



# Family and Children's Services

Central Registration System



# Family and Children's Services Central Registration System



## The City of Yarra Central Registration System

The City of Yarra offers a Central Registration System to ease the registration process for families and to facilitate fair and equitable placements in local childcare and kindergartens.

This centralised system acts as the single way to register your child for care in all participating children services within the City of Yarra.

The system was developed in consultation with local families and is designed to facilitate your registration process and ensure your child is offered a place in a fair and timely way.

You are encouraged to register your child on the Central Registration System for Council operated children's services or participating community based children's services including:

### Long Day Care

A centre-based form of childcare that provides quality all day or part day care for children up to 5 years of age.

### Sessional Kindergarten

An educational program for children in the year preceding formal schooling.

### 3 Year Old Kindergarten / Activity Group

A sessional play-based educational program.

## What is central registration?

The system provides a collective registration list to offer vacancies in a unified way. It operates as a single point of contact for information related to Long Day Care and Kindergarten by centrally recording each child's registration details and their requested services on one register, and offering places as they occur.

The Central Registration System promotes equity of access to local children's services by establishing universal criteria for placement. The register also provides Council with data to help analyse service demand, allowing Council to strategically plan and develop local services for children and families.

## What services can I register for?

The Central Registration System is provided by Yarra City Council in partnership with participating children's services that operate within the municipality. For a list of participating services please refer to our website or Central Registration System Application Form.

To register for all other childcare and preschool services in City of Yarra, please contact the service directly.

A complete list of Children's services located in City of Yarra is available at [www.yarracity.vic.gov.au](http://www.yarracity.vic.gov.au).

## How does it work?

Your details will be entered onto the Central Registration System, highlighting your service preferences and your date of registration. Places will be allocated in accordance with Commonwealth Priority of Access and City of Yarra Priority of Access guidelines and policies. More information about these policies is available at [www.yarracity.vic.gov.au](http://www.yarracity.vic.gov.au) or by calling 9205 5555.

## Eligibility

- An infant must be at least 3 months old before attending Long Day Care.
- A child must have already turned three to attend 3 year old Kindergarten.
- To attend 4 Year Old Kindergarten, a child must be 4 years old by 30 April in the year of attendance.

## Getting a place

When a vacancy occurs in a service, an offer will be made to the next eligible family on the list, as determined by the priority of access guidelines.

## Making an offer

Council's Central Registration Officer contacts the family of the next eligible child.

## Accepting an offer

Families are required to formally accept or decline the offer within the given timeframe. Acceptance of a place is confirmed upon receipt of deposit. If you do not accept your place and make a deposit, it may result in the offer being moved on to the next family on the list.

## Declining an offer

You may decline an offer if it does not meet the needs outlined on your registration.

Where a nominated first preference offer is declined, either a new registration date will be issued and your application will be moved to the bottom of the list, or the registration will be made inactive.

## 'Active' date of your registration

This refers to the date that you would be ready to accept a vacancy, if offered. For Long Day Care, this will occur upon registration, unless you specify a different date.



## Sessional Kindergarten places

First round sessional Kindergarten places are offered in June each year. Vacancies that occur over the year are filled by those families remaining on the list.

## How to register

You may register your child for participating children's services from birth.

1. Collect a registration form from:
  - > Yarra City Council managed childcare centres, Maternal and Child Health Centres and Kindergartens
  - > Council's Early Years Unit at Collingwood Town Hall
  - > Council's Customer Service Centres at Richmond and Collingwood Town Halls
  - > Participating Children's Services
  - > Download from our website: [www.yarracity.vic.gov.au](http://www.yarracity.vic.gov.au)
2. Decide which service best meets your needs, in terms of travel and community interests. We request that you visit your most preferred services to ensure it suits your needs. Services can be contacted individually to arrange a time for you to visit.
3. Complete the registration form and return with:
  - > Payment of \$15.00. This fee will be waived upon presentation of a Health Care Card
  - > Other supporting documentation as required

Send your registration form to:

The Central Registration Officer  
Children's Services  
City of Yarra  
P.O. Box 168  
Richmond 3121

Or deliver your form personally to the Customer Service Centres at either Collingwood or Richmond Town Hall.

You will then be sent a letter or email confirming your registration.

## What happens when I complete the registration?

Your details are entered for the services you nominate. These services will list your preferences in order according to your service priority and date of registration.

## Where am I placed on the list – how long will I have to wait?

The Central Registration System is a computer based database that allocates according to the priority of access guidelines and therefore may change on a daily basis. We are therefore unable to comment on the probability of allocations, wait times or selection process.

## What happens if my circumstances change?

Current and relevant family information is vital to the effective operation of the Central Registration System. Council requests that you keep us updated if your circumstance or personal information changes. You will also receive regular update letters/ emails requesting confirmation of your registration, service preference and personal information.

Please contact our Central Registration Officer if your contact details or preferences change at any time.

Call 9205 5438, or email [waitinglist@yarracity.vic.gov.au](mailto:waitinglist@yarracity.vic.gov.au).

## Making a registration inactive

If you accept an alternative childcare placement, please contact us so that your registration can be made inactive.

A registration may also be made inactive when our Central Registration Officer has tried to contact you on two or more occasions with no response.

## Appeals

Concerns about the operation of the Central Registration System should be forwarded in writing to Yarra City Council. Please detail the nature of your concern and send it to:

Coordinator, Early Years Services  
Yarra City Council  
P.O. Box 168  
Richmond 3121

**Please call us on 9205 5438 if you have any queries about the Central Registration System.**

## Privacy

Your personal information will be given to the participating services you nominate for the purpose of registering your child in that service. Where additional needs are identified details may be forwarded to the Inclusion Support Facilitator or the Preschool Field Officer. **Use of data:** Aggregate data will be used by the City of Yarra for reporting and service planning.

## Contact us



IF YOU WOULD LIKE TO KNOW MORE ABOUT THE INFORMATION IN THIS DOCUMENT AND YOUR LANGUAGE IS NOT LISTED BELOW, YOU CAN CONTACT AN INTERPRETER ON **9280 1940**

#### VIETNAMESE

NẾU MUỐN BIẾT THÊM CHI TIẾT VỀ NỘI DUNG VĂN KIỆN NÀY, QUÍ VỊ CÓ THỂ LIÊN LẠC VỚI MỘT THÔNG DỊCH VIÊN QUA ĐIỆN THOẠI SỐ **9280 1939**

#### GREEK

ΑΝ ΘΕΛΕΤΕ ΠΕΡΙΣΣΟΤΕΡΕΣ ΠΛΗΡΟΦΟΡΙΕΣ ΣΕ ΣΧΕΣΗ ΜΕ ΤΑ ΣΤΟΙΧΕΙΑ ΠΟΥ ΠΕΡΙΕΧΟΝΤΑΙ ΣΤΟ ΕΝΤΥΠΟ ΑΥΤΟ, ΜΠΟΡΕΙΤΕ ΝΑ ΕΠΙΚΟΙΝΩΝΗΣΕΤΕ ΜΕ ΕΝΑ ΔΙΕΡΜΗΝΕΑ ΣΤΟΝ ΑΡΙΘΜΟ **9280 1934**

#### MANDARIN

如果想要进一步了解这份文件中的内容，您可以致电**9280 1937**，和翻译员取得联系

#### CANTONESE

如果您要更多地瞭解關於這篇文件的內容，您可以與傳譯員聯絡，電話號碼**9280 1932**

#### ITALIAN

SE DESIDERATE SAPERNE DI PIÙ CIRCA LE INFORMAZIONI CONTENUTE IN QUESTO DOCUMENTO, POTETE CONTATTARE UN INTERPRETE AL **9280 1931**

#### TURKISH

BU BELGEDE YERELAN BİLGİLERE İLİŞKİN DAHA FAZLA BİLGİ EDİNMEK İSTİYORSANIZ, **9280 1938** NUMARADAN BİR TERCÜMANLA GÖRÜŞEBİLİRSİNİZ

#### ARABIC

لمعرفة المزيد عن المعلومات الواردة في هذه الوثيقة بإمكانكم الاتصال بمتزجم على الرقم **9280 1930**

#### SPANISH

SI QUIERE MÁS DETALLES SOBRE LA INFORMACIÓN CONTENIDA EN ESTE DOCUMENTO, PÓNGASE EN CONTACTO CON UN INTÉRPRETE LLAMANDO AL TELÉFONO Nº **9280 1935**

#### MACEDONIAN

ΑΚΟ ΣΑΚΑΤΕ ΔΑ ΔΟΖΝΑΕΤΕ ΠΟΒΕΚΕ ΖΑ ΙΝΦΟΡΜΑЦИИТЕ ΒΟ ΟΒΟЈ ΔΟΚУМЕНТ ЈΑΒΕΤΕ СЕ ΖΑ ΠΡΕΒΕДУВАЧ НА **9280 1936**



#### City of Yarra

PO Box 168  
Richmond VIC 3121

**T** 03 9205 5555

**F** 03 8417 6666

**TTY** 03 9421 4192

#### Interpreter Services

03 9280 1940

**E** [info@yarracity.vic.gov.au](mailto:info@yarracity.vic.gov.au)

**W** [www.yarracity.vic.gov.au](http://www.yarracity.vic.gov.au)