



Admin Notes:

GUMNUT GARDENS WAITLIST FORM

Please fill out a separate form for each child.

We collect personal information on this form so we can contact you and establish priority of access to Gumnut Gardens Early Learning Service. Our Privacy Statement is at the back of this form.

Date of Application: ____/____/____

Child's Information

Child's First Name: _____

Child's Family Name: _____

Child's Birth Date: ____/____/____

Male

Female

Parent/Guardian Information

Parent/ Guardian 1 First Name: _____ Family Name: _____

Address: _____

Home Phone: _____ Work Phone: _____ Mobile: _____

Email: _____

Employment/Study Status: **Full Time** or **Part Time** or **Seeking Work** or **Study** or **Home Duties**

Parent/ Guardian 2 First Name: _____ Family Name: _____

Address: _____

Home Phone: _____ Work Phone: _____ Mobile: _____

Email: _____

Employment/Study Status: **Full Time** or **Part Time** or **Seeking Work** or **Study** or **Home Duties**

Days Required (please circle): **MONDAY** **TUESDAY** **WEDNESDAY** **THURSDAY** **FRIDAY**

When would you like your child to commence: Month: _____ Year: _____

Are there any particular circumstances relating to your need for childcare that you would like Gumnut Gardens to consider when assessing your waiting list application?

How did you hear about Gumnut Gardens?

I AGREE I will inform you if I no longer require a place for my child or if any of the above information changes

Signature of Parent/Guardian 1: _____ Date: ____/____/____

Signature of Parent/Guardian 2: _____ Date: ____/____/____

Entered into Hubworks by: _____ Date: ____/____/____

Entered into Waitlist Spreadsheet by: _____ Date: ____/____/____

PRIVACY STATEMENT

At **Gumnut Gardens**, protecting the privacy of personal information about you and your family is important to us. Personal information is information that identifies, or could reasonably identify you or your child or other members of your family. It can include your name, contact details, occupation or other private details and information.

We collect, disclose and use personal information to assist us to provide early childhood education and care services. As well as the information you give us, we may collect personal information from public sources and third parties.

Due to the nature of our service, we may be required to provide personal information to government agencies, related companies and people that we outsource functions to, for example, educational program support services and payment processing agencies.

If you choose not to provide some or all of the personal information we ask you for, it may affect our ability to enrol and provide care for your child at Gumnut Gardens.

Our Privacy Policy contains information about how to:

- update your preferences about how we use your personal information and any marketing and promotional material we send to you;
- request access to and correction of the personal information we hold about you;
- make a privacy complaint.
- If you would like to know more about how we collect and handle your personal information, please read our **Privacy Policy** which is available on our website at www.gumnutgardens.com.au.

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Chris Kimber is our Privacy Officer and can help you with any information, complaint, access or correction requests. You can contact him at cjk@gumnutgardens.com.au.

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