



Queensland Education and Care Service Application for exceptional circumstances Queensland service approval

(Sections 55 - 57 of the *Education and Care Services Act 2013*)

Please read the following information before completing and submitting this application form.

Please ensure you are familiar with the requirements and obligations set out under the *Education and Care Services Act 2013* and the *Education and Care Services Regulation 2013*.

If you require further information about the obligations of approved providers under the Education and Care Services Act and Regulation or are unsure about the information required in this application, it is important that you visit the website <http://www.earlychildhood.qld.gov.au/ecs> or contact the relevant Regional Office for clarification.

Please ensure that the information you provide in this form is complete and correct.

Note: All references to the 'Education and Care Services Act' in this form are to be read as references to the 'Education and Care Services Act 2013' and references to the Education and Care Services Regulation as references to the Education and Care Services Regulation 2013. References to the 'Department' refer to the Department of Education and Training.

Application requirements and assessment

A Queensland approved provider may apply for an exceptional circumstances service approval if exceptional circumstances have caused the premises (the affected premises) to be unsuitable for the provision of education and care. The exceptional circumstances could be related to events such as a natural disaster resulting in flooding or cyclone damage, or damage caused by fire.

An applicant for an exceptional circumstances service approval must:

- be an approved provider; and
- hold a service approval for the affected premises; and
- be responsible for the management of staff members and the supervisor of the service.

An application for an exceptional circumstances service approval may be made orally in the first instance but must be followed by this form as soon as practicable.

An application for an exceptional circumstances service approval may be made by more than one person. However, if the application is made by more than one person, each person must provide information in response to the questions set out in this form.

Applications will be assessed and a determination made within 7 days starting the day after a valid application is received by the Department.

Important

- Your application will not be assessed until all necessary sections are satisfactorily completed, all requested supporting documents are attached, and any prescribed fees paid.
- Please write clearly in BLOCK LETTERS in black ink. Do not use correction fluid. The signatory must initial any corrections to this form.

Privacy statement

The Department is committed to ensuring that all actions taken in the administration of the Education and Care Services Act are in compliance with the Information Privacy Principles of the *Information Privacy Act 2009* (Qld).

The Department is collecting the information on this form for the purpose of assessing this application under the Education and Care Services Act. The information on this form may also be provided to other authorities or to other government agencies in accordance with the Education and Care Services Act.

The Department and the Queensland Government may publish information collected on this form in accordance with the Education and Care Services Act.



Part A: Provider details

1. **Approved provider name**

2. **Provider approval number**

Part B: Service details

3. **Approved service name**

4. **Service approval number**

Part C: Exceptional Circumstances Service details (i.e. for the replacement premises)

5. **Please provide the following details for the replacement service premises**

Contact details for the replacement service premises

Phone number

Mobile number

Fax number

Email

6. **Street address for the replacement service premises**

Address line 1

Address line 2

Suburb/Town

State/Territory

Postcode

11. Ages of children to be educated and cared for

(Please tick all that apply)

- Birth–2 years
- 2 years–3 years
- 3 years–preschool age
- School age

12. What is the proposed maximum number of children to be educated and cared for by the exceptional circumstances service?

13. Public liability insurance

Please provide details of the current public liability insurance policy for at least \$10,000,000 held by the exceptional circumstances service and attach a copy of the certificate of currency (insurance).

Insurance company: _____

Policy number: _____

Date of expiry: (DD/MM/YYYY) _____

Part E: Proposed hours and days of operation of the exceptional circumstances service

- 14. For each operational period type please provide the start date, end date and a description of the operational period (DD/MM/YYYY)**
(If you have more than two operational periods please provide the following information for these periods on a separate sheet of paper)

Operational period 1

Start date _____ End date _____

Operational type (i.e. annual or holiday care) _____

Number of operational weeks per year _____

Day	Opening time	Closing time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Operational period 2

Start date _____ End date _____

Operational type (i.e. annual or holiday care) _____

Number of operational weeks per year _____

Day	Opening time	Closing time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

15. Do you wish to apply for a rest period?

- Yes → provide details below
- No → go to Question 18

Please state the time and duration of the proposed rest period/s (maximum of two rest periods per day)

Rest period 1

Rest period 2

Please attach a statement providing details of the following matters, as they apply to the rest period/s:

- Ages of the children being educated and cared for
- Times the children will usually be resting
- Exceptional circumstances service capacity
- How the physical layout of the replacement premises allows for adequate supervision
- Staffing arrangements for the rest period (Regulation 46)
- Information provided to parents and/or guardians about staffing arrangements for rest periods

Please note: The approved provider can supply this information as soon as practicable.

Part F: Policies and procedures

16. The policies and procedures prepared by you for the affected service premises with the exception of the emergency and evacuation procedure may be used for the replacement premises.

Important: Please review and update your emergency and evacuation procedures for relevance to the replacement premises. The Department may ask to see an evacuation procedure for the replacement premises.



Part G: Building premises information

Please note:

- The approved provider can supply information requested in 17 – 21 as soon as practicable.

17. Please supply plans prepared by a building certifier which shows all of the following information:

- The locations of all buildings, structures, outdoor play areas and shaded areas. The location of all entries and exits.
- The location of all fences and gates, specifying the type of fence or gate used or to be used.
- The location of toilet and washing facilities, nappy changing areas and any food preparation areas.
- The boundaries of the replacement premises.
- The landscape of, or landscaping plans for, outdoor spaces that will be used by the exceptional circumstances service, specifying the natural environments that are or will be provided.
- A floor plan, indicating unencumbered indoor spaces and a site plan indicating the unencumbered outdoor spaces that will be used by children.
- The location of any associated children's service.
- Calculations carried out by a building practitioner of the areas referred to in Regulation 29 and 32 relating to unencumbered indoor and outdoor space.
- The elevation plans of the replacement premises.

18. Please provide at least one of the following

- A soil assessment for the site of the replacement premises.
- If a soil assessment for the site of the replacement premises has previously been undertaken, a statement to that effect, specifying when the soil assessment was undertaken.
- A signed declaration made by the applicant that states that, to the best of the applicant's knowledge, the site history does not indicate that the site is likely to be contaminated in a way that poses an unacceptable risk to the health of children.



19. Is there a swimming pool or other water hazard situated on the replacement premises?

- Yes → please ensure the exceptional circumstances service's water safety policy is relevant
- No

20. Do you have the right to occupy the replacement premises?

- Yes → please provide any documentary evidence such a lease or title for their placement premises as soon as practicable
- No

21. Is the replacement premises a Government or registered school?

- Yes
- No

Part H: Contact Details

22. Contact person for this application

(Note: this will be the person whom the Department may contact for questions in relation to this form)

Title	First name
Last name	Mobile number
Phone number	Fax number
Email	

Applicant declaration

I, _____ (insert full name of person signing the declaration)

of, _____ (insert address)

am, _____ (insert position/title of applicant)
for example, proprietor, director, partner, president

I declare that the information provided in this application (including any attachments) is true, complete and correct.

Signature of person making the declaration _____

Signed at _____ On the _____

Second applicant (if applicable)

I, _____ (insert full name of person signing the declaration)

of, _____ (insert address)

am, _____ (insert position/title of applicant)
for example, proprietor, director, partner, president

I declare that the information provided in this application (including any attachments) is true, complete and correct.

Signature of person making the declaration _____

Signed at _____ On the _____

Who may sign?

- The applicant
- The approved provider
- A person authorised to sign on the approved provider's behalf



Lodging your application

Please lodge your application along with all of the required documentation by posting or emailing to the relevant Regional Office, Department of Education and Training.

<http://www.qld.gov.au/education/childcare/contacts/pages/regional.html>

Enquiries

Contact the relevant Regional Office

<http://www.qld.gov.au/education/childcare/contacts/pages/regional.html>

Early Childhood and Community Engagement Division

Department of Education and Training

E-mail: ecis@dete.qld.gov.au

Phone: 13 QGOV (13 7468)

Website: <http://www.earlychildhood.qld.gov.au/ecs>

For office use only	
Date form received: ____ / ____ / ____	
Name of receiving officer:	Signature: