

Merri-bek Child Care Central Registration



Registration Form

CHILD'S DETAILS

First name:

Surname:

Date of Birth:

Is your child of Aboriginal and/or Torres Strait
Islander origin?

☐ YES

☐ 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: ☐ Yes

☐ 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: ☐ Yes

☐ No

OFFICE USE ONLY

Received:

Entered:

APP NO:

ACK ☐

FDC ☐

MISS DOC ☐

MERRI-BEK RESIDENT ☐

P1E ☐

P2E ☐

MISSIND DOC ☐

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 Merri-bek? ☐ Yes ☐ No

Current copy of your rates notice, utility bill, bank statement or lease agreement.

☐

Are you a single parent? ☐ Yes ☐ No

No documentation required.

Is your child at risk of serious abuse or neglect? ☐ Yes ☐ No

Letter of support from your support agency.

☐

Are you a current Health Care Card holder? ☐ Yes ☐ No

Current copy of your Health Care Card.

☐

Is Parent/Legal guardian 1:

- Working, returning to work or studying? ☐ Yes ☐ No

- Working, returning to work or study in the city Merri-bek? ☐ Yes ☐ No

- Seeking employment? ☐ Yes ☐ No

- Requiring care for respite? ☐ Yes ☐ No

No documentation required.

Is Parent/Legal guardian 2:

- Working, returning to work or studying? ☐ Yes ☐ No

- Working, returning to work or study in Merri-bek? ☐ Yes ☐ No

- Seeking employment? ☐ Yes ☐ No

- Requiring care for respite? ☐ Yes ☐ No

No documentation required.

Do any family members have a disability? ☐ Yes ☐ No

Documentation may be requested.

Does your child have an additional need or are they currently undergoing assessment for an additional need?

☐ Yes ☐ No ☐ Unsure

If Yes, please provide details:

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 waitlist.

CENTRE/SERVICE NAME	ADDRESS	NUMBER IN PREFERENCE ORDER
Anne Sgro Children’s Centre Long Day Care and Integrated Kindergarten	45 May Street Coburg 3058	
Barry Beckett Children’s Centre Long Day Care and Integrated Kindergarten	12 Connolly Avenue Coburg 3058	
Glenroy Hub Children’s Centre Long Day Care and integrated Kindergarten	50 Wheatsheaf Road Glenroy 3046	
Kids on the Avenue Children’s Centre Long Day Care and Integrated Kindergarten	32 The Avenue Coburg 3058	
Merri-bek Family Day Care Registered Educators providing child care in their own homes around Merri-bek	Coordination Unit – Merri-bek Civic Centre 90 Bell Street Coburg 3058	
Moreland Community Child Care Centres Long Day Care Integrated Kindergarten	Dunstan Reserve, 49 Everett St Brunswick West 3055	
	Mitchell Street, 98 Mitchell Street Brunswick 3055	
	Tinning Street, 77 Tinning Street Brunswick 3056	
Shirley Robertson Children’s Centre Long Day Care and Integrated Kindergarten	1A Cameron Street Coburg 3058	

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 at 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

MERRI-BEK FAMILY DAY CARE INFORMATION

If you have chosen Merri-bek Family Day Care as a preference, please complete the below information.

Times required (e.g. 9 am to 3 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:

Times required (eg 9am to3pm)

☐ Saturday

☐ Sunday

CHECKLIST

- ☐ I have completed all details on this application form (please note incomplete forms will be returned).
- ☐ I have attached all documents required to support my application.
- ☐ I understand that the information provided on this form is for the sole purpose and use of Merri-bek Child Care Central Registration.
- ☐ I agree to notify the Child Care registration officer of any change of address or other details completed on this form.
- ☐ 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 waitlists.

By checking the boxes below, I declare that all information provided on this form is true and correct, and I undertake to inform Child Care Registration of any change.

☐ **Parent/ legal guardian 1**

Name:

☐ **Parent/ legal guardian 2**

Name:

Please note: Council officers will only discuss the application with the persons who have checked the boxes above.

PLEASE RETURN YOUR COMPLETED APPLICATION FORM USING ONE OF THE FOLLOWING METHODS:

Mail: Child Care Central Registration
Merri-bek Children's Services
Locked Bag 10
MERRI-BEK VIC 3058

In Person: Merri-bek Citizen Services Centre at
- 90 Bell Street COBURG 3050
- 233 Sydney Road BRUNSWICK 3056
- 50 Wheatsheaf Road GLENROY 3046

Email: childcareregistration@Merri-bek.vic.gov.au

Fax: 9240 1212 (Attention: Child Care Registration)

Speak with us in your language

Per maggiori informazioni nella tua lingua, chiama il numero **9280 1911**

Για να μάθετε περισσότερα στη γλώσσα σας, καλέστε το **9280 1912**

9280 1913 لمعرفة المزيد بلغتك، اتصل بالرقم

9280 1917 اپنی زبان میں مزید جاننے کے لیے پر کال کریں۔

तपाईंको भाषामा थप जानकारी लागि, **9280 1910** मा कल गर्नुहोस्

Kendi dilinizde daha fazla bilgi edinmek için **9280 1914**'ü arayın.

如需了解更多您语言版本 的信息, 请致电 **9280 0750**

Para saber más en tu idioma llama al **9280 1916**

Để tìm hiểu thêm bằng ngôn ngữ của bạn, hãy gọi **9280 1915**

अपनी भाषा में अधिक जानने के लिए, **9280 1918** पर कॉल करें

To speak with us in a language not listed here, please call **9280 1919**

For more information visit merri-bek.vic.gov.au/your-language

Privacy Information

Merri-bek 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 Merri-bek 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 Merri-bek City Council and if you wish to alter it, please contact Council's Child Care Registration Officer on 92402358 or centralenrolments@Merri-bek.vic.gov.au or the Privacy Officer on 9240 1111 or Privacyofficer@Merri-bek.vic.gov.au.

Interpreter Service

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