

Kindergarten Central Registration Form 2018

Initial round closing date 30 June 2017



INSTRUCTIONS:

Complete this form clearly using CAPITAL LETTERS. One (1) registration form is required for each child. Only fully completed forms are processed.

Follow-up regarding missing information will delay processing of the form.

There is a \$35.00 non-refundable registration fee. Exemptions to this fee are listed on page 2.

Payments can be made online at mvcc.vic.gov.au or in person at Moonee Valley Civic Centre.

DATE OF BIRTH RANGE FOR ELIGIBILITY

Child must turn **4 years of age by 30 April 2018** to attend a 4 year old funded kindergarten program

Child must turn **3 years of age by 30 April 2018** to attend a 3 year old kindergarten program

I WISH TO REGISTER MY CHILD TO ATTEND:

- 4 year old kindergarten program
 3 year old kindergarten program

Has this child previously been registered in the Moonee Valley Central Registration Service?

- Yes No

CHILD'S DETAILS (as stated on Birth Certificate)

Given/First Name

Family Name/Surname

Date of Birth (XX/XX/XXXX)

Gender

- Male Female Other

Attach a copy of the child's Birth Certificate, passport or immunisation statement from the Australian Immunisation Register confirming the child's name and date of birth.

Child's Country of Birth

Language/s spoken at home (cultural background)

1. Is this child of Aboriginal and/or Torres Strait Islander descent?

- No Both
 Yes, Aboriginal
 Yes, Torres Strait Islander

2. Is this child identified on their birth certificate as being a:

- Twin Triplet
 Quadruplet

If yes, please provide other child/ren's name

OFFICE USE ONLY - DO NOT COMPLETE

Date Received Stamp:

Trim Ref No:

Customer Service Receipt No:

Customer Service Receipt Date:

Customer Service Staff Name:

CONCESSION CARD HOLDERS

3. Do you or this child who will be attending kindergarten hold a current subsidy card or visa listed below? If yes, please tick the relevant card or visa.

The \$35 non-refundable registration fee is waived for families with a valid subsidy card or visa as listed below.

- Commonwealth Health Care Card
 Commonwealth Pensioner Card
 Department of Veterans' Affairs Gold Card or White Card
 In-country Special Humanitarian visa (subclass 201)
 Refugee visa (subclass 200)
 Protection visa (subclass 866)
 Temporary Humanitarian Concern visa (sub class 203)
 Global Special Humanitarian visa (subclass 202)
 Emergency Rescue visa (subclass 203)
 Women at risk visa (subclass 204)
 Bridging visas A-E

Attach a copy of the front of the card/visa.

PARENT/GUARDIAN 1 DETAILS (child's primary carer)

Please note: Parent/Guardian 1 information will be used for all correspondence.

Title

- Mr Mrs Ms
 Miss Dr Other

Given/First Name

Family Name/Surname

Contact phone number

Email

Current residential address

Suburb and Postcode

Relationship to the child

Country of birth

Language/s spoken at home

Interpreter required

- Yes No

Postal address (if different to above)

PARENT/GUARDIAN 2 DETAILS

Parent/Guardian 1 information will be used for all correspondence.

Title

- Mr Mrs Ms
 Miss Dr Other

Given/First Name

Family Name/Surname

Contact phone number

Email

Current residential address (if different to Parent/Guardian 1)

Suburb and Postcode

Relationship to the child

Country of birth

Language/s spoken at home

Interpreter required

- Yes No

Postal address (if different to above)

MUNICIPAL LINK

4. Do you currently live in Moonee Valley?

- Yes No

If yes, if your first preferred kindergarten is the closest to your current primary residential address this will contribute to your Priority of Access (POA).

Please note: Allocations are not prioritised based on actual distance, proximity is allocated to all applications nominating the closest kindergarten to home.

If yes, move to question 7 and attach a copy of your current rates notice, utilities bill or rental agreement in the name of the Parent/Guardian confirming you are a resident at the specified address.

5. If no, are you a current Moonee Valley ratepayer?

- Yes No

If yes, move to question 7 and attach a copy of your current rates notice.

6. If no, do you currently access Moonee Valley for two days or more for any of the following?

- Work Study
 School Formal/Informal Care

Provide a letter of evidence or statutory declaration from your workplace/institution where you or your child are studying or attending school or formal care provider, or a statutory declaration and proof of residency from your informal care provider.

SIBLINGS

7. Will a sibling (including multiple births) of this child be attending kindergarten in the same year?

Yes No

If yes, write the sibling/s name

8. Has a sibling of this child attended your first preferred kindergarten (nominated on page 4 or 5) from and/or including 2015?

Yes No

If yes, write the sibling/s name and the year they attended

CHILD INFORMATION (additional needs and support)

9. Does this child have a developmental delay, disability (including intellectual, sensory or physical limitation) or complex medical condition/need?

Yes No

If yes, please attach supporting documentation/letter from a registered support agency.

If yes, please provide details below

10. Does this child need assistance to help them attend kindergarten?

Yes No

If yes, please provide details to assist us in planning for the needs of the child

11. Has this child or family been referred to a support agency? e.g. Early Intervention, Family Services.

Yes No

If yes, please attach supporting documentation/letter from a registered support agency.

If yes, please provide the name of the agency and/or the type of services

12. Are you or this child known to Child Protection or Child FIRST?

Yes No

If yes, please provide the name of the agency and/or the type of services

13. Is this child currently in an Out of Home Care arrangement including kinship care?

Yes No

Out of home care is a living arrangement for children and young people who cannot live in their family home.

If yes, please supply a copy of the Guardianship papers or a Statutory Declaration (witnessed at a Police Station) confirming the child is in Out of Home Care.

14. Is this application for an Early Start Kindergarten program?

Yes No

Early Start Kindergarten is available to Aboriginal and/or Torres Strait Islander children, and also children who are known to Child Protection or Child FIRST. Funding supports children registering for a 3 year old kindergarten program who turn three by 30 April 2018.

FOUR YEAR OLD REGISTRATIONS ONLY

A Preschool Field Officer (PSFO) supports the inclusion of children with additional needs participating in **funded four year old kindergarten**. Please note that information provided may be referred to the PSFO for **further assessment for those applying for 4 year old kindergarten**.

If registering for four year old kindergarten, if your child has not had their 3 1/2 year Maternal and Child Health check please call 9243 8874 to make an appointment.

If you believe you have exceptional circumstances you can complete an Exceptional Circumstances Form available by emailing kinderenrol@mvcc.vic.gov.au. Forms must be received by Friday, 30 June 2017 to be considered for registrations in the initial round of offers. Attach the form and any supporting documentation to the Registration Form.

Privacy information

The collection and handling of personal information will be conducted in accordance with Council's Privacy Policy which is displayed on Council's website or is available for inspection at Council's customer service centre.

Please refer to the Privacy Policy for further information at mvcc.vic.gov.au/privacy

Completed registration forms can be sent to:

Email: kinderenrol@mvcc.vic.gov.au
Post: Kindergarten Registration Service
PO Box 126 Moonee Ponds
Moonee Ponds VIC 3039
In person: Moonee Valley Civic Centre
9 Kellaway Avenue
Moonee Ponds VIC 3039

Complete 3 year old kindergarten preferences for 2018 here

HOW TO FILL IN YOUR PREFERENCES

Please **NUMBER (from one to six)** the kindergarten preferences you are willing to accept.

If only one kindergarten is nominated, this may limit the chance of being offered a place.

You can choose Council and/or community-managed kindergarten programs.

Please refer to Council's website for the 2018 3 year old session kindergarten timetable.

If nominating a community managed kindergarten, the group does not need to be specified. Group allocations for community managed kindergartens will be arranged by the kindergarten once enrolment is confirmed.

COUNCIL MANAGED KINDERGARTENS	GROUP	PREFERENCE Use numbers to indicate
AIRPORT WEST KINDERGARTEN	Yellow Group – 4 Hour Program	
AVONDALE HEIGHTS COMMUNITY PRECINCT	Yellow Group – 4 Hour Program	
AVONDALE HEIGHTS COMMUNITY PRECINCT	Apricot Group – 6 Hour Program	
BEAVER STREET KINDERGARTEN	Yellow Group – 4 Hour Program	
COOPER STREET THREE YEAR OLD PROGRAM	Musk Group – 6 Hour Program	
COOPER STREET THREE YEAR OLD PROGRAM	Green Group – 6 Hour Program	
COOPER STREET THREE YEAR OLD PROGRAM	Violet Group – 4 Hour Program	
CORONATION KINDERGARTEN	Yellow Group – 4 Hour Program	
KEILOR EAST KINDERGARTEN	Aqua Group – 4 Hour Program	
LINCOLNVILLE KINDERGARTEN	Aqua Group – 4 Hour Program	
MILLEARA GARDENS KINDERGARTEN	Yellow Group – 4 Hour Program	
MONTGOMERY PARK KINDERGARTEN	Aqua Group – 4 Hour Program	
NORTH ESSENDON KINDERGARTEN	Aqua Group – 4 Hour Program	
STRATHMORE COMMUNITY KINDERGARTEN	Yellow Group – 4 Hour Program	
STRATHMORE HEIGHTS KINDERGARTEN	Royal Blue Group – 4 Hour Program	

COMMUNITY MANAGED KINDERGARTENS	GROUP	PREFERENCE Use numbers to indicate
ASCOT KINDERGARTEN	Blue Group – 5 Hour Program	
ASCOT PROGRESS KINDERGARTEN	5 Hour Program	
ST AIDAN'S PRESCHOOL	5 Hour Program	
ST ANDREW'S KINDERGARTEN	5 Hour Program	
ST BRENDAN'S KINDERGARTEN	5 Hour Program	

For information on 2018 groups and session times, please visit: mvcc.vic.gov.au/kinder

PLEASE NOTE: 2018 timetables are subject to change due to State or Federal funding or operational requirements of the kindergartens.

Complete 4 year old kindergarten preferences for 2018 here

HOW TO FILL IN YOUR PREFERENCES

Please **NUMBER (from one to six)** the kindergarten preferences you are willing to accept.

If only one kindergarten is nominated, this may limit the chance of being offered a place.

You can choose Council and/or community-managed kindergarten programs.

Please refer to Council's website for the 2018 4 year old session kindergarten timetable.

If nominating a community managed kindergarten, the group does not need to be specified. Group allocations for community managed kindergartens will be arranged by the kindergarten once enrolment is confirmed.

COUNCIL MANAGED KINDERGARTENS	GROUP	PREFERENCE Use numbers to indicate
AIRPORT WEST KINDERGARTEN	Red Group – 15 Hour Program	
AIRPORT WEST KINDERGARTEN	Blue Group – 15 Hour Program	
AVONDALE HEIGHTS COMMUNITY PRECINCT	Red Group – 15 Hour Program	
AVONDALE HEIGHTS COMMUNITY PRECINCT	Blue Group – 15 Hour Program	
AVONDALE HEIGHTS COMMUNITY PRECINCT	Lilac Group – 15 Hour Program	
BEAVER STREET KINDERGARTEN	Red Group – 15 Hour Program	
BEAVER STREET KINDERGARTEN	Blue Group – 15 Hour Program	
CORONATION KINDERGARTEN	Red Group – 15 Hour Program	
CORONATION KINDERGARTEN	Blue Group – 15 Hour Program	
HOPETOUN EARLY YEARS CENTRE	Navy Group – 15 Hour Program	
HOPETOUN EARLY YEARS CENTRE	Cherry Group – 15 Hour Program	
HOPETOUN EARLY YEARS CENTRE	Coral Group – 15 Hour Program	
HOPETOUN EARLY YEARS CENTRE	Green Group – 15 Hour Program	
KEILOR EAST KINDERGARTEN	Orange Group – 15 Hour Program	
KEILOR EAST KINDERGARTEN	Purple Group – 15 Hour Program	
LINCOLNVILLE KINDERGARTEN	Orange Group – 15 Hour Program	
LINCOLNVILLE KINDERGARTEN	Purple Group – 15 Hour Program	
MILLEARA GARDENS KINDERGARTEN	Red Group – 15 Hour Program	
MILLEARA GARDENS KINDERGARTEN	Blue Group – 15 Hour Program	
MONTGOMERY PARK KINDERGARTEN	Orange Group – 15 Hour Program	
MONTGOMERY PARK KINDERGARTEN	Purple Group – 15 Hour Program	
NORTH ESSENDON KINDERGARTEN	Orange Group – 15 Hour Program	
NORTH ESSENDON KINDERGARTEN	Purple Group – 15 Hour Program	
RHONDA DAVIS EARLY YEARS CENTRE	Jade Group – 15 Hours	
STRATHMORE COMMUNITY KINDERGARTEN	Red Group – 15 Hour Program	
STRATHMORE COMMUNITY KINDERGARTEN	Blue Group – 15 Hour Program	
STRATHMORE HEIGHTS KINDERGARTEN	Red Group – 15 Hour Program	

COMMUNITY MANAGED KINDERGARTENS	GROUP	PREFERENCE Use numbers to indicate
ASCOT KINDERGARTEN	Orange Group – 15 Hour Program	
ASCOT KINDERGARTEN	Purple Group – 15 Hour Program	
ASCOT PROGRESS KINDERGARTEN	15 Hour Program	
ST AIDAN'S PRESCHOOL	15 Hour Program	
ST ANDREW'S KINDERGARTEN	15 Hour Program	
ST BRENDAN'S KINDERGARTEN	15 Hour Program	

For information on 2018 groups and session times, please visit: mvcc.vic.gov.au/kinder

PLEASE NOTE: 2018 timetables are subject to change due to State or Federal funding or operational requirements of the kindergartens.

CHECKLIST

Supporting documentation

– photocopied and attached to this form

- Proof of child's age – refer page 1
- Proof of Moonee Valley Residency (if applicable) – refer page 2
- Proof of Moonee Valley Ratepayer (if applicable) – refer page 2
- Proof of municipal link to Moonee Valley City Council (if applicable) – refer page 2
- Supporting documentation for child's additional needs/support agency (if applicable) – refer page 3

PAYMENT

- I have enclosed a copy of my online receipt. Please note that for your registration form to be processed a copy of receipt is mandatory.
- I have paid my registration fee in person at the Moonee Valley Civic Centre.
- I am a current visa/concession card holder (listed on page 1) and am not required to pay the registration fee.

DECLARATION

I declare that the information provided in this form is true and correct.

Print name of parent/guardian

Parent/guardian signature*

**Not required for electronic submission*

Please Note

- For registrations to be included in the initial round of offers for 2018 three and four year old kindergarten places, they must be received between 20 March 2017 and 30 June 2017.
- Kindergarten places are allocated according to Council's Priority of Access. Further information can be found in the 2018 Central Registration Services Information booklet or on Council's website at mvcc.vic.gov.au/kinder
- Only number kindergarten preferences you are willing to accept. Nominating more than one kindergarten will increase the chance of being offered a place.
- Council does not guarantee you will receive a kindergarten place at your first preference.
- Registrations are processed when they are fully complete. Incomplete registrations will experience a delay in processing.

Payments can be made online via mvcc.vic.gov.au/kinder or in person at Moonee Valley Civic Centre.

Moonee Valley Language Line

عربي	Arabic	9280 0738	Ελληνικά	Greek	9280 0741	Español	Spanish	9280 0744
中文	Cantonese	9280 0739	Italiano	Italian	9280 0742	Türkçe	Turkish	9280 0745
Hrvatski	Croatian	9280 0740	Somali	Somali	9280 0743	Việt-ngữ	Vietnamese	9280 0746

All other languages 9280 0747

National Relay Service 13 36 77 or relayservice.gov.au