IMPORTANT INFORMATION
FOR INTERNATIONAL STUDENTS REQUIRING
CHILD CARE

The Children’s Centres operated by the University have to abide by rules and regulations set by the Commonwealth and State Governments.

If you require childcare for your child while studying you will need to be aware of the following procedures:

1. All applications for places are placed on a waiting list. Waiting list applications open in September each year for the following calendar year.
2. Places for new users are allocated and offered from the first week of November each year.
3. Offered places must be accepted within 14 days, by completing an enrolment form and paying a security deposit equal to two weeks of full fees for the booking. (Places, or days can be cancelled and the deposit refunded if 4 weeks’ notice is given.)
4. Children must be fully immunised and have their vaccination records checked against the Australian Childhood Immunisation Register.

All offers of places must be taken up by the date specified on your Letter of offer and we encourage you to visit earlier to assist you and your child to settle into the new environment. This means that places cannot be held until later in the year.

Chances of obtaining a child care place for later in the year are very limited, as places are generally booked for the whole year.

If you are unsuccessful in obtaining a University child care place, other options include:
   a) Applying to local child care centres in the area where you live.
   b) Family Day Care (care in a person’s home, usually organised by the local council in the area you live) Often there are waiting lists for this as well.
   c) Employing a nanny, or sharing employing a nanny with another parent you know.

If you wish to apply for a child care place or require further information:

   a) Contact Children’s Services as early as possible
   b) Check visa and entry requirements for your child
   c) Fill out a waiting list application form
   d) Send the waiting list application form by:
      Post: 228 Queensberry St, Carlton Vic 3053 or
      Email: childcare-enquiries@unimelb.edu.au or
      Fax: +61 3 8344 9471
      www.services.unimelb.edu.au/childcare/

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