

# Enrolment

## Minimum Enrolment Requirement for all Enrolments

*(Internal and External)*

### Day Enrolment Requirement For a Child Care Place

Merri Community Child Care Centre & Kindergarten Inc. recognises the critical importance of children developing strong attachment to carers, in particular in the early years, to ensure the well-being of children in care. From 2013 a two day minimum enrolment requirement will be progressively phased in over the next 2-3 years commencing with all new enrolments commencing with the Explorers room. From time to time, a single day of care may come available. When this occurs the next eligible child on the waiting list will be offered this day.

Subsequently, should an additional day be available, that child will be obliged to accept the additional day of enrolment, to ensure they meet the 2-day minimum requirement. (Refer Enrolment Policy)

### Day Enrolment Requirement For a Funded Kindergarten Place

From 2013 (Universal Access) all children accessing the funded 4 year old Kindergarten program at Merri will be required to attend Merri for 3 days (that is, 15 hours per week) of funded kindergarten. Continuous long day care and education is provided to children in the 4-year-old Funded Kindergarten room before 8.30am and after 1.45pm during school terms and from 7.30am to 6pm over term break (school holidays). Merri Community Child Care Centre & Kindergarten Inc participates in the City of Darebin Kindergarten and Child Care central enrolment schemes and is required to comply with the enrolment procedures of these schemes.

## Re-enrolment Process for Internal Families

*(families currently enrolled at the centre)*

Towards the end of every year all families will be required to re-enrol their child. Priority is given to current families and siblings of children already attending the centre. In most cases we are able to guarantee any current bookings that you hold prior to re-enrolment, any changes or additional days requested would depend on vacancies. All places will be confirmed in writing. If you would like to change or add to your days of care please complete and submit an internal waiting list form.

As Merri operates a funded kindergarten program in a dedicated kindergarten room it has been necessary to introduce a separate Priority of Access Policy for 4 year olds at Merri. While Merri families have the option of choosing sessional kindergarten, those families that utilise the Merri kindergarten program have a higher priority of access to childcare vacancies in the Inventors 3-4 year old room. Families that decide to enrol their children in sessional kindergarten and are still seeking childcare are advised to investigate alternative care to avoid potential disappointment. Provision of a high quality kindergarten program employing a fully qualified kindergarten teacher has been a long

term goal of the Centre and without this separate Priority of Access the viability of the program would be severely undermined. Please speak to the Director or Committee of Management President if you have any further questions.

## **Internal Waiting List**

Merri maintains its own internal waiting list exclusively for families that are currently enrolled & using the centre. Families requiring additional days of care or wanting to change their day(s) must complete a waiting list form. Priority of places is always given to the family that has been requesting the spot the longest. The Internal waiting list [pdf fillable form](#)

All lodged Merri internal form will also be registered with the City of Darebin Child Care Centralised Register.

## **Child Care Centralised Waiting List Application Information**

The City of Darebin operates a Child Care Centralised Waiting List on behalf of Merri CCK Inc and other community managed child care centres within the municipality to ensure efficient placement of children into child care.

### **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. Information contained in this form is strictly confidential and will only be used in the child care application process. By completing this application you are giving consent for details to be shared with the community not for profit child care centres when required, for the allocation of placements. If you do not provide Council with consent to pass your details onto the community not for profit child care centres please advise in writing.

### **When to apply for Child Care**

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

### **Child Care Waiting List Application Form**

Please go to <http://www.darebin.vic.gov.au/> to obtain the most current version of the form as previous or outdated forms will not be accepted.

Please note that that you must complete a form for each child who is: [An external child or a sibling of a current child/ren not currently enrolled at Merri CCCK Inc.](#)

### **Confirmation of application**

Registrations received at the City of Darebin Child Care Centralised Waiting List will be sent a letter of confirmation within three weeks of receipt of complete application. It is the responsibility of the parent/guardian to contact the centralised waiting list if they have not received this confirmation letter.

### **Annual updates, alterations and changes to your application**

Each year the Child Care Centralised Waiting List program will send a reminder to families to update their registration information. The timing of this reminder will be made according to the month of registration.

If information is not confirmed or updated in writing (physical letter or email) within four weeks the child will be removed from the Waiting List. Changes to your application will only be accepted in writing to one of the below addresses: Post: Centralised Waiting List, PO Box 91 Preston VIC 3072  
Email: [childcarewaitinglist@darebin.vic.gov.au](mailto:childcarewaitinglist@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 waiting list 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.
- Priority 3 – Any other child.

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

### **Please return your completed application form to:**

*Darebin Family and Children Centralised Waiting List PO Box 91, Preston VIC 3072.*

If returning by post, please ensure you receive confirmation of application within three weeks. The City of Darebin will not be liable for application 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 8.30am – 5.00pm Monday to Friday

- Northland Customer Service Centre 50 Murray Road, Northland Shopping Centre 8.30am – 5.00pm Monday to Friday 9am – 12pm Saturday
- Reservoir Civic Centre 17-21 Ralph St, Reservoir 10.00am – 5.00pm Monday to Friday (Please note this service will move to the Reservoir Community & Learning Centre, Edwards Street, Reservoir)

Names on the waiting list will be placed in the order of receipt of application. An application fee applies to all applications. This fee is still payable for children who have siblings already attending the nominated centres. A concession rebate is applicable, please refer to the application for more details.

For further information about this process and or to check or change your lodged application form details please contact Children Services on 03 8470 8118 or email them on

[childcarewaitinglist@darebin.vic.gov.au](mailto:childcarewaitinglist@darebin.vic.gov.au)

### **Centralised Kindergarten Waiting List**

The City of Darebin operates Kindergarten Centralised Waiting List on behalf of Merri CCCK Inc and other Community managed kindergartens located within the City of Darebin. A list of the participating services forms part of this application form.

### **Kindergarten Centralised Waiting List Application Form**

Applications for our (4 YO) Kindergarten program open 1 February to 30 April in the year prior to attendance. Please go to <http://www.darebin.vic.gov.au/> to obtain the most current version of the form as previous or outdated forms will not be accepted. Please note that that you must complete one form for each child

- [Kindergarten \(4 YO\) Application form](#)
- [Pre-Kindergarten \(3 YO\) Application form](#)

Information and Application Forms are also available from:

- Darebin Customer Service Centres
- Darebin Maternal and Child Health Centres
- Local Darebin Kindergarten and Childcare Centres

### **Current Merri Families**

Families enrolled at Merri CCCK Inc will receive information about the Kindergarten Enrolment Process via internal communication methods.

**Eligibility:** A child must be four years old on or before 30 April in the year that they are to attend the Kindergarten Program. Proof of date of birth must be provided.

Please note that Merri CCCK Inc only offers a Kindergarten Program.

## **Priority of Access - Vulnerable Children and Families**

In accordance with State Government policy priority of access is given to children;

- with additional needs
- Aboriginal and Torres Strait Islander background
- known to Child Protection and those eligible for fee subsidy

## **Confirmation of application**

Applications received will be sent a letter of confirmation and centralised waiting list application number within three weeks of receipt of application. It is the responsibility of the parent/guardian to contact the centralised waiting list if they have not received this confirmation letter.

## **Alterations and changes to your application**

Changes to your application will only be accepted in writing to the below email address. Alternatively an Application Alteration Form is available from [www.darebin.vic.gov.au/kindergartenn](http://www.darebin.vic.gov.au/kindergartenn) or City of Darebin Customer Service Centres.

Address: Kindergarten Centralised Waiting List, P.O. Box 91 Preston VIC 3072. Email: [kindergartenwaitinglist@darebin.vic.gov.au](mailto:kindergartenwaitinglist@darebin.vic.gov.au)

## **Allocation timelines**

30 June – Kindergartens notify City of Darebin of the number of available places for the coming year.

- First round allocations will begin in late July for first preference only. Families are required to accept or decline the offer within two weeks by returning an acceptance slip. Families unsuccessful in obtaining a place in this round will be notified in writing.
- Second round allocations will begin approximately four weeks after first round for first and second preference only. Families are required to accept or decline the offer within two weeks by returning an acceptance slip. Families unsuccessful in obtaining a place in this round will be notified in writing.
- Third round allocations will begin approximately three weeks after the second round. Families are required to accept or decline the offer within two weeks by returning an acceptance slip.

Families unsuccessful in obtaining a place in the third round will be notified and where possible offered any remaining places.

The City of Darebin collects information for the purpose of registering your child for the Kindergarten Waiting List. The information will be used for administration purposes and to inform the Kindergarten of your contact details. No information will be disclosed to any other party except as required by law.

## **Please return completed application form to:**

Darebin Children Families and Community Kindergarten Centralised Waiting List P.O. Box 91, Preston VIC 3072.

If returning by post, please ensure you receive confirmation of application within three weeks. The City of Darebin will not be liable for application 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 8.30am - 5.00pm Monday to Friday
- Northland Customer Service Centre 50 Murray Road, Northland Shopping Centre 8.30am - 5.00pm Monday to Friday 9am - 12pm Saturday
- Reservoir Civic Centre 17-21 Ralph St, Reservoir 10.00am - 5.00pm Monday to Friday (Please note this service will move to the Reservoir Community & Learning Centre, Edwards Street, Reservoir)

If returning in person, please sign and date your application form at the customer service desk. This application should be read in conjunction with the Kindergarten Information Sheet.

Please go to <http://www.darebin.vic.gov.au/> to obtain the most current version of the form as previous or outdated forms will not be accepted. Please note that that you must complete one form to be completed for each child.

An application fee applies to all applications. This fee is still payable for children who are enrolled or who have siblings already attending the nominated Kindergarten. A concession rebate is applicable, please refer to the application for more details. We only accept alterations to your application in writing. You can send your changes via email, post, or in-person at any Darebin Customer Service Centre.

### **Application Alteration Form**

Mail to: Kindergarten Centralised Waiting List, P.O Box 91 PRESTON VIC 3072

Email: [kindergartenwaitinglist@darebin.vic.gov.au](mailto:kindergartenwaitinglist@darebin.vic.gov.au)

### **Further Information**

For further information about the Centralised Kindergarten Waiting List please contact the Centralised Kindergarten Waiting List on 03 8470 8105 or email them on [kindergartenwaitinglist@darebin.vic.gov.au](mailto:kindergartenwaitinglist@darebin.vic.gov.au)