

Moreland Child Care Registration Information Sheet



Moreland City Council provides a Child Care Central Registration service for participating services in the area – listed below. Central Registration provides an easy way for you to register your child in a number of services in Moreland.

The participating services provide long day care places and an integrated four-year-old kindergarten program. Moreland City Council does not manage child care centres.

Moreland City Council manages Moreland Family Day Care, a home based child care service where registered educators provide care in their own home. Please see below for contact details.

SERVICES	ADDRESS	TELEPHONE	WEBSITE
Anne Sgro Children's Centre Long day care and integrated kindergarten	45 May Street Coburg 3058	9354 3197	annesgro.com.au
Barry Beckett Children's Centre Long day care and integrated kindergarten	12 Connolly Avenue Coburg 3058	9354 6712	barrybeckett.org.au
Derby Street Children's Centre Long day care and integrated kindergarten	122 Derby Street Pascoe Vale 3044	9354 9995	derbystcc.com.au
Gowanbrae Children's Centre Long day care and integrated kindergarten	2A Marigold Crescent Gowanbrae 3043	9330 4667	gowanbraechildrenscentre.com.au
Hartnett House Children's Centre Long day care and integrated kindergarten	123 Albion Street Brunswick 3056	9385 3208	melbournecitymission.org.au
Kids On The Avenue Children's Centre Long day care and integrated kindergarten	32 The Avenue Coburg 3058	9383 6544	kota.com.au
Moreland Family Day Care Registered educators providing child care in their own home	Coordination Unit at Moreland Civic Centre - 90 Bell Street Coburg 3058	9240 2306	moreland.vic.gov.au
Shirley Robertson Children's Centre Long day care and integrated kindergarten	1A Cameron Street Coburg 3058	9383 3359	srcc.org.au

How to register for Child Care



Register online by visiting moreland.vic.gov.au to complete an online registration form via our portal.



Complete the paper registration form and return it to Council using one of the following methods:

Email: centralenrolments@moreland.vic.gov.au

Mail: Children's Services Central Enrolment Officer, Moreland City Council, Locked Bag 10, Moreland VIC 3058

In person: at one of Council's Citizen Services Centres, open Monday to Friday 8.30am to 5.00pm:

- Moreland Civic Centre, 90 Bell Street Coburg
- Brunswick Citizens Service Centre, 233 Sydney Road Brunswick
- Glenroy Citizens Service Centre, 796N Pascoe Vale Road Glenroy

Please note: To avoid delay in the processing of this application, please ensure it is completed and signed with supporting documentation.

Contact us

Child Care Central Registration Officer

90 Bell Street Coburg 3058
Locked Bag 10 Moreland 3058

Telephone
9240 2358

Email
centralenrolments@moreland.vic.gov.au

Website
moreland.vic.gov.au

Moreland Child Care Registration Information Sheet



After you submit your registration form

Within 4 weeks of receiving your registration form an acknowledgment will be sent to you, confirming we have received your form.

It is important that you read the letter to check that all your details have been entered correctly.

If you have not received a letter within 5 weeks of lodgement please contact the Child Care Central Registration Officer on 9240 2358.

Updating or changing information

We will contact you during the year – via email or mail – to update your registration information. If no response is received by the return date your child care application will be cancelled. You will receive a letter in the mail notifying you of the cancellation.

If your contact details change, request for child care changes, or you are travelling for an extended period, please contact us to update your application so you do not lose your place because we cannot contact you.

Where am I on the waiting list?

We are unable to predict the length of time that children are on the waiting list before an offer is made.

The majority of placements occur prior to January to start at the beginning of each calendar year.

Centres offer places to their current families who require extra days during the year. If they still have vacancies they will inform us and we will offer the places to families on our waiting lists.

How are placements allocated?

The Child Care Registration Officer will contact you via phone or email when a vacancy becomes available at any of the nominated services listed on your application.

The Australian Government has Priority of Access guidelines for allocating places which Child Care services must follow when filling vacant places.

Places are allocated according to the following:

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 under section 14 of the A New Tax System (Family Assistance) Act 1999.

Priority 3: any other child.

What to do if an offer is made

Once an offer has been made, you have 24 hours to reply to us on 9240 2358 or via email

centralenrolments@moreland.vic.gov.au – informing the Child Care Registration Officer of your decision.

If we do not hear from you by the allocated time, the place will be offered to the next family on the waiting list.

If we are unable to contact you, your application will be withdrawn from the waiting list.

Accepting a place

We recommend you accept any days that become available for your first preference. If you accept a place, you then become an internal family, which gives you access to future vacancies that may arise.

If you have been offered your first preference you can:

- accept the offer, or
- cancel your child's application – if you no longer require care, we will remove you from our waiting lists, or
- decline the offer and remain on the list, this may affect your position on the waiting list.

If you have been offered a preference that is not your first preference, you can:

- accept the offer, or
- accept the offer and remain on the waiting list for your first preference centre (your position on the waitlist will not be effected), or
- decline the offer and remain on the list, this may affect your position on the waiting list, or
- cancel your child's application – if you no longer require care, we will remove your child from the waiting list.

What happens when you accept a place?

Once you accept the place, we will contact the service to pass on your details. The service will contact you to finalise your enrolment.

Maternal and Child Health & Immunisation Service

Are you in contact with your local Maternal and Child Health (MCH) Nurse? Our MCH service is a free service, available to all families with children from birth to school age. The service offers support and information for your family in the areas of parenting, health and development. For an appointment, please ring 9240 1111.

We also offer free immunisation sessions across Moreland. For our calendar visit moreland.vic.gov.au/community-care/immunisation/immunisation-dates/

Parent information sessions

Council's Children's Services Unit provides information sessions for parents throughout the year covering a variety of topics.

For our calendar of events please visit moreland.vic.gov.au/parent-information

Moreland Child Care Registration

Registration Form



CHILD'S DETAILS

First name:	Surname:
Date of Birth:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Is your child of Aboriginal and/or Torres Strait Islander origin?	<input type="checkbox"/> Yes <input type="checkbox"/> No

PARENT/LEGAL GUARDIAN 1 DETAILS

(Please note: parent/guardian 1 contact details will be used for correspondence)

First name:	Surname:
Residential address:	
Suburb:	Postcode:
Postal address (if different from above):	
Telephone (day):	Telephone (mobile):
Email:	
Relationship to child:	Country of birth:
Language spoken at home:	Interpreter required: <input type="checkbox"/> Yes <input type="checkbox"/> No

PARENT/LEGAL GUARDIAN 2 DETAILS

First name:	Surname:
Residential address:	
Suburb:	Postcode:
Postal address (if different from above):	
Telephone (day):	Telephone (mobile):
Email:	
Relationship to child:	Country of birth:
Language spoken at home:	Interpreter required: <input type="checkbox"/> Yes <input type="checkbox"/> No

OFFICE USE ONLY

Received: / / Entered: / / APP NO: _____

ACK FDC MISS DOC MORELAND RESIDENT P1E P2E

PRIORITY OF ACCESS

CRITERIA

The Australian Government has Priority of Access guidelines for allocating places which child care services must follow when filling vacant places.

SUPPORTING DOCUMENTATION

If your answer is yes to any of the below questions, please provide documents to support your situation (as listed). You will need to attach copies of these documents to your application.

CHECK LIST

Please tick

Are you a resident of Moreland?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Current copy of your rates notice, utility bill, bank statement or lease agreement.	<input type="checkbox"/>
Are you a single parent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	No documentation required.	
Is your child at risk of serious abuse or neglect?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Letter of support from your support agency.	<input type="checkbox"/>
Are you a current Health Care Card holder?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Current copy of your Health Care Card.	<input type="checkbox"/>
Is Parent/Legal guardian 1:				<input type="checkbox"/>
• Working, returning to work or studying?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	• If you are working or returning to work, a current copy of your payslip or letter from your employer.	
• Working, returning to work or studying in the city Moreland?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	• If you are currently studying, a current copy of your student card or fee invoice.	
• Seeking employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	• If you work or study in Moreland, a letter from your employer or educational institution with your name and their Moreland address.	
• Requiring care for respite?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Is Parent/Legal guardian 2:				<input type="checkbox"/>
• Working, returning to work or studying?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	• If you are working or returning to work, a current copy of your payslip or letter from your employer.	
• Working, returning to work or studying in the city Moreland?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	• If you are currently studying, a current copy of your student card or fee invoice.	
• Seeking employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	• If you work or study in Moreland, a letter from your employer or educational institution with your name and their Moreland address.	
• Requiring care for respite?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Do any family members have a disability?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Documentation may be requested.	
Does your child have an additional need or are they currently undergoing assessment for an additional need?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure If Yes, please provide details: <hr/> <hr/> <hr/>			

CHOICE OF SERVICES

Please number in order of preference up to 8 centres (1 being your first choice).
Please only choose services at which you would be prepared to accept a place if it becomes available.
Declining an offer may affect your position on the waiting list.

Centre/Service Name	Address	Number Preference
Anne Sgro Children's Centre Long day care and integrated kindergarten	45 May Street Coburg 3058	<input type="checkbox"/>
Barry Beckett Children's Centre Long day care and integrated kindergarten	12 Connolly Avenue Coburg 3058	<input type="checkbox"/>
Derby Street Children's Centre Long day care and integrated kindergarten	122 Derby Street Pascoe Vale 3044	<input type="checkbox"/>
Gowanbrae Children's Centre 3 – 5 year old long day care	2A Marigold Crescent Gowanbrae 3043	<input type="checkbox"/>
Hartnett House Children's Centre Long day care and integrated kindergarten	123 Albion Street Coburg 3058	<input type="checkbox"/>
Kids on the Avenue Children's Centre Long day care and integrated kindergarten	32 The Avenue Coburg 3058	<input type="checkbox"/>
Moreland Family Day Care Registered educators providing child care in their own homes around Moreland	Coordination Unit – Moreland Civic Centre 90 Bell Street Coburg 3058	<input type="checkbox"/>
Shirley Robertson Children's Centre Long day care and integrated kindergarten	1A Cameron Street Coburg 3058	<input type="checkbox"/>

CHILD CARE REQUIREMENTS

Please consider when choosing your start date, as the majority of positions become available at the beginning of every year.
There is no guarantee a place will be available on your nominated start day.

Date of care required from:

Which days do you require care: Monday Tuesday Wednesday Thursday Friday

Would you accept alternative days? Yes No

Would you accept less than your preferred days? Yes No

Moreland Family Day Care information:

If you have chosen Moreland Family Day Care as a preference please complete the below information.

Hours required: _____ am to _____ pm

Do you require care on weekends? Yes No

Family Day Care can assist families who require care on weekends for work or study (supporting documentation required).

If Yes, please complete: Saturday Sunday

Hours required: _____ am to _____ pm

CHECKLIST

- | | |
|--------------------------|--|
| <input type="checkbox"/> | I have completed all details on this application form (please note incomplete forms will be returned). |
| <input type="checkbox"/> | I have attached all documents required to support my application (e.g. proof of employment or study and your link to Moreland). |
| <input type="checkbox"/> | I understand that the information provided on this form is for the sole purpose and use of Moreland Child Care Central Registration. |
| <input type="checkbox"/> | I agree to notify the Child Care Registration Officer of any change of address or other details completed on this form. |
| <input type="checkbox"/> | I understand the need to update my application yearly, when contacted by Council, and that failure to do so may result in the removal from waiting list. |
| <input type="checkbox"/> | All information provided on this form is true and correct. |

Please Note: Council requires a signature from parents/legal guardians who have completed this form. Council officers will only discuss the application with the persons named below.

Signature of parent/ legal guardian 1:

Name: _____ Date: _____

Signature of parent/ legal guardian 2:

Name: _____ Date: _____

How to submit your application (Please return your completed application form using one of the following methods:)

Mail

Child Care Central Registration
Moreland Children's Services
Locked Bag 10
MORELAND VIC 3058

In Person

Moreland Citizen Services Centre at

- 90 Bell Street COBURG 3050
- 233 Sydney Road BRUNSWICK 3056
- 796N Pascoe Vale Road GLENROY 3046

Email

centralenrolments@moreland.vic.gov.au

Fax

9240 1212
(Attention: Child Care Registration)

Interpreter Service

If you require assistance with any information in this application form, Please contact your relevant language telephone listed below.

Moreland Language Link

廣東話	9280 1910	عربي	9280 1913	हिंदी	9280 1918	All other languages 9280 1919
Italiano	9280 1911	Türkçe	9280 1914	普通话	9280 0750	
Ελληνικά	9280 1912	Tiếng Việt	9280 1915	ਪੰਜਾਬੀ	9280 0751	

Privacy Information

Moreland City Council is committed to protecting your privacy in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic).

The personal information requested on this form is being collected by Moreland City Council for child care registration and may also be used to update your personal information otherwise held by Council (for example, contact details including email address, phone number).

The personal information will be disclosed to child care services for potential enrolment and may also be used by Council for related purposes. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not provided your child cannot be registered for child care.

You can gain access to your personal information you have provided to Moreland City Council and if you wish to alter it, please contact Council's Child Care Registration Officer on 92402358 or centralenrolments@moreland.vic.gov.au or the Privacy Officer on 9240 1111 or Privacyofficer@moreland.vic.gov.au.