



# 2023 Kindergarten Registration Form



Ph: 131 450





- \* To attend 4 year old Kindergarten in 2023 your child will need to be aged 4 years by 30 April 2023.
- \* To attend 3 year of Kindergarten in 2023 your child will need to be 3 years of age by 30 April 2023.

## 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

☐

## 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 General Manager Community Services.

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. Please note: registration fee is non-refundable.

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 placement offers and kindergarten applications please complete details below:

Name

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Organisation

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Role

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Mobile Phone

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Email Address

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Priority of Access Criterion	Requirements for Eligibility	Please tick if appropriate
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.	<p>A child who meets all 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 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"/>  <input type="checkbox"/>
Children of Melton residents eligible for Early Start Kindergarten known to Child Protection or Child FIRST.	<p>A child who meets all 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, and</li> <li>▶ the child is known to Child Protection.</li> </ul> <p>A child known to Child Protection means:</p> <ul style="list-style-type: none"> <li>▶ a child who has a current, or a history of, involvement with Child Protection, including those in out-of-home care, or</li> <li>▶ a child who has been referred by Child Protection to Child FIRST.</li> </ul> <p>A child's eligibility can be advised by:</p> <ul style="list-style-type: none"> <li>▶ 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</li> <li>▶ a Child Protection or Child FIRST professional.</li> </ul> <p>Advice about eligibility may be verbal (from a parent or carer) or written from a Child Protection or Child FIRST professional.</p>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>

Priority of Access Criterion	Requirements for Eligibility	Please tick if appropriate
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>▶ Pre-School 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 the parent or child has a life threatening or debilitating illness or disease.	Copy of a signed letter from a General Practitioner.	<input type="checkbox"/>

Priority of Access Criterion	Requirements for Eligibility	Please tick if appropriate
Children of Melton residents where a parent 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 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"/>
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 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"/>
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 Criterion	Requirements for Eligibility	Please tick if appropriate
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"/>
Residents of The City of Melton who have previously had a child attend the Kindergarten's of preference in the last two years (2021 or 2022 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 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>	1205 Taylors Road, Deanside 3336	TBC	<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>	Truganina	TBC	<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>Rockbank Murray Rd Kindergarten</b>	Thornhill Park	TBC	<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 2024. 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 2023. Normal offer processes and timelines will still apply. You will receive a 4 year old offer in July 2023 based on your above preferences which you can choose to accept or decline.

\* 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.

☐

I have made a non-refundable registration fee of \$32 at one of the Melton Council sites. The payment receipt is attached to this application.

## 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 for, offers for places may be retracted.

Name of parent/legal guardian(s)

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Signature of parent/legal 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. A fee waiver of the registration fee will automatically apply to families eligible for Fee subsidy and / or Early Start Kindergarten.

Please refer to Kindergarten fee subsidy - Page 14 of information booklet.

**Return this completed form along with payment of \$32 (if required) in person to one of the following 3 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



## A repeating pattern of cartoonish, hand-drawn icons including a girl's face, a boy's face, a heart, a star, and a gear, set against a background of horizontal lines.

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

