

# THREE YEAR OLD ACTIVITY PROGRAM REGISTRATION

I wish to register my child to attend 3 yr old Activity Program in (please tick)	Date of birth range for eligibility (children born in the months of January to April can be enrolled in the year the child is eligible for or the following year)	Applications open from:
2019 <input type="checkbox"/>	children born between 1/5/2015 – 30/4/2016	1 March 2018
2020 <input type="checkbox"/>	children born between 1/5/2016 – 30/4/2017	1 March 2019

**Council's 3 Year Old Activity Program currently operates one 2.5 hour session per week**

## CHILD'S DETAILS:

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Gender:  M  F  Other (please tick)

Date of Birth: \_\_\_\_\_ Is the child a  Twin  Triplet  Other \_\_\_\_\_

## PARENT/GUARDIAN DETAILS # 1:

Title: Mr / Mrs / Ms Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing address (complete if different from above): \_\_\_\_\_

## PARENT/GUARDIAN DETAILS # 2:

Title: Mr / Mrs / Ms Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ Mobile: \_\_\_\_\_

Mailing address (complete if different from above): \_\_\_\_\_

## LANGUAGE/INTERPRETER?

Will the child's family/carer require an interpreter?  Yes  No (please tick)  
(such as telephone conversations, enrolment day). If yes, please state what language \_\_\_\_\_

What languages are spoken at home? \_\_\_\_\_

## STAFF USE ONLY:

CSO Initials		Date Stamp / Receipt No.	Application No.
Time:			
GL No: 3PreschoolReg	\$16.00		
<b>Needed:</b> Copy of proof of birth			
<b>Needed:</b> Copy of Rates/Licence			
		Date:	Admin Initials:

## IS THE CHILD OF ABORIGINAL AND/OR TORRES STRAIT ISLANDER DESCENT:

Is the child of Aboriginal and/or Torres Strait Islander descent? (please tick one box only)

- Yes, Torres Strait Islander                       Yes, both Aboriginal and Torres Strait Island  
 Yes, Aboriginal                                       No, not Aboriginal nor Torres Strait Islander

## ADDITIONAL NEEDS OF THE CHILD:

(a) Has the child been involved in any developmental support programs?  Yes  No (please tick)  
ie. speech therapy or physiotherapy, if yes, please state:

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(b) Has the child had their 2 year Old Maternal Child Health Key Age and Stage visit?  Yes  No (please tick)  
Were there any concerns about the child's learning and development?  Yes  No (please tick)

(c) **Medical** – Does your child have any allergies/medical conditions?  Yes  No (please tick)  
ie. Asthma or allergies, or need to use hearing aids, walking frames and the like, if yes, please state:

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## PLEASE CHECK THAT YOU HAVE INCLUDED THE FOLLOWING:

**Registrations can only be accepted with the following items attached to the application form:**

- Proof of birth eg. Birth Certificate/Passport/Immunisation certificate  
 \$16.00 non-refundable administration fee (payable on application and subject to Council's adopted annual budget). Please keep your receipt as proof of registration. Payable by cash/cheque/money order/leftpos also by cheque/money order via mail  
 Proof of living in Hume City (such as rates/licence)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### Privacy and Confidentiality

Hume City Council (Family & Children's Services) collects information in relation to families and children to provide children services programs, and for secondary research purposes. Council will only collect personal information and health records that are necessary for its functions and activities. We will not give out information we hold about you without your consent unless otherwise required to do so by law. You may access your personal information and health records by contacting Hume City Council on 9205 2200.

## SUBMIT COMPLETED FORM IN PERSON TO:

**BROADMEADOWS OFFICE**  
1079 Pascoe Vale Road  
Telephone: 9205 2200

**CRAIGIEBURN OFFICE**  
75-95 Central Park Avenue  
Telephone: 9205 2200

**SUNBURY OFFICE**  
40 Macedon Street  
Telephone: 9205 2200

**OR If returning by post, please enclose application form with cheque/money order and mail to:**  
HUME CITY COUNCIL, PO BOX 119, DALLAS VIC 3047.

## 3 YEAR OLD ACTIVITY PROGRAM PREFERENCES

Please number your preferences 1–3 which you are willing to accept

### CRAIGIEBURN

<input type="checkbox"/>	Aitken Hill	Cnr Elevation & Waterview Blvd	9205 2200
<input type="checkbox"/>	Bank Street	26 Bank Street	9308 1129
<input type="checkbox"/>	Craigieburn Global Learning Centre	75-95 Central Park Drive	9356 6148
<input type="checkbox"/>	Craigieburn Leisure Centre	127 Craigieburn Road West	9308 2022
<input type="checkbox"/>	Pembroke	48 Pembroke Crescent	9308 3544

### GLADSTONE PARK

<input type="checkbox"/>	Taylor Drive	91 Taylor Drive	9338 2009
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### GREENVALE

<input type="checkbox"/>	Barrymore Road	31 Barrymore Road	9333 3063
<input type="checkbox"/>	Bradford Avenue	24 Bradford Avenue	9333 1488

### ROXBURGH PARK

<input type="checkbox"/>	Roxburgh Park Recreation Centre	Cnr Lakeside Dr & Donald Cameron Dr	0417 163942
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### SUNBURY

<input type="checkbox"/>	Elizabeth Drive Child & Family Centre	511 Elizabeth Drive	9205 2829
<input type="checkbox"/>	Sunningdale	Dornoch Drive	9356 6753

### Changes of Preferences and Timelines

When applicants wish to alter their original enrolment details, a Change of Details form needs to be completed and lodged at Council's Customer Service Centre. Changes must be lodged with Council by 30 June (or previous business day) the year prior to attendance in order to be considered in the next round of offers. If you wish to nominate/change a 3yr old Activity Program not previously selected as a preference after this date you will receive a new Registration Date and be returned to a waitlist. Minor changes such as change of address will retain the original application date.

Change of preferences lodged with Council after 30 June will result in a new application date which will be the date the change of details form was lodged with Council. Minor changes such as change of address will retain the original application date.

### Late Applications

Applications will continue to be received after 30 June the year prior to attendance, but will be deemed as a late application. Late applications will be allocated to available activity group places after the first round of offers are completed. If no places are available, the applicant will be placed on the waiting list according to priority and date receipt.

## Priority of Access

For children who turn three years of age on or before 30 April in the year they are to attend three year old activity group, places will be allocated based on the priority category and on date of receipt of application –with the priority categories being:

- Priority 1** Children of Hume City residents who are identified by parent, carer or guardian as being of Aboriginal and/or Torres Strait Islander descent
- Priority 2** Children of Hume City residents and rate payers
- Priority 3** Children of Non Hume City residents

## Placement Allocation Process

First round offers will be made by 31 August of the year prior to attendance. Registrations will still be accepted and considered after this date. Allocation process for non-residents please refer to 3 Year Old Activity Group Policy available on our website [www.hume.vic.gov.au](http://www.hume.vic.gov.au)

## Enrolment Policy

For further clarification please refer to our Enrolment Policy available on our website [www.hume.vic.gov.au](http://www.hume.vic.gov.au)

## What is an Activity Program?

Three Year Old Activity Programs offer children a range of developmentally stimulating, planned activities implemented by qualified staff. Activities include art and craft, music and movement, storytelling and painting.

The location of Three Year Old Activity Programs and the number of places available may vary in line with service provision.

Children must turn three years of age by 30 April in the year of attendance. Children and families are able to be involved in the program prior to the child's third birthday in the year of attendance by arrangement with the teacher.

There is no fee subsidy available as Three Year Old Activity Programs are not funded by the State Government.

# HumeLink

Hume City Council's  
multilingual telephone information service.  
**General enquiries: Telephone 9205 2200**

للمعلومات باللغة العربية	9679 9815
معلومات تليفون بالعربية	9679 9809
Za informacije na bosanskom	9679 9816
Za informacije na hrvatskom	9679 9817
Για πληροφορίες στα ελληνικά	9679 9818
Per avere informazioni in italiano	9679 9819
За информације на српском	9679 9820
Para información en español	9679 9821
Türkçe bilgi için	9679 9822
Muốn biết thông tin tiếng Việt	9679 9823
For other languages...	9679 9824



9205 2200



[contactus@hume.vic.gov.au](mailto:contactus@hume.vic.gov.au)



[hume.vic.gov.au](http://hume.vic.gov.au)



**Hume City Council**  
PO Box 119  
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