

## Darebin Child Care Registration System Frequently Asked Questions November 2019

### How does the Registration System work?

Darebin City Council takes registrations on behalf of ten participating community managed services in the municipality. These services are operated by a Committee of Management or Early Years Management organisation. These services are listed at the end of this document and on the Child Care Registration Form. For all other centres in Darebin, please contact them directly for registration.

Families are able to apply to the child care registration system after the birth of their child. It's important to contact and visit centres to understand their individual service models, fees and policies.

Note: Completion of the registration form does not guarantee placement and we recommend you explore all child care options in the municipality.

### Priority of Access Guidelines for allocating places

Registrations are scored by the questions you have answered. The questions are scored using the [Australian Government Priority of Access Guidelines](#), which all services are required to comply with.

Families who live in the City of Darebin are also given priority on the registration system. This is in addition to the Priority of Access Guidelines criteria set by the Commonwealth Government.

These are:

**Priority 1** – a child at risk of serious abuse or neglect

**Priority 2** – a child of a single parent who satisfies, or of parents who both satisfy the work, training, study test

**Priority 3** – any other child

Families living outside of the Darebin municipality may apply, but priority is given to residents of Darebin.

Once your registration has been processed, the system aligns your registration onto a list, determined by the age of your child, the date we receive your registration, and services in preference order.

If you have selected four preferred services, you will be on four different lists arranged in order of registration date and child age. Depending on the number of other children of the same age with the same priority points and the registration date, you will be at a different place on each centre waiting lists.

Waiting List numbers for the current month are available from the Darebin website; this is updated quarterly. These numbers are for first preference only. Please see: [www.darebin.vic.gov.au](http://www.darebin.vic.gov.au)

**Am I allowed to place my child on a waitlist for other services that are not on the Darebin Registration System?**

Yes. Families are encouraged to place their child on as many waitlists as possible, including Family Day Care and Occasional Care Services.

Please contact services directly for further information regarding fees and to organise a time to visit. A list of centres is available from the Child Care in Darebin Brochure, Darebin Community Directory, My Child Website: [www.mychild.gov.au](http://www.mychild.gov.au) or contacting the Child Care Access Hotline on 1800 670 305.

**When will my child be offered a place?**

It is difficult to predict the length of time that children will be on the system before an offer is made. Council's Registration System produces multiple moving lists of registered children based on families' [priority](#) eligibility, activation date, the days required and centre preferences.

Vacancies may occur at any time of the year as families' circumstances change and vacancy offers may only be made if it matches your registration preferences.

The majority of offers for child care are made from October to November for starting care in January of the following year. Families are advised to visit the services they have nominated as services are unable to give tours from October of each year.

The number of vacancies determines how places can be offered for the following year.

At this time, services organise the care arrangements for families currently attending the centre and their siblings. Centres then provide Council with any remaining vacancies.

Services operate their child care rooms with different age ranges, therefore children will sit on one list relevant to one age range and on another list relevant to a different age range.

**Is there one great big long list?**

No. Essentially there is a list for each room of each service. Children may be included on many lists if they are willing to accept a place at several services. As children get older, they are automatically moved to the list for the next room, depending upon ages of these rooms will depend on how many families are waiting for the same room this will alter your place on the list.

For Example: Your child is 18 months old and you have registered your child to attend the following centres Annie Dennis, Raleigh Street and Perry Street.

- Annie Dennis' room caters for 10 places and the ages are 15 mths – 2 yrs. In this room your child is 43 on the list
- Raleigh Street room caters for 10 places and the ages are 2 yrs – 3 yrs. In this room your child is 35 on the list
- Perry Streets room caters for 8 places and the ages are 18mths – 2.5 yrs. In this room your child is 19 on the list

Therefore, if a child is offered a place at one centre and declines the offer, the child is not necessarily next in line should an offer come up at another centre.

### **I have a child already attending at a service; do my other children get priority?**

Siblings of children already attending the centre will be given priority in the allocation process. To ensure Priority of Access Guidelines are adhered to, siblings must be allocated through the registration system. A Child Care Registration Form must be completed.

### **How can I improve my chances of being offered a place?**

- In order of priority only select the centres where you are prepared to accept a place for your child if offered.
- Ensure you are familiar with the services you have chosen. Visit the services you have chosen as you may be called to accept an offer and are given 24 hours to make that decision.
- By choosing a service that is close to home on-route to work, study etc. Most families prefer to choose a centre that is either close to their home or on-route to work. If demand is high for services in the south of the municipality staff may recommend that you nominate a service in the north of the municipality as vacancies can sometimes be more readily available.
- Current Information. It is the families' responsibility to ensure their details are up to date, especially contact numbers, email and residential address. If contact with you cannot be made within 24 hours the next family will be contacted and offered the place.
- There is no guarantee that you will be offered a place as there is high demand for community child care places. Please ensure you explore all other child care options within Darebin.

**Can I change my details once I have registered?**

Yes, you are more than welcome to update and or change any of your details at any time, including additional supporting documentation.

Changes to your registration can be made by logging into the online portal at <https://darebincentralenrolments.councilonline.com.au/Public/Login.aspx>

**What will happen if I decline an offer for childcare?**

You are entitled to two declines before you must decide to be removed from the registration system or your registration date will be changed to the last decline. This allows the registration system to be equitable to all families who have lodged registrations and are also waiting.

**If I have not heard from the Registration Team, will my child's name be removed from the system?**

No. The Registration Team will continue to try and provide childcare however it is important to update your contact details to ensure requests for annual updates are responded to. Annual updates of the registration system are conducted, if you do not respond to these updates your registration will be removed from the system.

**What is the capacity for each centre?**

On the Registration System there are 9 community managed centres, each with up to five rooms catering for different age groupings. The table attached outlines the service, age range for each room plus the number of children that the room caters for day to attend.

Please note this information is subject to change without notice as centres balance staffing requirements and children's needs

**Centre Listing Rooms Age Ranges and Capacity per day for the Darebin Child Care Registration System November 2019**

Centre name	Capacity for each room per day				
	Room 1	Room 2	Room 3	Room 4	Kindergarten Program
Annie Dennis Children's Centre	6 – 14 mths <b>9 Places</b>	14 – 24 mths <b>11 places</b>	2 – 3 yrs <b>12 places</b>	3 – 4 yrs <b>16 places</b>	Integrated Kindergarten <b>22 places</b>
Darebin Childcare & Kindergarten Preston	6 mths – 2 yrs <b>12 places</b>	2 – 3 yrs <b>16 places</b>	3 – 5 yrs <b>22 places</b>	Prekindergarten program <b>11 places</b>	Integrated Kindergarten <b>11 places</b>
Darebin Childcare & Kindergarten Reservoir	6 mths – 2.5 yrs <b>16 places</b>	2.5 -3.5 yrs <b>16 places</b>	3.5 – 5 yrs <b>22 places</b>	Prekindergarten program <b>22 places</b>	Inter or Sessional Kindergarten <b>22 places</b>
Merri Community Childcare & Kindergarten	6 mths – 2 yrs <b>11 places</b>	2 – 3 yrs <b>11 places</b>	3 – 4 yrs <b>11 places</b>	n/a	Integrated Kindergarten <b>16 places</b>
Merrilands Children's Centre & Kindergarten	6 mths – 2 yrs <b>12 places</b>	2 – 3 yrs <b>8 places</b>	3 – 5 yrs <b>14 places</b>	n/a	Sessional Kindergarten <b>22 places</b>
Nara Community Early Learning Centre	6 mths – 2 yrs <b>12 places</b>	2 – 3 yrs <b>12 places</b>	3 – 5 yrs <b>22 places</b>	n/a	Sessional Kindergarten <b>22 places</b>
Perry St Children's Centre & Elizabeth Gorman Kindergarten	6 – 18 mths <b>8 places</b>	18 mths- 2.5 yrs <b>8 places</b>	2.5-3.5 yrs <b>10 places</b>	n/a	Integrated Kindergarten <b>24 places</b>
Oakhill Family Centre	3 months – 2 years <b>12 places</b>	2 – 3 years <b>20 places</b>	n/a	n/a	Integrated Kindergarten <b>22 places</b>
Raleigh St Child Care Centre	6 months – 2 years <b>10 places</b>	2 – 3 years <b>10 places</b>	n/a	n/a	Integrated Kindergarten <b>17 places</b>

