

## 4 year-old Kindergarten Registration Application Form 2019

First round closing date: 31 May 2018

**Please refer to the 4 Year Old Kindergarten Central Registration Service Family Handbook for more information on the registration process which can be found online at [mvcc.vic.gov.au/kinder](http://mvcc.vic.gov.au/kinder).**

All sections of this form must be completed. Failing to do so may result in Council being unable to process your registration with the form returned to you. The \$35 non-refundable registration fee must also be paid to enable your form to be processed which can be paid online or in person at the Civic Centre. Exemption from this registration fee is provided if the child or parent / guardian has an eligible concession card / meets eligibility for a fee subsidy rebate.

Please inform the Central Registration Service immediately of any changes to this information by sending an email to [kinderenrol@mvcc.vic.gov.au](mailto:kinderenrol@mvcc.vic.gov.au) e.g. new address, telephone number/s, etc.

| <b>Child's details (please provide proof of birth, i.e. birth certificate, passport copy, Immunisation Statement, etc.)</b> |  |
|---|--|
| Child's Given Name:   |  |
| Child's Surname/Family Name:  |  |
| Child's Date of Birth:        /        /  | Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other |

|   |                   |
|---|-------------------|
| Language(s) Spoken at Home:   | Country of Birth: |
| Cultural Background:  |                   |
| Is your child of Australian Aboriginal or Torres Strait Islander descent? <i>(Please tick one box only)</i> |                   |
| <input type="checkbox"/> No   |                   |
| <input type="checkbox"/> Yes, Australian Aboriginal   |                   |
| <input type="checkbox"/> Yes, Torres Strait Islander  |                   |
| <input type="checkbox"/> Yes, both Australian Aboriginal and Torres Strait Islander                         |                   |

| <b>Kindergarten fee subsidy</b>   |  |
|---|--|
| <b>Do you have one of the following Cards/Visas listed below?</b>                             | <input type="checkbox"/> Yes<br><input type="checkbox"/> No              |
| <b><i>If yes, please include details below and provide a photocopy of your Card/Visa.</i></b> |  |
| <input type="checkbox"/> Commonwealth Health Care Card  | <input type="checkbox"/> Commonwealth Pensioner Concession Card          |
| <input type="checkbox"/> Department of Veterans' Affairs Gold Card or White Card              | <input type="checkbox"/> Global Special Humanitarian Visa (subclass 202) |
| <input type="checkbox"/> In-Country Special Humanitarian Visa (subclass 201)                  | <input type="checkbox"/> Refugee Visa (subclass 200)                     |
| <input type="checkbox"/> Temporary Humanitarian Concern Visa (subclass 786)                   | <input type="checkbox"/> Protection Visa (subclass 866)                  |
| <input type="checkbox"/> Bridging Visa A – E  | <input type="checkbox"/> Woman at Risk Visa (subclass 204)               |
| <input type="checkbox"/> Emergency Rescue Visa (subclass 203)                                 |  |

| <b>Office use only</b>  |               |                 |
|---|---------------|-----------------|
| <input type="checkbox"/> <b>Registration Fee of \$35</b> <i>(Fee subject to change)</i> |               |                 |
|   | Receipt Date: | Receipt Number: |
| Customer Service Officer Name:  |               |                 |

|   |  |           |
|---|--|-----------|
| <b>Parent / legal guardian details</b> <i>Please be advised all correspondence will be sent to Parent 1</i> |  |           |
| <b>Parent / Legal Guardian 1 details:</b>   |  |           |
| Title: Mr    Mrs    Ms    Miss    Dr    Other, please specify:  |  |           |
| Given Name:   |  |           |
| Surname/Family Name:  |  |           |
| Relationship to child:  |  |           |
| Country of Birth:   |  |           |
| Language spoken at home:  | Interpreter Required: <input type="checkbox"/> Yes <input type="checkbox"/> No |           |
| Email:  |  |           |
| Contact Telephone number:   |  |           |
| Current Address:  | Suburb:  | Postcode: |
| Postal Address: <i>(if different from above)</i>  | Suburb:  | Postcode: |
| <b>Parent / Legal Guardian 2 details:</b>   |  |           |
| Title: Mr    Mrs    Ms    Miss    Dr    Other, please specify:  |  |           |
| Given Name:   |  |           |
| Surname/Family Name:  |  |           |
| Relationship to child:  |  |           |
| Country of Birth:   |  |           |
| Language spoken at home:  |  |           |
| Email:  |  |           |
| Contact Telephone number:   |  |           |
| Current Address <i>(if same as Parent 1, please tick)</i>   | Suburb:  | Postcode: |
| Postal Address: <i>(if different from above)</i>  | Suburb:  | Postcode: |

### Living, working or studying in Moonee Valley

**Please select the box that applies to you (select one only):**

**I/We currently live in Moonee Valley** (please attach a copy of a tenancy agreement or utilities invoice in your name issued within the last 3 months or a copy of the front and back of your Driver's License)

*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.*

*Other families who live outside of the municipality may apply, but should note that residents, ratepayers or families who work, study or use childcare in Moonee Valley will be given priority to access Kindergarten places. Registrations of families that do not meet the above criteria will not be processed until after the first round of allocations has occurred.*

**I/We are a current ratepayer that does not live in the municipality** (please attach a copy of a current rates notice in your name issued within the last 3 months)

**I/We do not live in Moonee Valley, but access Moonee Valley for a minimum of 2 days per week for one the following** (please attach a current pay slip, letter of evidence or statutory declaration from your workplace/institution where you or your child are studying, attending school or formal care provider, or a statutory declaration and proof of residency from your informal care provider.

Work

Study

School

Formal/  
Informal  
care

### Child information

**If your child has not had their 3.5 year Maternal and Child Health check, please call 9243 8888 for an appointment.**

**Has your child been given a diagnosis or are they awaiting a diagnosis for a developmental delay, disability (including intellectual, sensory or physical limitation) or complex medical condition/need?**  Yes  No

*If yes, please provide details here and attach any relevant documentation.*

**Does your child need assistance to help them attend kindergarten?**  Yes  No

*If yes, please provide details here.*

**Has your child or family been referred to a support agency? eg Early Intervention, Family Services, Noah's Ark, Scope, RCH, Department of Health & Human Services (DHHS)?**  Yes  No

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

Agency and Contact Name:

Contact Number:

**Are you or your child known to Child Protection or Child FIRST?** *If yes, please provide the name of the agency and/or type of services here.*  Yes  No

**Is your child in an Out of Home Care arrangement (including kinship care)?**

*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*

**Please Note:** A Council Officer may call you to discuss your child's medical condition(s) or development need(s) in further detail to assist in your child's enrolment process.  Yes  No

|   |   |
|---|---|
| <b>Has your child previously received Early Start Kindergarten funding?</b> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| <i>If yes, please attach proof of enrolment.</i>                            |   |

|                 |
|-----------------|
| <b>Siblings</b> |
|-----------------|

|  |   |
|--|---|
| <b>Did any of your child's siblings attend your first preferred Moonee Valley Kindergarten between 2016 and 2018</b> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| <i>If yes, please specify the name and year of your most recent enrolment.</i>                                       |   |

|              |                            |
|--------------|----------------------------|
| <b>Name:</b> | <b>Year of Attendance:</b> |
|--------------|----------------------------|

|   |   |
|---|---|
| <b>Does your child have any siblings who will be attending Kindergarten in 2019?</b>  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| <i>Please Note: A separate form for each child needs to be completed</i>  |   |
| <input type="checkbox"/> Older/Younger Sibling <input type="checkbox"/> Twin <input type="checkbox"/> Triplets <input type="checkbox"/> Other. <i>Please specify.</i> |   |

|                        |             |               |                               |                                 |
|------------------------|-------------|---------------|-------------------------------|---------------------------------|
| <b>Sibling's Name:</b> | <b>Age:</b> | <b>Gender</b> | <input type="checkbox"/> Male | <input type="checkbox"/> Female |
| <b>Sibling's Name:</b> | <b>Age:</b> | <b>Gender</b> | <input type="checkbox"/> Male | <input type="checkbox"/> Female |
| <b>Sibling's Name:</b> | <b>Age:</b> | <b>Gender</b> | <input type="checkbox"/> Male | <input type="checkbox"/> Female |

|                             |
|-----------------------------|
| <b>Privacy notification</b> |
|-----------------------------|

Council believes that the responsible handling of personal information is a key aspect of democratic governance, and is strongly committed to protecting an individual's right to privacy. Accordingly, Council is committed to full compliance with its obligations under the Privacy and Data Protection Act 2014. In particular, Council will comply with the Information Privacy Principles contained in the Act. Council's Privacy Policy explains some of these Principles and how they may apply to you. You can view our Privacy Policy at [mvcc.vic.gov.au/privacy](http://mvcc.vic.gov.au/privacy)

**Please note:** Any documented proof of living, working, studying or using childcare in Moonee Valley is required to confirm your priority level when allocating Kindergarten places. If a copy is provided to Council, that document will be securely destroyed once sighted.

|                               |
|-------------------------------|
| <b>Interpreter assistance</b> |
|-------------------------------|

Call VITS 9280 1941 to access Interpreter Services, or refer to the back of the Enrolment Information Booklet regarding Translation and Interpreting Services.

|                |
|----------------|
| <b>Contact</b> |
|----------------|

If you require further assistance with completing this form, please contact the Central Registration Service on 9243 8888.

### Consent

To support your child/ren in arriving at school developmentally on track, access to your child's records may be provided to the following Council programs or staff:

- Maternal and Child Health Nurses;
- Early Years Registration Officers;
- Early Childhood Educators in Kindergarten, Long Day Care or Family Day Care;
- Pre-School Field Officer (PSFO);
- Family Services;
- Other relevant Family and Children's Services Coordination Staff.

Do you consent to your child's records being used and disclosed to the staff nominated above for purposes which directly relate to supporting the education, health and wellbeing needs of your child/ren?

Yes                      No

### Authorisation

*I/We declare that information contained in this registration application is true and correct and undertake to immediately inform Central Registration Service in the event of any change to the information. I consent to the collection and use of personal and health information on this form as outlined above in Privacy Notification. NB. Electronic signatures will be accepted.*

#### Parent / Legal Guardian 1 Name:

|            |   |
|------------|---|
| Signature: | Date:                      /                      / |
|------------|---|

#### Parent / Legal Guardian 2 Name:

|            |   |
|------------|---|
| Signature: | Date:                      /                      / |
|------------|---|

### How to submit this form

Please sign and return this form with the above documentation and payment via any of the following methods:

- By email with a copy of your online payment receipt to [kinderenrol@mvcc.vic.gov.au](mailto:kinderenrol@mvcc.vic.gov.au)
- In person at the Civic Centre, 9 Kellaway Ave, Moonee Ponds; or
- By mail with a copy of your online payment receipt to: Kindergarten Central Registration Service, Moonee Valley City Council, PO Box 126, Moonee Ponds VIC 3039 (**Online payment receipt only** [www.mvcc.vic.gov.au/kinderreg](http://www.mvcc.vic.gov.au/kinderreg) )

### How to fill in your preferences

- In the timetable on page 7/8, number your preferences in order from 1 - 6 for groups **you are willing to accept**. If you are not willing to accept the kindergarten group **do not** select it.
- Please select a maximum of **6** preferences.
- Start with number 1 for your most preferred group.
- PREFS = Preferences. **Please number your preferences, do not tick.**

### Checklist for Families to Complete

#### Supporting documentation – photocopied and attached to this form

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

**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.

## 2019 4 year old kindergarten timetable

Select your preferences from 1 to 6 (with 1 being your first preference):

| Kindergarten  | Prefs | Group    | Monday     | Tuesday    | Wednesday | Thursday    | Friday     |
|---|-------|----------|------------|------------|-----------|-------------|------------|
| <b>Aberfeldie Kindergartens</b>   |       |          |            |            |           |             |            |
| <b>Beaver St Kindergarten</b><br>13A Beaver Street,<br>Aberfeldie   |       | Red      |            | 8.30-4.00  |           | 8.30-4.00   |            |
|   |       | Blue     | 11.30-4.30 |            | 8.30-1.30 |             | 8.30-1.30  |
| <b>St Andrew's Kindergarten*</b><br>29 Kinnord Street,<br>Aberfeldie  |       | Navy     | 8.00-12.00 | 8.30-2.00  |           |             | 8.30-2.00  |
|   |       | Jade     | 12.30-4.30 |            | 8.30-2.00 | 8.30-2.00   |            |
| <b>Airport West Kindergarten</b>  |       |          |            |            |           |             |            |
| <b>Airport West Kindergarten</b><br>97 McNamara Avenue,<br>Airport West                                     |       | Red      |            | 8.30-4.00  |           | 8.30-4.00   |            |
|   |       | Blue     | 11.30-4.30 |            | 8.30-1.30 |             | 8.30-1.30  |
| <b>Ascot Vale Kindergartens</b>   |       |          |            |            |           |             |            |
| <b>Ascot Kindergarten*</b><br>1 West St (corner<br>Middle St), Ascot Vale                                   |       | Aqua     | 8.00-1.30  | 8.00-12.00 |           | 8.00-1.30   |            |
|   |       | Burgundy |            | 12.30-4.30 | 9.00-2.30 |             | 9.00-2.30  |
| <b>Ascot Vale Progress Kindergarten*</b><br>11 Brown Avenue,<br>Ascot Vale                                  |       | White    | 8.30-4.00  | 8.30-4.00  |           |             |            |
|   |       | Yellow   |            |            | 8.15-1.15 | 12.00-5.00  | 8.15-1.15  |
| <b>Coronation Kindergarten</b><br>34 Roseberry Street,<br>Ascot Vale  |       | Green    | 8.30-4.00  |            |           | 8.30-4.00   |            |
|   |       | Orange   |            | 8.30-4.00  |           |             | 8.30-4.00  |
| <b>Avondale Heights Kindergartens</b>   |       |          |            |            |           |             |            |
| <b>Avondale Heights Community Precinct – Early Years Centre</b><br>2A Clarendon Street,<br>Avondale Heights |       | Red      |            | 8.30-4.00  |           | 8.30-4.00   |            |
|   |       | Blue     | 11.30-4.30 |            | 8.30-1.30 |             | 8.30-1.30  |
|   |       | Purple   | 11.30-4.30 |            | 8.30-1.30 | 8.30 – 1.30 |            |
|   |       | Orange   |            | 8.30- 4.00 |           |             | 8.30- 4.00 |
| <b>Essendon Kindergartens</b>   |       |          |            |            |           |             |            |
| <b>Montgomery Park Kindergarten</b><br>2A Hilda Street,<br>Essendon   |       | Green    | 8.30-4.00  |            |           | 8.30-4.00   |            |
|   |       | Orange   |            | 8.30-4.00  |           |             | 8.30-4.00  |
| <b>Flemington Kindergartens</b>   |       |          |            |            |           |             |            |
| <b>Hopetoun Early Years Centre</b><br>220 Racecourse Road,<br>(corner Victoria Street),<br>Flemington       |       | Green    | 8.30-4.00  |            |           | 8.30-4.00   |            |
|   |       | Orange   |            | 8.30-4.00  |           |             | 8.30-4.00  |
| <b>St Brendan's Kindergarten*</b><br>25 Bryant Street,<br>Flemington  |       | Navy     | 8.00-12.00 | 8.30-2.00  |           |             | 8.30-2.00  |
|   |       | Jade     | 12.30-4.30 |            | 8.30-2.00 | 8.30-2.00   |            |

| Keilor East Kindergartens   |  |        |             |            |            |            |           |
|---|--|--------|-------------|------------|------------|------------|-----------|
| <b>Keilor East Kindergarten</b><br>31 Mark Street,<br>Keilor East                   |  | Purple | 11.30-4.30  |            | 8.30-1.30  | 8.30-1.30  |           |
|   |  | Orange |             | 8.30-4.00  |            |            | 8.30-4.00 |
| <b>Lincolville Kindergarten</b><br>Devon Avenue,<br>Keilor East                     |  | Navy   | 8.00-12.00  | 8.30-2.00  |            |            | 8.30-2.00 |
|   |  | Jade   | 12.30-4.30  |            | 8.30-2.00  | 8.30-2.00  |           |
| <b>Milleara Gardens Kindergarten</b><br>Park Drive,<br>Keilor East                  |  | Red    |             | 8.30-4.00  |            | 8.30-4.00  |           |
|   |  | Blue   | 11.30-4.30  |            | 8.30-1.30  |            | 8.30-1.30 |
| Keilor Road / Essendon North Kindergarten   |  |        |             |            |            |            |           |
| <b>North Essendon Kindergarten</b><br>51-53 Kerferd Street,<br>North Essendon       |  | Purple | 11.30-4.30  |            | 8.30-1.30  | 8.30-1.30  |           |
|   |  | Orange |             | 8.30-4.00  |            |            | 8.30-4.00 |
| Strathmore Kindergartens  |  |        |             |            |            |            |           |
| <b>St Aidan's Preschool Centre</b><br>5 James Street,<br>Strathmore                 |  | Navy   | 8.00- 12.00 | 8.30- 2.00 |            |            | 8.30-2.00 |
|   |  | Jade   | 12.30-4.30  |            | 8.30- 2.00 | 8.30- 2.00 |           |
| <b>Strathmore Community Kindergarten</b><br>50 Loeman Street,<br>Strathmore         |  | Green  | 8.30-4.00   |            |            | 8.30-4.00  |           |
|   |  | Orange |             | 8.30-4.00  |            |            | 8.30-4.00 |
| Strathmore Heights Kindergarten   |  |        |             |            |            |            |           |
| <b>Strathmore Heights Kindergarten</b><br>148 Mascoma Street,<br>Strathmore Heights |  | Red    |             | 8.30-4.00  |            | 8.30-4.00  |           |