

Child care form – for children aged 0-5 years

Please complete the following information. This will help WorkLife Links consultants to find the most relevant information to suit your child care needs.

WorkLife Links contact details are:

ph: (02) 9261 1855

New Zealand freecall: (1300) 303 402

Australia freecall: (1800) 631 024

email: links@familiesatwork.com

Your name:	
Gender:	<input type="checkbox"/> male <input type="checkbox"/> female
What is the best way to contact you if we need more information? (please include your area code)	<input type="checkbox"/> phone: <input type="checkbox"/> fax <input type="checkbox"/> email (work) (home) (fax) (mobile)
How would you like to receive the WorkLife Links information?	<input type="checkbox"/> post <input type="checkbox"/> email <input type="checkbox"/> fax <input type="checkbox"/> phone (work) <input type="checkbox"/> phone (home) <input type="checkbox"/> phone(mobile)
The address you would like us to send WorkLife Links information to:	
E-mail address (if required)	
Your practice location: THIS INFORMATION IS COMPULSORY	Sydney city <input type="checkbox"/> Sydney suburban <input type="checkbox"/> Major city/town in country NSW <input type="checkbox"/> Other NSW country location <input type="checkbox"/> Outside NSW, including overseas <input type="checkbox"/>
Type of practice: THIS INFORMATION IS COMPULSORY	Private <input type="checkbox"/> Government <input type="checkbox"/> Corporate <input type="checkbox"/> Other <input type="checkbox"/>
Are you a young lawyer? THIS INFORMATION IS COMPULSORY	Less than 36 years old OR Admitted less than 5 years ago yes <input type="checkbox"/> no <input type="checkbox"/>
How did you hear about the service?	



Have you used the service before?	<input type="checkbox"/> no <input type="checkbox"/> yes - approximately when?		
Names and date of birth (or expected date of birth) of children you would like us to look at child care options for	Name	Date of birth	Gender
	1.		
	2.		
	3.		
	4.		
Type of child care required?			
<input type="checkbox"/> Family Day Care (0-12 year olds) - provides home-based child care for children 0-5 years as well as before and after school care for older children. Carers are licensed by the appropriate state authority to care for up to five pre-school aged children and two school aged children with a maximum of two children under the age of 2 years. Children are cared for in supervised private homes by selected carers, who are supported, advised and assisted by a professional team of qualified child care staff. A co-ordinator is employed to select care providers and match them with families requiring care.			
<input type="checkbox"/> Long day care (0-5 year olds) - usually caters for children aged from 0-5 years, some centres only take children over 2 years. They provide an educational program to meet the developmental needs of children in a caring and stimulating environment. Centres are licensed by the appropriate state authority, and also a national child care quality control system. They are generally open long hours each day for 48-52 weeks of the year. Centres may be sponsored by Local Government, community groups, church organisations or be privately owned.			
<input type="checkbox"/> Pre school/kindergarten (usually 3-5 years olds) - most community kindergartens and preschools enrol children from 3-5 years of age; some enrol children aged 4-5 years only. The growth and development of your child is fostered via the provision of play based curricula focused on a child's needs, interests and abilities. Preschool operate school terms only and usually around 9am to 3pm.			
<input type="checkbox"/> Nanny – is sometimes a trained and experienced child care professional who cares for children in your own home; there is no legal training standard for nannies in Australia, nor are they licensed by government. For some people, hiring a nanny is the most viable form of child care. These people may include parents who want one-to-one care for their children, especially while they are babies; parents returning to work who can't obtain other types of child care; parents who are on waiting lists for other forms of child care such as long day care or Family Day Care; parents who use nanny services part-time; and parents who share nanny's with friends, neighbours or colleagues.			
<input type="checkbox"/> Occasional child care (0-5 year olds) – caters to the needs of parents who want short term care, primarily for the parent who needs a break from children, to go shopping, attend appointments, study for short periods or when an emergency arises. Most centres have a limit on the number of hours and days a parent can access the service. Occasional care enable parents the flexibility, when needed, to leave their children in the care of professional qualified staff.			
<input type="checkbox"/> Playgroup (usually babies and toddlers) - organised and run by groups of parents on a voluntary basis. They provide an opportunity for children and parents to meet together, make friends, share toys and activities. Each session lasts a few hours, once or twice a week. Parents remain at the playgroup session with their children for the entire time and are expected to set up activities, clean up etc. The meeting times of playgroups are often arranged to suit the particular needs of parents attending, so they may change from time to time. All playgroups operate on a nominal fee or donation.			
What are your current care arrangements?			

Families At Work

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fax: (02) 9261 1864

email: links@familiesatwork.com

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updated: 27 Feb 2008

Updated: 14 March 2008



Have you done any preliminary search?	<input type="checkbox"/> NO <input type="checkbox"/> YES –please indicate what information you have obtained, so that we don’t duplicate information
Do you have your name on any child care waiting lists?	<input type="checkbox"/> NO <input type="checkbox"/> YES – which ones?
Date you require care from?	
What suburbs would you like us to look for care options in?	
What days and hours do you require care? Drop off time: am Pick up time: pm	Days-----hours you require care <input type="checkbox"/> Monday: <input type="checkbox"/> Tuesday: <input type="checkbox"/> Wednesday: <input type="checkbox"/> Thursday: <input type="checkbox"/> Friday: <input type="checkbox"/> Saturday: <input type="checkbox"/> Sunday:
Does your child have any special needs?	<input type="checkbox"/> NO <input type="checkbox"/> YES - please provide details
What mode of transport do you anticipate using when travelling to and from the care facility?	
Would you like to receive information about the cost of child care?	<input type="checkbox"/> NO <input type="checkbox"/> YES
<p>You may be eligible for Child Care Benefit. You will need to register with the Family Assistance Office (FAO).</p> <p>If your family income is below \$108,434 you may also be eligible additional assistance through the Child Care Benefit which is means tested.</p> <p>Would you like this information sent to you? <input type="checkbox"/> NO <input type="checkbox"/> YES</p>	

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Other assistance available if required

Lawyers Assistance Program (LAP)

The Lawyers Assistance Program helps practitioners in difficulty. It's a discreet service that allows lawyers to discuss their problems, in confidence, with the program co-ordinator who may subsequently refer them to an appropriate agency or scheme, including LawCare. It aims to prevent practitioners' problems being exacerbated, and to reduce the risk of impact on themselves, their families, partners and clients.

Solicitors in difficulty, or those who are aware of solicitors in difficulty, should contact the co-ordinator on 1800 777 662 or visit www.lap.com.au for details.

LawCare

The Law Society recognises that your profession often puts you under enormous pressure. LawCare gives you and your immediate family members access to a professional counsellor for strictly confidential advice on personal or emotional issues that may be interfering with your work performance or family life.

Initial assessment and referrals by phone are free of charge. Costs will only be incurred for face-to-face consultations and much of this can be claimed back through Medicare or private health cover for clinically relevant medical conditions. To speak to a professional, call 0416 200 788.

We will now take down your credit card information. THIS FOLLOWING INFORMATION IS COMPULSORY

Which credit card do you want to use for payment?	<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> American Express
Name as it appears on the card	
What is the card number?	Mastercard/Visa _____ American Express 37 _____ (15 digits)
What is the expiry date?	_____ Month _____ Year
Consultant to Advise client of the amount to be charged.	We will charge you \$150 flag fall (non-refundable) and the balance at the completion of the report. The rate is \$200/hour plus \$10 administration fee. (All plus GST.) We will not commence your report until the flag fall payment has been processed at the end of this working day. Do you require a tax invoice for the total amount? YES NO

We will provide you with a completed report within 5 working days, where ever possible. If you require the information prior to this, please indicate when you need the information by:
date: _____.

If you have any queries when you receive your report, please contact us.

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