



For more information visit [melton.vic.gov.au](http://melton.vic.gov.au) or call  
the Kindergarten Registration Team on 9747 7284.







# 2024 Kindergarten Registration Form



Ph: 131 450





- \* To attend 4 year old Kindergarten in 2024 your child will need to be 4 years of age by 30 April 2024.
- \* To attend 3 year old Kindergarten in 2024 your child will need to be 3 years of age by 30 April 2024.

## CHILD

Surname

First name

Date of Birth / / 20

Male

☐

Female

☐

(All contact will be directed to parent / guardian 1 & all supporting documentation must be listed under Parent / Guardian 1.) **Required Information**

### 3 YEAR OLD KINDERGARTEN APPLICATION

☐

### 4 YEAR OLD KINDERGARTEN APPLICATION

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## PARENT / GUARDIAN 1

Title: Mr / Mrs / Ms / Miss (Please circle)

Surname

First name

Relationship to child

Current Residential Address

Suburb

Postcode

Mailing Address (only complete if different from above)

AH Phone

BH Phone

Mobile

Email

Main Language spoken

Do you require an interpreter?

Yes

☐

No

☐

## PARENT / GUARDIANS 2

Title: Mr / Mrs / Ms / Miss (Please circle)

Surname

First name

Relationship to child

Current Residential Address

Suburb

Postcode

AH Phone

BH Phone

Mobile

Email

Main Language spoken

Do you require an interpreter?

Yes

☐

No

☐



## INFORMATION

I am a resident/ratepayer of the Melton City Council? Yes ☐ No ☐

**Please attach proof of your residency e.g. Copy of rates notice, lease agreement, land sale, driver's licence**

**Please note:** Kindergarten registrations from families who reside outside of the City of Melton are required to be assessed by the Director City Life.

Registrations from families residing outside the municipality will not be assessed until November, the year of Kindergarten registration and will be determined in relation to the Kindergarten vacancies at the time.

Is your child a Twin ☐ Triplet ☐ Quadruplet ☐ N/A ☐

In order to ensure all families are prioritised accordingly, please complete and attach any required documentation. If documentation is not provided, priority access WILL NOT be applied.

## SUPPORT PERSON

If you would like a professional support person included in communications about your child's registration please complete details below:

Name

Organisation

Role

Mobile Phone

Email Address

## PRIORITY ONE AND TWO ELIGIBILITY:

Priority of Access Criteria	Requirements for Eligibility	Please tick if appropriate
<b>Priority One</b>		
Previous year Deferrals: Children of Melton residents who attended Kindergarten in Term One but withdrew.	Teacher/educator required to submit a referral outlining the child would benefit from deferring to the following year.  Children who do not attend the program will not be entitled to a Deferral.	<input type="checkbox"/>
Children of Melton residents who are eligible for a second year of funded Kindergarten.	Children of Melton residents who The Department of Education and Training (DET) have approved for a second year of funded Kindergarten.	<input type="checkbox"/>
The child of Melton resident who individually holds, or has a parent or guardian who holds one of the following	Attach a copy of one of the following: <ul style="list-style-type: none"> <li>▶ Commonwealth Health Care Card</li> <li>▶ Commonwealth Pensioner Concession Card</li> <li>▶ Department of Veterans' Affairs Gold Card or White Card</li> <li>▶ Refugee Visa (subclass 200)</li> <li>▶ In-Country Special Humanitarian Visa (subclass 201)</li> <li>▶ Global Special Humanitarian Visa (subclass 202)</li> <li>▶ Temporary Humanitarian Concern Visa (subclass 786)</li> <li>▶ Protection Visa (subclass 866)</li> <li>▶ Emergency Rescue Visa (subclass 203)</li> <li>▶ Woman at Risk Visa (subclass 204)</li> <li>▶ Bridging Visas A-E or ImmiCard</li> <li>▶ Multiple births (triplets/quadruplets) copy of birth certificate</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Children of Melton residents who are at risk of abuse or neglect or children in out-of-home care.	Referral by any service working with the family that assess the child as vulnerable, such as: <ul style="list-style-type: none"> <li>▶ Child Protection/Child First</li> <li>▶ Maternal &amp; Child Health Nurse</li> <li>▶ Out of Home Care Provider</li> <li>▶ Family Services.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Priority of Access Criteria	Requirements for Eligibility	Please tick if appropriate
<b>Priority One</b>		
Children of Melton residents who are of Aboriginal/Torres Strait Islander descent.	Family identifies the child as Aboriginal/Torres Strait Islander.	<input type="checkbox"/>
Children of Melton residents eligible for Aboriginal Early Start Kindergarten.	A child who meets all of the following criteria:	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▶ the child is three years old by 30 April in the year in which they are enrolled to attend the funded Kindergarten program</li> <li>▶ the child has been identified as being Aboriginal and/or Torres Strait Islander.</li> </ul> <p>Advice of eligibility may be verbal (from a parent or carer) or written from a professional such as a Koorie Engagement Support Officer (KESO).</p>	<input type="checkbox"/>
Children of Melton residents eligible for Early Start Kindergarten known to Child Protection or Child FIRST.	A child who meets all of the following criteria:	<input type="checkbox"/>
	▶ the child is three years old by 30 April in the year in which they are enrolled to attend the funded Kindergarten program, and	<input type="checkbox"/>
	▶ the child is known to Child Protection.	<input type="checkbox"/>
	A child known to Child Protection means:	<input type="checkbox"/>
	▶ a child who has a current, or a history of, involvement with Child Protection, including those in out-of-home care, or	<input type="checkbox"/>
	▶ a child who has been referred by Child Protection to Child FIRST.	<input type="checkbox"/>
	A child's eligibility can be advised by:	
	▶ a parent or carer who self-identify their child is currently supported by Child Protection or Child FIRST services or has been supported in the past, or	<input type="checkbox"/>
	▶ a Child Protection or Child FIRST professional.	<input type="checkbox"/>
	Advice about eligibility may be verbal (from a parent or carer) or written from a Child Protection or Child FIRST professional.	

Priority of Access Criteria	Requirements for Eligibility	Please tick if appropriate
<b>Priority One</b>		
Children of City of Melton residents eligible for Early Start Kindergarten as Refugee or Asylum Seekers.	<p>A child who meets <b>all</b> of the following criteria:</p> <ul style="list-style-type: none"> <li>▶ the child is three years old by 30 April in the year in which they are enrolled to attend the funded Kindergarten program</li> <li>▶ the child has been identified as a refugee or asylum seeker</li> </ul> <p>Advice about eligibility is via an appropriate visa referral letter from case worker or verbal verification from parent guardian.</p>	<input type="checkbox"/>
<p>Children of Melton residents with additional needs, defined as:</p> <ul style="list-style-type: none"> <li>▶ children who have an identified specific disability or developmental delay</li> <li>▶ children who require additional assistance in order to fully participate in the Kindergarten program</li> <li>▶ children of Melton residents currently waiting on an assessment or a diagnosis (not yet been diagnosed with a specific disability or developmental delay).</li> </ul>	<p>Referred by services, such as:</p> <ul style="list-style-type: none"> <li>▶ Early Childhood Intervention Service</li> <li>▶ PreSchool Field Officer</li> <li>▶ Maternal and Child Health Nurse</li> <li>▶ Child Disability Health Care Card</li> <li>▶ General Practitioner.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Children of Melton residents who have Asylum Seeker and/or Refugee Status.	Appropriate visa that identifies the child and/or parents as a refugee or asylum seeker or referral letter from case worker.	<input type="checkbox"/>
Children of Melton residents where there is a risk of family violence	Copy of a signed letter from a case worker/manager from a family support agency stating that the child is at risk due to family violence.	<input type="checkbox"/>



Priority of Access Criteria	Requirements for Eligibility	Please tick if appropriate
<b>Priority One</b>		
Children of Melton residents where there is a risk of homelessness	Copy of a signed letter from a case worker/manager from a family support agency stating that the child is homeless or at risk of becoming homeless.	<input type="checkbox"/>
Children of Melton residents experiencing a situation resulting in vulnerability.	Copy of a signed letter from a case worker/manager from a family support agency or other.	<input type="checkbox"/>
<b>Priority Two</b>		
Children of Melton residents where the parent / guardian or child has a life threatening or debilitating illness or disease.	Copy of a signed letter from a General Practitioner.	<input type="checkbox"/>
Children of Melton residents where a parent / guardian has a disability.	One of the following: <ul style="list-style-type: none"> <li>▶ Copy of a signed letter from a General Practitioner.</li> <li>▶ Copy of a signed letter from a disability support agency.</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>
Children of Melton residents where a parent / guardian or child has a diagnosed mental illness.	One of the following: <ul style="list-style-type: none"> <li>▶ Copy of a signed letter from a case worker/manager from a mental health or other relevant agency or mental health practitioner stating that the child or parent has a mental illness.</li> <li>▶ Copy of a signed letter from a General Practitioner, stating that the child or parent has a mental illness.</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>

Priority of Access Criteria	Requirements for Eligibility	Please tick if appropriate
Children of Melton residents where Court Orders limit choices for Kindergarten.	Copy of related Court Order.	<input type="checkbox"/>
Children of Melton residents where a parent / guardian has a drug and/or alcohol dependency.	Copy of a signed letter from a case worker/manager from a drug and alcohol or family support agency, stating that the child's family has a drug and/or alcohol dependency.	<input type="checkbox"/>
Residents of The City of Melton who have previously had a child attend the Kindergarten's of preference in the last two years (2022 or 2023 registrations only).	Registration will be verified by reviewing the status through past records.  <b>Please include full name of child:</b>	<input type="checkbox"/>

## KINDERGARTEN PREFERENCES

Please list preferences in order 1-3 (1 being most preferred).

<b>Arnolds Creek Kindergarten</b>	19 Claret Ash Boulevard Harkness 3337	Ph: 9746 8317	<input type="checkbox"/>
<b>Bellevue Hill Kindergarten</b>	14 Royal Crescent Hillside 3037	Ph: 9390 4701	<input type="checkbox"/>
<b>Brookfield Kindergarten</b>	Brookfield Children's Centre 14-16 Black Dog Drive Brookfield 3338	Ph: 9971 5093	<input type="checkbox"/>
<b>Bridge Road Kindergarten</b>	260-266 Bridge Road Strathulloh 3338	Ph: 8732 9385	<input type="checkbox"/>
<b>Botanica Springs Kindergarten</b>	249 Clarkes Road Brookfield West 3338	Ph: 9747 2409	<input type="checkbox"/>
<b>Brookside Kindergarten</b>	17-20 Federation Way Caroline Springs 3023	Ph: 9361 2456	<input type="checkbox"/>
<b>Burnside Kindergarten</b>	23 Lexington Drive Burnside 3023	Ph: 9363 0244	<input type="checkbox"/>
<b>Cambrian Way Kindergarten</b>	58-66 Cambrian Way Melton West 3337	Ph: 9743 8212	<input type="checkbox"/>
<b>*Creekside Kindergarten</b>	3-37 The Crossing Caroline Springs 3023	Ph: 8363 6400	<input type="checkbox"/>
<b>Deanside Kindergarten</b>	Meadows Drive, Deanside 3336	0436 537 117	<input type="checkbox"/>
<b>Diggers Rest Kindergarten</b>	48-66 Plumpton Road Diggers Rest 3427	Ph: 9740-1337	<input type="checkbox"/>
<b>Eynesbury Kindergarten</b>	756 Eynesbury Rd Eynesbury 3338	Ph: 8545 9500	<input type="checkbox"/>
<b>Fraser Rise Kindergarten</b>	46 City Vista Court Fraser Rise 3336	Ph: 8348 2998	<input type="checkbox"/>
<b>Kingsway Kindergarten</b>	1 Kingsway Melton 3337	Ph: 9743 2691	<input type="checkbox"/>

<b>*Kororoit Creek Kindergarten</b>	130 Tenterfield Drive Burnside Heights 3023	Ph: 8358 0600	<input type="checkbox"/>
<b>Melton Central Kindergarten</b>	237-239 Station Road Melton 3337	Ph: 9743 3764	<input type="checkbox"/>
<b>Melton Uniting Kindergarten</b>	15-19 Yuille Street Melton 3337	Ph: 9743 4144	<input type="checkbox"/>
<b>Melton West Kindergarten</b>	2 West Melton Drive West Melton 3337	Ph: 9743 5914	<input type="checkbox"/>
<b>Mt Atkinson Kindergarten</b>	160 Clara Avenue Truganina 3029	9989 2882	<input type="checkbox"/>
<b>Mt Carberry Kindergarten</b>	31-41 Exford Road Melton South 3338	Ph: 9743 5755	<input type="checkbox"/>
<b>Parkwood Green Kindergarten</b>	88-94 Catherine Drive Hillside 3037	Ph: 8361 6506	<input type="checkbox"/>
<b>Rockbank Kindergarten</b>	26 Old Leakes Road Rockbank 3335	Ph: 9747 1410	<input type="checkbox"/>
<b>Thornhill Park Children's and Community Centre</b>	18 Tower St Thornhill Park 3335	Ph: 1300 677 275	<input type="checkbox"/>
<b>*Springside Kindergarten</b>	22-50 Becca Way Caroline Springs 3023	Ph: 9449 6400	<input type="checkbox"/>
<b>Taylors Hill Kindergarten</b>	58-60 Jacaranda Drive Taylors Hill 3037	Ph: 9307 8722	<input type="checkbox"/>
<b>Timbertop Kindergarten</b>	1 Timbertop Parade Aintree 3336	Ph: 9112 7340	<input type="checkbox"/>

\* Enrolling your child into a Melton City Council Kindergarten located on a school site does not automatically guarantee your child's entry into the school the following year.

**3 Year old Registrations** - completing this registration will also register your child into 4 year old Kindergarten in 2025. This does not guarantee your child a place into the above requested Kindergarten, however it means you will not have to re-apply for 4 year old Kindergarten in 2024. Normal offer processes and timelines will still apply.

Non resident's who have been accepted a placement for their child's 3 year old Kindergarten year in 2024 are not guaranteed a 4 year old placement the following year. Normal non resident process will still apply meaning your application will be reviewed by the Director City Life in November 2024.

Families will be notified of the outcome in late November / early December.

Please note: If you cancel your 3 year old placement prior to commencing then your 4 year old application will also be cancelled. You will then need to re-apply the following year.



## CHECK LIST

☐

I have read and understood the information provided in the Melton City Council Kindergarten Information Booklet.

☐

I declare that all of the information provided by me is true and correct.

☐

I have attached a copy of my proof of address as a resident/ratepayer of the Melton City Council.

☐

I have attached a copy of my child's birth certificate/passport.

## DECLARATION

By signing below I acknowledge and confirm the preferences nominated for my child's registration into the Melton City Council's Kindergarten Central Registration scheme. I further acknowledge where incorrect information has been supplied on the registration form, offers for places may be retracted.

Name of parent / guardian(s)

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Signature of parent / guardian(s)

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Relationship to Child

Date     /     / 20

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## PRIVACY STATEMENT

Melton City Council collects personal information to comply with the Education and Care Services National Regulations 2011 and Education and Care Services National Law Act 2010, and also for the purposes of processing your child's registration in the Kindergarten Central Registration Scheme. Council considers it necessary and important to collect this information to ensure that appropriate information is registered for your child. This information will be used for Council administrative purposes and will be provided to relevant Kindergarten Officers as required for the registration of your child's place at the Kindergartens listed in this booklet. This information will not be disclosed to any other party except as required by law. You may access this information by contacting Council on 9747 7200.

**Return this completed form to one of the following three locations.**

Please ensure supporting documentation is attached to the application.

- 1 Melton City Council, Customer Service Desk - 232 High Street, Melton VIC 3337
- 2 Melton Library and Learning Hub - 31 McKenzie Street, Melton VIC 3337
- 3 Caroline Springs Civic Centre / Library - 193 - 199 Caroline Springs Blvd, Caroline Springs VIC 3023

## NOTES

[illegible]

[illegible]