

PLEASE RETAIN THIS INFORMATION FOR FUTURE REFERENCE

1. Please ensure you complete **all** sections on the form so that priority can be assessed. Please provide any relevant further information. (Places are allocated using Priority of Access – see over.)
2. Applications must be returned to the Early Childhood Education Services Administration Office (at Queensberry Children’s Centre) by **Friday, 19th August 2022**, to be considered for the initial round of allocations (September 2022). Later applications will be considered for any future allocations.
3. Allocations will be for places starting on the week beginning Monday 30/01/2023. As initial offers will be made by phone please ensure that you include a daytime contact number.
4. All new enrolments will be limited to one University of Melbourne Service. Priority for place in the Kindergarten programs will be given to those who will access the funding at our service.
5. Should any family details change after you have lodged your form, please notify the Early Childhood Education Services Administration Office as soon as possible.
6. This application is for 2023 only. If you are not successful in gaining a child care place next year you will automatically be sent a new application form for the year 2024 when those details are released.
7. Applications are for places at Queensberry Children’s Centre, and Swanston Street Children’s Centre. Applications for the Early Learning Centre and the Family Club Co-op should be made directly to those services.
8. Families who accept a place for their child will be required to pay a deposit by **16/09/22** (deposit amount equivalent to 2 weeks care) to secure their booking. Electronic enrolment forms will then need to be submitted between the **21/10/22 to 4/11/22**. If the required steps are not completed, the offer of a place will be forfeited.
9. Families who are not allocated a place in the first round of offers will remain on the waiting list pending later offers. We will only contact you when we can offer you a place. Families wishing to commence care later in the year will be considered as places become available at the time of commencement indicated, noting that normally limited vacancies arise during the year.

FURTHER ENQUIRIES:

Early Childhood Education Services Administration
228 Queensberry Street, Carlton 3053
phone: 8344 9621
email: childcare-enquiries@unimelb.edu.au



Swanston Street Children's Centre is registered for 41 children aged 3 months to 5 years. Regulations prescribe the number and age of children in each room at the service. We offer integrated funded kindergarten programs in the 2 years before commencing primary school and priority for a place will be given to those who will access the funding at the service. Children attending the 4-year-old integrated kindergarten program as their funded place are required to turn 4 years of age by 30th April and children attending in the 3-year-old integrated kindergarten program as their funded place are required to turn 3 years of age by 30th April. Each child enrolled in both the 3- and 4-year-old integrated kindergarten programs will receive 15 hours of Funded Kindergarten per week delivered over 2 days and must not be enrolled in another funded kindergarten program at any other early childhood service. A child enrolled more than 2 days receives additional hours of the Kindergarten Program on each day of attendance. All Kindergarten Programs are delivered by a VIT Registered Early Childhood Teacher each day of the week.

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The following steps are adhered to in filling any vacancy and undertaken in order:

- C Sessions/days available within age groups are identified.

Priority is allocated to any child at risk of serious abuse or neglect referred by a relevant agency

Current service users are considered:

- a. families requesting additional care for currently enrolled child(ren)
- b. siblings of currently enrolled children

University families on the waiting list, prioritised according to need as per ECES Priority of Access

Community families on the waiting list, prioritised according to need as per ECES Priority of Access