

# CHILD CARE REGISTRATION FORM

## Registration information

One form to be completed for each child



### Register online

<https://darebincentralenrolments.councilonline.com.au/Public/Login.aspx>

A paper registration form is not required if using the online portal.

**Council provides the Child Care Registration System on behalf of 9 participating community child care centres within the municipality. Council provides the Child Care Registration System to simplify the process of registration for community child care for so families need only to apply once. Council do not manage these centres. For all inquiries regarding fees and centre hours please contact the centre directly.**

**Council does not administer the registration system on behalf of all child care centres in Darebin. There are 37 child care services not included in the registration system, these centres should be contacted directly. For a list of all child care centres in Darebin please visit the Darebin City Council website Child Care Guide.**

**This registration should be read in conjunction with the Frequently Asked Questions available on the Darebin City Council website.**

### Privacy

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

The personal information that you have provided on this form will be used to plan for and provide you with services that you require. Relevant Council Officers and/or authorised Officers from State and/or Commonwealth Departments may view the information as required.

Darebin City Council administers the registration system on behalf of participating centres and does not manage these centres. For this reason your personal information will be shared with the participating child care centres and kindergartens when required, for the allocation of placements.

### When to apply for Child Care

Registration with the Darebin Child Care Registration System can be made any time after the child is born (not before). Families who register with the Darebin Child Care Registration System are listed in order according to the date that the complete registration is received. Date of registration is one of several priority listing criteria.

### Confirmation of registration

Registrations received at the Darebin City Council Child Care Registration System will be sent a letter of confirmation within three weeks of receipt of complete registration. It is the responsibility of the parent/guardian to contact Council if they have not received this confirmation letter.

### Annual updates, alterations and changes to your registration

Each year the Child Care Registration System program will send a reminder to families to update their registration information.

If information is not confirmed or updated in writing the child will be removed from the Child Care Registration System.

Changes to your registration will only be accepted in writing to one of the below addresses:

Post: Darebin Kindergarten and Child Care Registration Team, PO Box 91 Preston VIC 3072  
Email: Registration.KindergartenChildCare@darebin.vic.gov.au

### Siblings

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 system.

### Priority of Access

In accordance with the Commonwealth Priority of Access Guidelines, places will be allocated according to the following criteria:

**Priority 1** – Child at risk of serious abuse or neglect.

**Priority 2** – Child of a single parent who satisfies, or of parents who both satisfy the work/training/study test under section 14 of the Family Assistance Act.

In each of these categories Darebin residents receive priority. This does not preclude non Darebin residents from registering.

### Please return your completed registration form to:

Darebin Kindergarten and Child Care Registration Team, PO Box 91, Preston VIC 3072.

**Or email** Registration.KindergartenChildCare@darebin.vic.gov.au

*If returning by post, please ensure you receive confirmation of registration within three weeks. City of Darebin will not be liable for registration forms lost in the mail.*

### Or in person, to any customer service centre below:

**Preston Customer Service Centre**

274 Gower Street, Preston

8.30am – 5.00pm Monday to Friday

**Northcote Customer Service Centre**

32-38 Separation Street, Northcote

10.00am – 5.00pm Monday to Friday

**Reservoir Community and Learning Centre**

23 Edwardes Street, Reservoir

10.00am – 5.00pm Monday to Friday

# Child Care Waiting List Registration form



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To commence child care a child must be aged between 3-6 months and 5 years. The minimum age varies between centres and families are required to check age requirements with preferred services prior to registration.

Completion of this registration form does not guarantee placement.

## 1. CHILD'S DETAILS

Given Names (as stated on Birth Certificate):

Family Name/Surname:

Date of Birth (dd/mm/yy):

Country of birth:

Language/s spoken at home:

Gender: Male  Female  Other

Is your child of Aboriginal or Torres Strait Islander origin? Yes  No

### Additional Needs

Does your child or family member have a diagnosed disability?  
Are you on the waiting list or accessing any specialist services?  
*If Yes, please attach supporting evidence.* Yes  No

Is your child currently in an Out of Home Care arrangement  
including kinship care? Yes  No

*Out of home care is the term used to describe the placement of children away from their parents, due to concern that they are at risk of significant harm.  
If Yes, please provide details.*

# Registration form (continued)



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## 2. PARENT/LEGAL GUARDIAN DETAILS

### Parent/Legal Guardian 1

Title: Mr  Mrs  Ms  Miss  Dr  Other

Given Name:

Family Name/Surname:

Relationship to child:

Residential Address:

Suburb:

Postcode:

Telephone Work:

Home:

Mobile:

Country of birth:

Language/s spoken at home:

Interpreter required: Yes

No

Postal address (if different to above):

Email address:

### Parent/Legal Guardian 2

Title: Mr  Mrs  Ms  Miss  Dr  Other

Given Name:

Family Name/Surname:

Relationship to child:

Residential Address:

Suburb:

Postcode:

Telephone Work:

Home:

Mobile:

Country of birth:

Language/s spoken at home:

Interpreter required: Yes

No

Postal address (if different to above):

Email address:

### 3. PRIORITY OF ACCESS

#### Why do you require Child Care?

**Please tick all that apply.** Places will be allocated in accordance with the Commonwealth Priority of Access Guidelines.

Child at risk of serious abuse or neglect   
*Please attach a letter of support from your agency*

Family linked and supported by an agency   
*Please attach letter of support from your agency.*

Do you give permission for this agency to be contacted if required?

Child of a single parent who is working or studying

Name of business/institute:

Work/study address:

Telephone:

Child of two parents who are working or studying

Parent/Legal Guardian 1

Name of business/institute:

Work/study address:

Telephone:

Parent/Legal Guardian 2

Name of business/institute:

Work/study address:

Telephone:

Family requesting family respite or child social interaction

## Registration form (continued)

Please nominate centres in order of preference from 1 to 6. Offer of placement will be made for any of the services nominated therefore only tick services that you are willing to accept an offer to, as repeated offer refusal will result in the child being removed from the waiting list.

Please contact services directly for further information regarding fees and to organise a time to visit. For all other privately managed child care centres within Darebin please visit [www.mychild.gov.au](http://www.mychild.gov.au).

### 4. PLACEMENTS

Service Name	Address	Telephone	Preference no.
Annie Dennis Children's Centre	2 Oldis Avenue Northcote 3070	9486 7638	<input type="text"/>
Perry Street Child Care and The Elizabeth Gorman Kindergarten	129 Perry Street Fairfield 3078	9489 2949	<input type="text"/>
Merri Community Childcare Centre and Kindergarten Inc.	313 St Georges Road Thornbury 3071	9416 9227	<input type="text"/>
Raleigh Street Childcare Centre	28 Raleigh Street Thornbury 3071	9484 2440	<input type="text"/>
Darebin Childcare & Kindergarten - Preston	260 Gower Street Preston 3072	9471 3780	<input type="text"/>
Nara Community Early Learning Centre	Northern Melbourne Institute of TAFE 77-91 St Georges Road Preston 3072	9471 9914	<input type="text"/>
Merrilands Children's Centre and Kindergarten	23-25 Ryan Street Reservoir 3073	9460 4674	<input type="text"/>
Darebin Childcare & Kindergarten - Reservoir	6-8 Kenilworth Street Reservoir 3073	9469 2226	<input type="text"/>
Oakhill Family Centre	91 North Road Reservoir 3073	9470 1914	<input type="text"/>

Does your child have a sibling who is attending your first preference centre?

Yes

No

Name of child:

Start date required for care (dd/mm/yyyy):

Number of days per week you require child care:

Which day/s do you need child care?  
(please tick)

Monday

Tuesday

Wednesday

Thursday

Friday

Full Time

Which days are you prepared to take if your preferences selected above are not available?  
(please tick)

Monday

Tuesday

Wednesday

Thursday

Friday

Any additional comments:

## Registration form (continued)

### OFFICE USE ONLY

Customer Service Officer: \_\_\_\_\_

Receipt No: \_\_\_\_\_

Date: \_\_\_\_\_

Registration Complete:  Yes  No

Return Date (if incomplete): \_\_\_\_\_



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## 5. CHECKLIST

### 1. Supporting Documentation - Photocopied & attached to this form

- Proof of child's age such as a copy of the child's Extract of Birth Certificate or passport
- Reports from family support services or intervention services confirming circumstances and/or disability e.g. Disability Support Services, Child Protection Services

### 2. Completion

- I declare that the information provided in this registration is true and correct to the best of my knowledge. I understand that this form is a legal document and penalties exist for providing false or misleading information.

*Please note: incomplete registrations cannot be accepted and will be returned*

Signature of parent/guardian: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### 3. Payment

- I have enclosed the non-refundable registration fee of \$27 per child (*calendar year 2020*)  
*This fee may be subject to an annual change, please check you have a current registration form.*  
*This fee is still payable for children who have siblings already attending the nominated centres.*

Please select a payment option

- Cheque (*made payable to the City of Darebin*)
- Money order
- Cash
- Online payment (receipt must be attached)  
*<https://eservices.darebin.vic.gov.au/epathway/production/web/default.aspx>*

No registration fee is required if you meet one of the following criteria.

**A photocopy of the card/visa must be attached.** Please select which is applicable:

- Commonwealth Health Care Card
- Commonwealth Pensioner Concession Card
- Refugee visa (*subclass 200*)
- In-country Special Humanitarian visa (*subclass 201*)
- Global Special Humanitarian visa (*subclass 202*)
- Temporary Humanitarian Concern visa (*subclass 786*)
- Department of Veteran Affairs Gold Card or White Card
- Protection visa (*subclass 866*)
- Emergency Rescue visa (*subclass 203*)
- Woman at risk visa (*subclass 204*)
- Bridging visas A-E
- Child identified by a parent, carer or legal guardian as an Aboriginal and/or Torres Strait Islander
- Child identified on their birth certificate as being a multiple birth child (triplets or more).

Share your feedback about your experience with our service. We welcome your feedback whether it's a compliment, suggestion or a complaint. Contact us via one of the methods shown here or visit one of our Customer Service Centres listed on page 1. You can also complete an online form which will be forwarded to an appropriate Council officer for action: [www.darebin.vic.gov.au/global/contactus](http://www.darebin.vic.gov.au/global/contactus)

## CITY OF DAREBIN

274 Gower Street, Preston  
PO Box 91, Preston, Vic 3072  
T 8470 8888 F 8470 8877  
E [mailbox@darebin.vic.gov.au](mailto:mailbox@darebin.vic.gov.au)  
[darebin.vic.gov.au](http://darebin.vic.gov.au)



**National Relay Service**  
[relayservice.gov.au](http://relayservice.gov.au)

If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service.



**Speak your language**  
T 8470 8470

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हिंदी ਪੰਜਾਬੀ Tiếng Việt