**WELLERS HILL SACCS**  
School Age Child Care Service (SACCS)  
190 Toohey Rd, Tarragindi QLD 4121  
Telephone: (07) 3892 6344  
Facsimile: (07) 3392 8966  
Email: saccs1@bigpond.com

### Waiting List Form

*This form is to be completed to place child/children of the SACCS Waiting List*

Please, provide your name and contact details in the space provided below:

**Parents/Guardian details**

<table>
<thead>
<tr>
<th>Parent/Guardian Name</th>
<th>Email Address:</th>
</tr>
</thead>
</table>

Preferred method of communication: (please circle)  
- Phone  
- E-mail  
- Mail

<table>
<thead>
<tr>
<th>Address:</th>
</tr>
</thead>
</table>

Contact Telephone Numbers:  
- Home:  
- Work:  
- Mobile:  
(Please, record your contact telephone numbers in the space provided below :)

<table>
<thead>
<tr>
<th>Employment/Study Status: (please circle)</th>
</tr>
</thead>
</table>
| Full-time  
| Part-time  
| Other: (Please specify) |

Marital status:  
- single parent  
- married  
- de facto  
- divorced/separated

**Child/Children’s details**

<table>
<thead>
<tr>
<th>Child's Given Name</th>
<th>Child's Surname</th>
<th>Current Grade</th>
<th>Year starting at Wellers Hill SS (if not currently enrolled)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Before School Care**  
(circle days required)

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
</tr>
</thead>
</table>

**After School Care**  
(circle days required)

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
</tr>
</thead>
</table>

**Parent/Guardian Signature**

<table>
<thead>
<tr>
<th>Parent/Guardian Signature:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
</table>

**SACCS Use Only**

<table>
<thead>
<tr>
<th>Date Form Received:</th>
<th>Date entered in Waiting List Register:</th>
</tr>
</thead>
</table>

Comments/Communication History:  
Priority of Access (Circle):  
1  
2  
3

**SACCS Placement Date:**

**Please note:**
- Any applications for BSC & ASC that exceed our licensed capacity will be placed on the centre’s Waiting list - dated and recorded.  
- First offer of a place is made by e-mail (with a read receipt) giving the family 2 business days to confirm acceptance of offer  
- If no read receipt received and no contact has been made after 2 business days a final follow up phone call will be made  
- If no contact has been made after a read receipt has been noted and phone call made, SACCS will assume that no care is currently required and the family will be removed from the waiting list. As per SACCS waiting list policy, if a place has not been accepted when offered you will be moved to the bottom of the waiting list.

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Waiting list form  
Last updated April 2013