



## Notification of changed number of Outside School Hours Care (OSHC) places being offered by an existing OSHC service

### Purpose

This notification form should be completed by existing CCB-approved OSHC services to advise the Department of Education, Employment and Workplace Relations (DEEWR) of a change in the number of OSHC places being offered. Section 19(2) of the *Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000* requires operators to give the Secretary of the Department written notice within 14 days of any change to the details contained in the service's application for approval, including any change in the number of places being provided. Only existing Australian Government CCB-approved services should use this notification form.

This form is to be completed by the operator (i.e. management committee or owner) of the OSHC service or someone who has been authorised in writing to sign documentation on the operator's behalf.

### Notes

- Please complete this form for components of care (eg. Before School Care, After School Care, Vacation Care) at **the same venue**. If your OSHC services are located at different venues, you need to complete a separate form for each of those venues.
- If the service proposes to offer more places and is currently receiving Sustainability Assistance (Year 1 or ongoing), funding may be affected if additional places are offered. To speak to a departmental officer about how you might be affected, please phone 1300 363 079.
- Notifications should be posted, e-mailed or faxed to the address below.

### Telephone number for assistance

You can telephone the Department in your Capital City on 1300 363 079 from anywhere in Australia for the cost of a local call. Calls from mobile phones are charged at mobile rates. Callers must identify which state or territory office of the Department they wish to speak with and ask for the OSHC team.

### Return Details

The notification form and supporting documentation should be mailed to:

Program Manager  
Commonwealth Child Care Support  
Department of Education, Employment and Workplace Relations  
GPO Box 9880  
In your CAPITAL CITY

(ACT applications should be returned to the NSW office)



<b>Office Use Only:</b>	
SLA	
Elect.	
Rural or metro	R / M
Entity type	F-P / N-F-P

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### PART 1 – SERVICE DETAILS

Full name of organisation or applicant(s)

This name can be the organisation name or your name if a sole proprietor.

This may not necessarily be the same name as the name of your OSHC service(s).

Service Street Address (physical location):

Please provide details for each component(s) where there is a proposed change in the number of places being offered.

#### Before School Care (BSC)

<b>Service Name:</b>		<b>Service CRN:</b>	
<b>Current number of BSC places provided:</b>		<b>New total number of BSC Places to be provided:</b>	
<b>Date when service started as a CCB-approved provider:</b>	/ /	<b>Date when changed number of places will become operational?</b>	/ /

#### After School Care (ASC)

<b>Service Name:</b>		<b>Service CRN:</b>	
<b>Current number of ASC places provided:</b>		<b>New total number of ASC Places to be provided:</b>	
<b>Date when service started as a CCB-approved provider:</b>	/ /	<b>Date when changed number of places will become operational?</b>	/ /

#### Vacation Care (VAC)

<b>Service Name:</b>		<b>Service CRN:</b>	
<b>Current number of VAC places provided:</b>		<b>New total number of VAC Places to be provided:</b>	
<b>Date when service started as a CCB-approved provider:</b>	/ /	<b>Date when changed number of places will become operational?</b>	/ /

## PART 2 – SPACE & STAFFING REQUIREMENTS

Is licensing of OSHC services required in your state or territory? Yes / No

If **yes**, please attach a copy of your OSHC licence to confirm that you will continue to meet the regulations for the changed total number of places proposed.

Go to **Part 3 - Declaration**

If **no**, please complete the following questions:

**NOTE 1:** The space requirements listed in the National Standards indicate a minimum of space both internally (3.25 square metres per child) and externally (12 square metres per child) and a minimum of 1 age-appropriate toilet per 15 children.

- What is the unencumbered **indoor** play space for your venue m<sup>2</sup>  
(excluding kitchen, toilet, passageway etc.) in square metres:  
As a further check that you have adequate indoor space – divide this number by 3.25.  
Write the result here , (the result is the maximum child capacity of your indoor space and must be equal to, or higher, than the new total number of places you recorded on the previous page for your largest OSHC component).
  
- What is the usable **outdoor** space available in square metres: m<sup>2</sup>  
As a further check that you have adequate outdoor space – divide this number by 12.  
Write the result here , (the result is the maximum child capacity of your outdoor space and must be equal to, or higher, than the new total number of places you recorded on the previous page for your largest OSHC component).
  
- Are there sufficient age-appropriate toilet(s) and facilities available to cover the additional places requested? Yes / No

**NOTE 2:** The National Standards also have minimum requirements for the number of staff required (i.e. 1 staff member for every 15 children), noting that a minimum of TWO staff must be present at all times.

- Will your service meet the staff/child ratio necessary for the new total number of places proposed? Yes / No

If **no**, please attach a statement explaining the circumstances.

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## PART 3 – DECLARATION

**I declare that the information provided in this application is complete and correct.  
I authorise the Department to verify any information provided in this application.**

Name of Authorised Signatory \_\_\_\_\_

Position of Authorised Signatory: \_\_\_\_\_

Signature: \_\_\_\_\_ Date / /

Service Contact Person: \_\_\_\_\_

Contact Phone Numbers:     BH ( )        AH ( )        Mobile    

**NOTE: It is an offence under the *Crimes Act 1914* to provide false or misleading information in order to obtain Australian Government funding.**

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