



Early Years

# Waitlist application

Early Years are four long day care centres owned and operated by UNSW Sydney. While we support the attraction, retention and enablement of UNSW's staff and students with young families through priority of access to our services, Early Years is also open to families from the wider community. And we do not charge a fee to join our waitlist!

## To join the waitlist;

1. Visit <https://mywaitlist.com.au/> or click the mywaitlist icon on the Early Years website.
2. Select 'CHILD CARE SEARCH' from the top navigation bar.
3. Select 'Child Care Centre/Long Day Care' from the 'Select Service Type' dropdown menu and input '2052' into the post code field. Click 'search'.
4. Click the check box next to the search result 'UNSW Early Years', then click 'Create and Submit Waitlist Request'.



*Note:* You can also search for any one of our four long day care centres here, however they all link up to the same central waitlist, and you only need one application to be considered for positions at all four of our centres. If you have a preference for one or more centres specifically, you may indicate this on the third ('Care Needs') tab of your application.

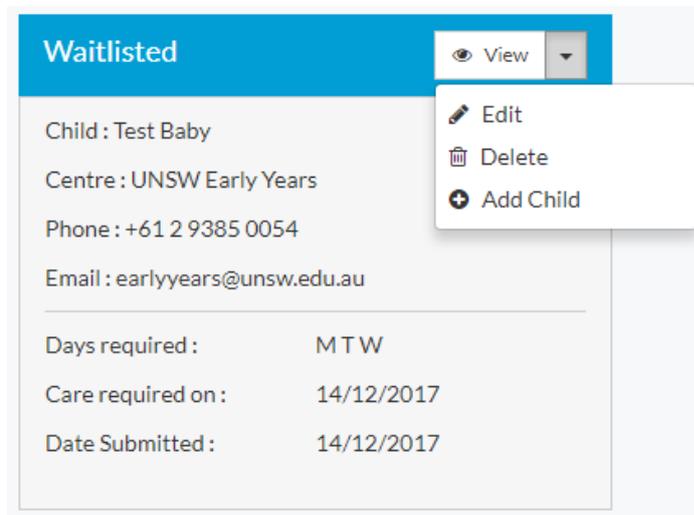
5. You will then be asked to sign in. If you already have a MyWaitlist account, you may log into it here. If not, click 'sign up here' or use the Facebook connect feature to create an account.
6. Once signed in you will be directed to the waitlist application. Please complete all sections of this application thoroughly, including contact details for two parents where appropriate to help us get in touch with you more easily when we have a suitable position to offer your family.

*Note:* If you will indicate that one or more parents are either UNSW staff or UNSW students please include the relevant UNSW ID number(s) in the comments box to assist us in being able to quickly verify your UNSW status. If you will indicate that one or more parents are future UNSW staff or students, please provide brief detail in the comments box of when you (and/or your partner) will be commencing in the new role and/or program, which faculty/department of the University it will be in and the role or program title.

7. 'Send' completed waitlist application.
8. Once you have submitted your application all you need to do is keep it up to date as your details and/or care requirements change and respond to emails from mywaitlist asking if you wish to remain active on our waitlist.

### To edit or update your waitlist application;

1. Visit <https://mywaitlist.com.au/Account/ParentSignIn> to sign in.
2. Click the dropdown menu on your UNSW Early Years application, then select 'edit'.



3. Edit/update or complete your application, then save and submit changes.

### To add a sibling to your application;

1. Follow the steps as above, but click 'Add Child'.
2. Some elements of your existing application will be carried across, please review these, and then complete the rest of your new child's application.
3. Submit completed waitlist application.

*Note:* Each child should have their own waitlist application, including for each child from multiple births (e.g. twins).

Should you need to contact Early Years about your waitlist application, please email [earlyyears@unsw.edu.au](mailto:earlyyears@unsw.edu.au).

