Citizen

To:	<input type="text" value="smoosh.admissions@gmail.com"/>
Cc:	<input type="text"/>
Subject:	<input type="text" value="ASC-WL-TIMESTAMP Jane Mary Citizen"/>

**Note: You do not need any other text** – either in the subject line or in the message body – of your email. For your application, you should use YOUR CHILD’s Given Name/s and YOUR CHILD’s Family Name.

### Acknowledgement of your email

You will receive an automatically generated acknowledgment email from our system when your ASC-WL-TIMESTAMP email is received. Ensure you receive and keep our acknowledgement email.

SMOOSH will use your name and the date/time that we received your email to establish a timestamp for all and/or any ASC waiting List applications that you lodge for any children within the next 14 days of the above ASC-WL-TIMESTAMP email.

### Confirm the email transaction for this application

I have sent an ASC-WL-TIMESTAMP email to <a href="mailto:smoosh.admissions@gmail.com">smoosh.admissions@gmail.com</a> and received an acknowledgement email from the admissions system, and kept a saved or hard copy of this email.	Yes <input type="checkbox"/>
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# Application for After School Care (ASC) waiting lists

## Confidentiality

SMOOSH acknowledges the confidentiality of the information provided in this form. It will only be used to assess priority of placement on the waiting list. For that purpose it will be viewed by the Centre Director and possibly members the SMOOSH Committee. You authorise SMOOSH to contact St. Mary's Primary School Erskineville to confirm the enrolment or attendance status of your child.

## Applicant Declaration

I declare that:

- The information I have provided is true and correct
- I agree to supply further information as required by SMOOSH to support my application and, in particular, my claims in section Priority of Access – Eligibility Declaration
- I will advise SMOOSH promptly of facts affecting my eligibility for Priority of Access, and
- I agree to SMOOSH collection and usage of the information supplied.

Applicant Name (Please Print)

Applicant Signature	
DD/MM/YY	
/ /	

## What Now?

On receipt of your application, SMOOSH will send a confirmation email to the address supplied in section Applicant Details. We may contact you to discuss your application and/or request further information from you in support of your application. We will contact you, using the contact details you have supplied, if a place becomes available. Please advise us if your contact details change.

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## Additional information - these pages not required for submission

### Service Access

Our Service Access Policy exists for allocating places to ensure that the system is fair and equitable. These guidelines apply to SMOOSH ASC.

Our Service Access Policy sets out the following levels of priority which we follow to support members of the community with the greatest need for access to the service:

- Priority-1 – a child at risk of serious abuse or neglect;
- Priority-2 – a child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment.
- Priority-3 – any other child enrolled at St Mary's

Within these main categories, priority will also be given to the following children:

- children in Aboriginal and Torres Strait Islander families
- children in families which include a disabled person
- children in families on low incomes
- children with English as an Additional Language/Dialect
- children in socially isolated families
- children of sole parents
- siblings of children already in care at SMOOSH

### How are places offered from the Waiting List

**Offers from the Waiting List/s are NOT on a First-Come-First-Served basis.**

Placement from the waiting list into After School Care is on the basis of the SMOOSH Service Access Policy.

Our Service Access Policy provides for two different sets of criteria for determining priority – a first order and second order criteria.

Assessing priority according to the criteria of the first-order is straight-forward because the Policy establishes a hierarchical precedence amongst the criteria. For instance, it is clear that children at risk of serious abuse or neglect are to be given priority over all other children and that children in the Priority-2 are to be given priority over children in Priority-3.

The second order criteria, which includes criteria such as *children in families which include a disabled person* and *children of single parents* are not hierarchically positioned in order of priority. Rather, each of the factors in the second order are weighed equally and priority, within a single first-order category, is determined on the basis of the absolute number of factors that a single child exhibits.

So where children are ranked in the same first order category e.g. Priority-3, priority will be given to the child (if any) with the higher number of second order criteria. No distinction will be made between individual second order criteria. Each second order criteria will be given equal weight and the priority determination will be made on the basis of the most number of factors that a given candidate can be seen to exhibit.



## Application for After School Care (ASC) waiting lists

Applicants may be asked to substantiate their claims for priority treatment under the Service Access Policy.

The only scenario where the time at which a child's placeholder is entered onto a Waiting List is a factor in determining whether a candidate receives an offer ahead of other candidates on the same day's waiting list, is when all candidates on that day's waiting list are in all other respects equal after reference to the Service Access Policy.

### Making Offers

Offers of places will be made by phone and email to the Applicant using information provided in the Contact Details section of this form. It is your responsibility to keep SMOOSH informed of changes to your contact details. You will have **three working days** to accept an offer. If you are made an offer and you do not accept that offer within **three working days** the offer will lapse.

A child's placeholder will remain on a given day's waiting list until such time as you have been offered a place in After School Care on TWO separate occasions. That would be if you decline an offer of a place and/or you are made an offer that lapses for a particular day on two separate occasions, the child's name will be removed entirely from that day's waiting list.

When an offer of placement in ASC on a given day is accepted, the child's placeholder will be removed from only that day's waiting list.

A maximum of one placeholder per child may exist in any waiting list at any one time.

Under no circumstances may a placeholder for a child be transferred from one day's waiting list to another day's waiting list nor may a specification of days made in an application be amended after initial submission. Adding and/or removing days is permitted only by the following means:

- **Removing days:** You may at any time withdraw your child from the waiting list for any day without prejudicing the priority of the child's placeholder/s in the waiting list/s of any other day/s.
- **Adding days:** If subsequent to any application you wish to add a placeholder for the same child to the waiting list for any additional days not previously requested then you **MUST** lodge a separate application that operates independently of all other applications – including with respect to the date and time at which the child entered the waiting list for the additional day/s requested.