



Moreland
City Council

3-year-old Kindergarten in 2023

Application form



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Moreland City Council's Kindergarten Central Enrolment Scheme provides families with an easy and fair process to apply for sessional 3-year-old kindergarten programs on behalf of 25 participating kindergartens located in Moreland. Council does not manage kindergartens and has an agreement with these kindergartens to accept and process applications for them. Some kindergartens are managed by an Early Years Manager or Committee of Management. A list of participating kindergartens can be found in this application form.

Applications are open from Tuesday 1 March 2022 until Friday 9 December 2022.

Note: If you apply after 9 December, please contact our office to check if kindergarten places are still available. Kindergartens close Tuesday 20 December 2022 for the school holidays.

Interpreter service

If you require assistance with any information in this application form, please contact your relevant language telephone number 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	

Sessional kindergarten

Three-year-old sessional kindergarten is an educational, play-based learning program delivered by a degree qualified Kindergarten teacher. The Victorian State Government through the Department of Education and Training (DET) fund 3-year-old kindergartens to operate for 5 hours per week. This funding goes directly to the Kindergarten or the Early Years Manager to help them with the costs of running the program. **Note:** This funding does not go to the child or the parent.

Sessional Kindergartens provide a kindergarten program throughout the school terms, where children are given the opportunity to develop their independence, confidence, social and emotional skills, supported by the 5 Learning Outcomes in the Victorian Early Years Learning and Development Framework.

Please read the following information about enrolling your child for 3-year-old kindergarten:

- Children must turn 3 years of age by 30 April 2023
- Children can only attend 3-year-old kindergarten once they have turned 3 years of age.
- Children can only attend **ONE** funded 3-year-old kindergarten program. This means your child cannot attend another kindergarten or child care centre that offers a funded 3-year-old kindergarten program.
- Children cannot attend two years of 3-year-old kindergarten

Kindergarten program hours and fees

Three-year-old Kindergarten hours and fees are set by each kindergarten or their Early Years Manager. Some kindergartens will offer 5 hours per week, other kindergartens may offer longer hours. The cost may vary depending on the program hours. Families are advised to contact their preferred kindergarten to discuss their fee policy and session times. If you or your child hold a fee subsidy card or visa document, please check with the kindergarten what the fees will be. A list of the subsidy cards that the State Government supports can be found in this application form.

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Immunisation

Before your child can start kindergarten, you will need to give the Kindergarten or their Early Years Manager evidence that your child is:

- Fully immunised for their age by providing a copy of your child's **up-to-date Australian Immunisation History Statement**
- On a vaccination catch-up program or
- Unable to be fully immunised for medical reasons

You can print a copy of your child's Australian Immunisation History Statement from your myGov account. If you have difficulty getting a copy, please call the Australian Immunisation Register (AIR) on 1800 653 809 or visit a Medicare or Centrelink office.

Please Note: Families who do not hold a Medicare card must call the Australian Immunisation Register to request an Immunisation History Statement. A Translating and Interpreting Service is available by calling 131 450 Monday to Friday from 8:30am to 4:45pm.

Priority of access

The Victorian Government has Priority of Access guidelines to allocate 3-year-old kindergarten places which all kindergartens must follow. Kindergarten places prioritise the following children: **Note:** If the kindergarten is full, your child's name will be placed on the list as a priority until a place becomes available.

- Children who are Aboriginal and/or Torres Strait Islander
- Children with additional needs
- Children known to Child Protection or in an Out of Home Care arrangement
- Children of refugee or asylum seeker status

How are kindergarten places allocated?

Moreland City Council's Central Enrolment Scheme has designed a points system to allocate kindergarten places.

Applications received between **1 March** and **31 May** will be prioritised based on a points and proximity system.

During this time period, the date you submit your application does not affect priority of preference.

Note: All applications received from 1 June do not receive points. These applications will be processed in date of received order only.

Priority	Points
Families who are Moreland residents and ratepayers	100
Children who are twins, triplets, quadruplets or etc.	40
Children who have a sibling attend their first preference kindergarten between the years of 2019 to 2022	20
Non-residents of Moreland with one of these links: <ul style="list-style-type: none">• Parents/guardians who work or study in Moreland• Parents/guardians who have other children attending school or child care in Moreland	50

Can I complete this form?

- **YES**, if your child was born **between 1 January 2018 to 30 April 2019** and **is not attending** a 3-year-old kindergarten program at another Kindergarten or Child Care Centre.
- **Applications will only be accepted for children turning 3 years of age by 30 April 2023.**
- **Note: Do not complete this form** if your child is attending a 3-year-old kindergarten program in 2022. Please contact our office for further information.

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Application requirements and supporting documents

- Complete a separate application form for each child you are enrolling.
- A copy of your **child's proof of age document is required. Note: Only attach one document** for example:
 - Birth Certificate
 - Passport
 - copy of your child's Australian Immunisation History Statement (you can get this document from Medicare or your myGov account)
 - or Immigration document

- **If you live or pay rates in Moreland** - proof of your address is required.

Please provide **only one document** listed below as a proof with the application form. This document is to be dated within the **past 12 months**, must have your name and address details included. **Note:** A P.O. Box address or business name will not be accepted

- Rates notice
 - Utilities bill (gas/water/electricity)
 - Driver's licence
 - Property rental lease agreement
- **If you are a non-resident of Moreland with a link to Moreland (see below) - please provide proof of evidence for the following:**
 - **If you work or study in Moreland** - provide a letter of proof from your employer or educational institution
 - **If you have a child who attends a school or child care centre in Moreland** - provide a fee invoice or letter as proof.

Please Note: If the child care provider is not a registered business, they will need to complete a Statutory Declaration form. This form needs to include the child care provider's name, address and contact details and the name of the child that is being cared for. A PO Box number will not be accepted.

- There is a **non-refundable** application fee of **\$25** for each child. This is an administration fee and is not part of your Kindergarten fees. All cheques are to be made payable to **MORELAND CITY COUNCIL**.

Please Note: You do not pay this fee if the parent/guardian has one of the following cards/visa listed or the child has a health care card or meets the criteria below:

Please attach to this application form a copy of your current subsidy card or visa document.

- | | |
|---|---|
| <ul style="list-style-type: none">• Health Care card• Pensioner Concession card• Bridging Visas A-E• Department of Veterans Affairs Gold or White card• Emergency Rescue Visa (Subclass 203)• Global Special Humanitarian Visa (Subclass 202)• Humanitarian Stay Visa (Subclass 449)• In-Country Special Humanitarian Visa (Subclass 201)• Protection Visa (Subclass 866) | <ul style="list-style-type: none">• Refugee Visa (Subclass 200)• Safe Haven Enterprise Visa (Subclass 790)• Temporary Humanitarian Concern Visa (Subclass 786)• Temporary Protection Visa (Subclass 785)• Woman at Risk Visa (Subclass 204) <p>OR</p> <ul style="list-style-type: none">• your child identifies as Aboriginal and/or Torres Strait Islander• your child is identified on the birth certificate as being a multiple birth child (triplets or more). |
|---|---|

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How do I submit this Application form?

Application forms can be submitted:

- **Online** by visiting the Moreland City Council website at moreland.vic.gov.au. Go to the kindergarten information page and select **Apply Online** via a Portal to complete the application.
- **In person** at one of Council's Customer Service Centres Monday to Friday from 8.30am – 5.00pm (closed public holidays):
 - Moreland Civic Centre 90 Bell Street Coburg
 - Brunswick Customer Service Centre, 233 Sydney Road, Brunswick
 - Glenroy Customer Service Centre, Glenroy Community Hub, 50 Wheatsheaf Road, Glenroy
- **By mail** with a cheque or Money Order (made Payable to **Moreland City Council**). Please do not send cash in the mail.

Address envelope to:

The Kindergarten Central Enrolment Officer
Children's Services Unit
Moreland City Council
Locked Bag 10
MORELAND VIC 3058

Note: To avoid the delay in processing this application, please make sure it is completed and signed with supporting documentation and payment included.

What happens after I submit this Application form?

- Your application will be processed within **four weeks** of receipt. You will receive an **acknowledgement email or letter** confirming we have received your application form.
- If there are errors in your acknowledgement email or letter, or you have not received any communication from Moreland City Council within five weeks of applying, please contact the Kindergarten Central Enrolment Officer.

When will offers take place?

This application form for the Moreland Central Enrolment Scheme does not guarantee your child a kindergarten place. Moreland City Council does not manage kindergartens. Council has an agreement to accept and process applications on behalf of Kindergartens/Early Years Managers. The Kindergarten or their Early Years Manager will let Council know how many places can be offered to families.

Applications received:	Expect an email or letter:
Between 1 March and 31 May 2022	By the end of August. An email or letter will be sent to parent/guardian 1 who is listed in the application, offering your child a place or informing you that your child is on a waiting list.
From 1 June 2022	From September onwards. An email or letter will be sent to parent/guardian 1 who is listed in the application offering your child a place or informing you that your child is on a waiting list.

Please Note: If you are offered a place, you have 7 days to accept and respond.

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What happens after you accept a place?

- Within four weeks of accepting a place, you will be sent an email or letter, confirming your child's place at your selected kindergarten.
- In September the Kindergarten or the Early Years Manager will be notified of your child's attendance for 2023.
- The Kindergarten or the Early Years Manager will contact you before the end of December with information about the session times and fees.

What happens if my child does not get offered a place?

- If the kindergarten you have chosen is full, your child's name will be placed on the waiting list. You will receive an email or letter advising this. If you choose to leave your child's name on the list, you will be notified once a place becomes available.
- If you wish to change to a different kindergarten, please contact our office to see which kindergartens are available.

Please Note: If you change to a new kindergarten preference, you will be unable to leave your child's name on a kindergarten's waiting list.

Making changes to your application

- Please contact our office by email:
 - If you decide to change your kindergarten preference
 - Your address or contact details have changed
 - You want to cancel your child's application
- In the email, please include the following information:
 - Your child's name and surname
 - The name of the kindergarten you applied for
 - The name of the new kindergarten you want to change to
 - Any address or contact details to be updated

Contact Moreland City Council Kindergarten Central Enrolment Team for more information

Telephone: 9240 2477

Email: centralenrolments@moreland.vic.gov.au

Website: www.moreland.vic.gov.au



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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 Kindergarten 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 the Kindergartens and/or Early Years management organisation for kindergarten registration and may also be used by Council for related purposes. Information 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, we cannot enrol your child for kindergarten. You can gain access to your personal information you have provided. If you wish to change any information, please contact the Kindergarten Central Enrolment Officer. You can also contact Moreland City Council's Privacy Officer via telephone **9240 1111** or email privacyofficer@moreland.vic.gov.au

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Information about your child

- Applications will only be accepted for children who will be turning 3 years of age by 30 April 2023.
- You can apply for 3-year-old kindergarten if your child is born between 1 January 2019 to 30 of April 2020.
- **Please Note: You cannot apply if your child is not born between these dates.**

Write below the name of your child as it appears on the child's proof of age document.

First name:	Surname:		
Date of birth:	Country of birth:		
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other
Is your child Aboriginal?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is your child Torres Strait Islander?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is your child Aboriginal and Torres Strait Islander?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does your child have asylum seeker status?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is your child a refugee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is your child a twin, triplet or other? If yes, please write the name of your other child:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is your child currently in an Out of Home Care arrangement - Foster Care or Kinship Care?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is your child known to Child Protection? (Please attach a support letter from the Family Support Officer or Case Manager).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is your child the subject of a Custody Order, Parental Order or Intervention order? (Please attach a copy of the document to this application).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does your child have a Health Care card? Write Expiry date of card: ____ / ____ / ____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
At Moreland, we encourage parents to visit a Maternal Child Health Nurse. Has your child visited their Maternal and Child Health Nurse for their 2-year-old check?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does your child have an additional need or is currently undergoing assessment for an additional need? If yes, provide details below:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

If your child is seeing one of the support services listed below, please tick the service.

Early Childhood Intervention Service Community Health Service Private therapist NDIS

Please Note: Moreland City Council's Preschool Field Officers support children with additional needs in kindergarten and may contact you to assist your child's transition into kindergarten. For more information, please call **9240 1111**.

Parent/guardian 1 details (please include a phone number and email address)

First name:	Surname:
Relationship to the child:	Country of birth:
Language spoken at home:	Interpreter required: <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you live or pay rates in Moreland?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Your home address:	
Suburb:	Postcode:
Postal address (if different from above):	
Suburb:	Postcode:
Please Note: If you are moving to Moreland within the next 12 months – please write below address details and approximate date of the move: ___ / ___ / ___	
Property address:	
Suburb:	Postcode:
Telephone (mobile):	Telephone (day):
Email:	

If you have a Fee Subsidy card or Visa document listed below, please tick type of card and write the expiry date of the card ___/___/___:

Note: Please attach a copy of the card or visa document with the application form.

<input type="checkbox"/> Health Care Card	<input type="checkbox"/> Pensioner Concession Card
<input type="checkbox"/> Bridging Visa A - E	<input type="checkbox"/> Protection Visa (subclass 866)
<input type="checkbox"/> Department of Veterans Affairs Gold or White Card	<input type="checkbox"/> Refugee Visa (subclass 200)
<input type="checkbox"/> Emergency Rescue Visa (subclass 203)	<input type="checkbox"/> Temporary Protection Visa (subclass 785)
<input type="checkbox"/> Humanitarian Stay Visa (subclass 449)	<input type="checkbox"/> Temporary Humanitarian Concern Visa (subclass 786)
<input type="checkbox"/> In-country Special Humanitarian Visa (subclass 201)	<input type="checkbox"/> Safe Haven Enterprise Visa (subclass 790)
<input type="checkbox"/> Global Special Humanitarian Visa (subclass 202)	<input type="checkbox"/> Woman at Risk Visa (subclass 204)

Parent/guardian 2 details (please include a phone number and email address)

First name: _____ Surname: _____

Relationship to the child: _____ Country of birth: _____

Language spoken at home: _____ Interpreter required: Yes No

Do you live or pay rates in Moreland? Yes No

Your home address: _____

Suburb: _____ Postcode: _____

Postal address (if different from above): _____

Suburb: _____ Postcode: _____

Please Note: If you are moving to Moreland within the next 12 months – please write below address details and approximate date of the move: ___ / ___ / ___

Property address: _____

Suburb: _____ Postcode: _____

Telephone (mobile): _____ Telephone (day): _____

Email: _____

If you have a Fee Subsidy card or Visa document listed below, please tick type of card and write the expiry date of the card ___/___/___:

Note: Please attach a copy of the card or visa document with the application form.

- | | |
|--|---|
| <input type="checkbox"/> Health Care Card | <input type="checkbox"/> Pensioner Concession Card |
| <input type="checkbox"/> Bridging Visa A - E | <input type="checkbox"/> Protection Visa (subclass 866) |
| <input type="checkbox"/> Department of Veterans Affairs Gold or White Card | <input type="checkbox"/> Refugee Visa (subclass 200) |
| <input type="checkbox"/> Emergency Rescue Visa (subclass 203) | <input type="checkbox"/> Temporary Protection Visa (subclass 785) |
| <input type="checkbox"/> Humanitarian Stay Visa (subclass 449) | <input type="checkbox"/> Temporary Humanitarian Concern Visa (subclass 786) |
| <input type="checkbox"/> In-country Special Humanitarian Visa (subclass 201) | <input type="checkbox"/> Safe Haven Enterprise Visa (subclass 790) |
| <input type="checkbox"/> Global Special Humanitarian Visa (subclass 202) | <input type="checkbox"/> Woman at Risk Visa (subclass 204) |

Have you had other children attend a kindergarten program at your first preference kindergarten between the years of 2019 to 2022? Yes No

If yes, write the name and surname of your child: _____

Name of Kindergarten: _____ Year attended: _____

Will you be away between March and December? Yes No

If yes, please provide us with dates and contact instructions: _____

Dates: _____ from _____ to _____

Contact person: _____ Phone: _____

Choosing Kindergarten preferences

You can choose up to 3 kindergarten preferences. Please number your preference in order of 1 to 3. Note: Only choose kindergartens you are prepared to accept a place at. Kindergartens marked with an ***asterisk** operate from a church-owned premises. They do not offer religious programs – they offer kindergarten programs.

Suburb	Kindergarten	Address and telephone	Number preference
Brunswick	Brunswick Kindergarten	61 Glenlyon Road T: 9380 8948	<input type="checkbox"/>
	North West Brunswick Kindergarten Italian Introductory Program	34 Rose Street T: 9386 5676	<input type="checkbox"/>
	North West Brunswick Kindergarten Standard Program	34 Rose Street T: 9386 5676	<input type="checkbox"/>
Coburg	Coburg Children's Centre 3-year-old sessional kindergarten	1 Wardens Walk T: 9354 7633	<input type="checkbox"/>
	Moreland Kindergarten	Corner of Moreland Road and De Carle Street T: 9386 3517	<input type="checkbox"/>
Coburg North	Lake Park Kindergarten	20B Carr Street T: 9350 1552	<input type="checkbox"/>
	Newlands Preschool	20 Murray Road T: 9354 3293	<input type="checkbox"/>
	*St. Linus Anglican Kindergarten	13 Delta Avenue T: 9354 6276	<input type="checkbox"/>
Fawkner	Fawkner Kindergarten	5 Lee Street T: 9359 2480	<input type="checkbox"/>
	Lorne Street Kindergarten	Fawkner Primary School, 40 Lorne Street T: 9359 5635	<input type="checkbox"/>
	Moomba Park Kindergarten	65 Alec Crescent T: 9359 6204	<input type="checkbox"/>
Glenroy	Belle Vue Park Kindergarten	Belle Vue Park Primary School, Morell Street T: 9306 4868	<input type="checkbox"/>
	Glenroy Central Kindergarten	Glenroy Central Primary School, 10 Logan Street T: 9300 3503	<input type="checkbox"/>
	Glenroy Memorial Preschool	Glenroy Community Hub, 50 Wheatsheaf Road T: 9306 9767	<input type="checkbox"/>
	Glenroy West Kindergarten	701 Pascoe Vale Road T: 9306 9365	<input type="checkbox"/>
	Will Will Rook Preschool	208A Hilton Street T: 9304 1966	<input type="checkbox"/>
	York Street Kindergarten	Glenroy West Primary School, York Street T: 9304 3308	<input type="checkbox"/>
Gowanbrae	Gowanbrae Children's Centre 3-year-old sessional kindergarten	2A Marigold Crescent T: 9330 4667	<input type="checkbox"/>
Hadfield	H.E. Kane Memorial Kindergarten	20A Volga Street T: 9306 8908	<input type="checkbox"/>
Oak Park	Glen Oak Kindergarten	11 Watt Avenue T: 9306 7466	<input type="checkbox"/>
	Oak Park Kindergarten	1A Short Avenue T: 9306 6200	<input type="checkbox"/>
Pascoe Vale	*Kent Road Uniting Kindergarten	Corner of Kent and Cornwall Road T: 9306 7647	<input type="checkbox"/>
Pascoe Vale South	Brentwood Kindergarten	36 Brentwood Avenue T: 9386 3547	<input type="checkbox"/>
	Doris Blackburn Preschool	20 Woodlands Avenue T: 9386 1337	<input type="checkbox"/>
	*Pascoe Vale South Uniting Kindergarten	35A Westgate Street T: 9354 2627	<input type="checkbox"/>
	Turner Street Kindergarten	38 Turner Street T: 9350 1902	<input type="checkbox"/>

Check list (please complete and tick)

- | | |
|--------------------------|---|
| <input type="checkbox"/> | I have completed all details on this application form (Note: Incomplete forms will be returned) |
| <input type="checkbox"/> | I have attached a copy of my child's proof of age document (refer to list on page 3) |
| <input type="checkbox"/> | I have attached a copy of the relevant documents to support my application for example, proof of address resident/ratepayer document or non-resident with a link to Moreland supporting documents (refer to list on page 3) |
| <input type="checkbox"/> | I have provided the application fee of \$25 |
| <input type="checkbox"/> | I do not have to pay this fee and have included a copy of my Concession Card or Visa |
| <input type="checkbox"/> | I understand the information I have provided is to register my child for kindergarten and to provide the information to the Kindergarten or the Early Years Manager |
| <input type="checkbox"/> | I understand that I will need to give to the Kindergarten or the Early Years Manager a copy of my child's up to date Australian Immunisation History Statement. |
| <input type="checkbox"/> | I agree to let the Council's Kindergarten Central Enrolment Team know of any changes to the application for example, if my address or contact details change |
| <input type="checkbox"/> | All the information I have provided on this form is true and correct |

Authorisation

Please Note: Moreland City Council requires a signature from a parent/guardian who has completed this application form. We can only discuss the application with people named in this form.

Name of parent/guardian 1:

Signature:

Date:

Name of parent/guardian 2:

Signature:

Date:

Council Office use only for Customer Service Officer: Receipt of Kindergarten Application

Note: Please complete this section once the form has been received and payment made/subsidy card included.

- \$25 application fee received
 Exempt from fee

Sundry Debtor **RC 9073**.

If you have any queries, please contact the Kindergarten
Central Enrolment Officer on Ext. 2271 / Ext. 2273

Date: / / Receipt no: CSO initials: _____

Application form must be complete and include the following:

- Birth Certificate/Passport /Immigration document/
Australian Immunisation History Statement (**Note: Only one document is required**)
- Proof of Moreland address
- Proof of non-resident link to Moreland (if applicable)
- Fee Subsidy card/ Visa document included (if applicable)
- Application form is complete, signed and dated