

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: |
|---|--|-------------------------|
| 2018 <input type="checkbox"/> | children born between 1/5/2014 – 30/4/2015 | 1 March 2017 |
| 2019 <input type="checkbox"/> | children born between 1/5/2015 – 30/4/2016 | 1 March 2018 |

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 | \$15.50 | | |
| Needed: Copy of proof of birth | | | |
| Needed: 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:

(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:

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
 \$15.50 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 (operating from 2019) | 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"/> | Mitford Crescent (operating in 2018 only) | Enter through Whitely Crescent | 9308 2299 |
| <input type="checkbox"/> | Pembroke | 48 Pembroke Crescent | 9308 3544 |

GLADSTONE PARK

| | | | |
|--------------------------|--------------|-----------------|-----------|
| <input type="checkbox"/> | Taylor Drive | 91 Taylor Drive | 9338 2009 |
|--------------------------|--------------|-----------------|-----------|

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 |
|--------------------------|---------------------------------|-------------------------------------|-------------|

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

Enrolment Policy

For further clarification please refer to our Enrolment Policy available on our website www.hume.vic.gov.au

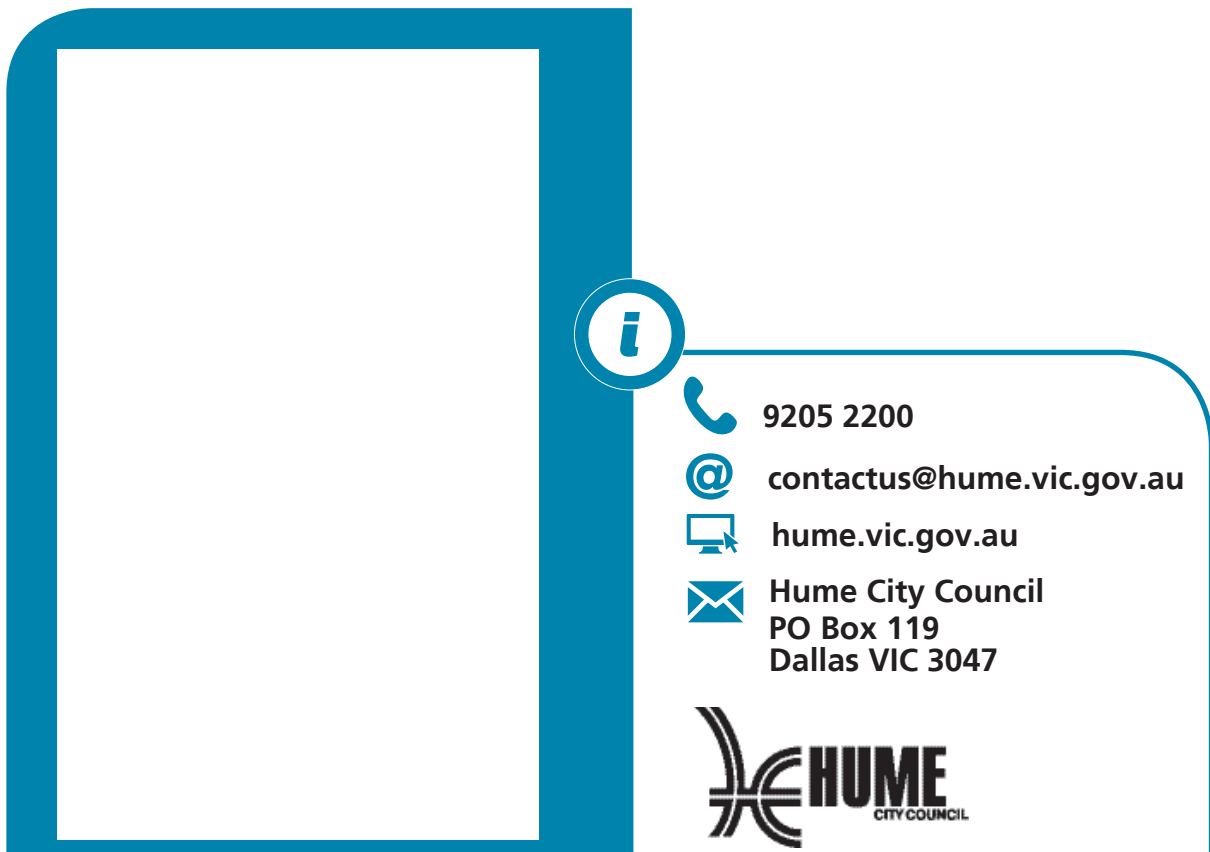
What is an Activity Program?

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.



i

-  **9205 2200**
-  **contactus@hume.vic.gov.au**
-  **hume.vic.gov.au**
-  **Hume City Council
PO Box 119
Dallas VIC 3047**

