Children’s Service Wait List

Frequently asked questions

### What is the Children’s Services Wait List?

The Children’s Services Wait List (CSWL) is a central point for families to register children for the following Council and Community Managed early childhood education and care services:

#### Council run Early Childhood Education and Care

* Barring Djinang Kindergarten, Southbank
* Bubup Nairm Children's Centre, St Kilda
* Clark Street Children’s Centre, Port Melbourne
* Coventry Children's Centre, South Melbourne
* North St Kilda Children's Centre, St Kilda

#### Community run Early Childhood Education and Care

* Ada Mary A'Beckett Children’s Centre, Port Melbourne
* Bubup Womindjeka Family and Children’s Centre, Port Melbourne
* Clarendon Children’s Centre, South Melbourne Eildon Road Children's Centre, St Kilda
* Elwood Children's Centre, Elwood
* Poets Grove Family and Children's Centre, Elwood
* South Melbourne Child Care, Albert Park (Neighbourhood House)
* The Avenue Children's Centre, Balaclava

### When can I put my child’s name on the wait list?

You can contact Council to register any time from 12 weeks gestation .

### Does my child need to be vaccinated to attend a centre?

Yes; The Victorian Government legislation requires all children registering for childcare or kindergarten in Victoria to be fully vaccinated. Proof of vaccination needs to be shown at the centre prior to starting. Speak with the centre Coordinator if your child needs to be on a catch-up schedule.

### What is the difference between Early Childhood Education and Care and Sessional Kindergarten?

Early Childhood Education and Care Centres provide all day education and care learning programs for children 0-6 years of age.

4-year-old kindergarten programs, run by a Degree qualified educator, are provided at all Council and Community run centres.

Fees vary between services.

Fees information: [www.education.vic.gov.au/childhood/parents/childcare/pages/fees.aspx](http://www.education.vic.gov.au/childhood/parents/childcare/pages/fees.aspx)

Sessional Kindergartens provide sessional education programs for children 3-6 years of age, for a minimum of 15 hours per week. For example, 2 x 7.5 hour days, 3 x 5 hour days. Some kindergartens offer above the 15 funded hours as an extended hours kindergarten program.

Fees and hours and days of attendance vary between services.

Fees information: [www.education.vic.gov.au/childhood/parents/kindergarten/pages/fees.aspx](http://www.education.vic.gov.au/childhood/parents/kindergarten/pages/fees.aspx)

### Are there any other waiting lists I should be on?

Private Early Childhood Education and Care centres and Sessional Kindergartens have their own waiting lists. You will need to contact each centre to register.

* Private Early Childhood Education and Care Centres  
  [www.portphillip.vic.gov.au/council-services/family-youth-and-children/early-childhood-education-and-care](http://www.portphillip.vic.gov.au/council-services/family-youth-and-children/early-childhood-education-and-care)
* Sessional Kindergartens  
  [www.portphillip.vic.gov.au/council-services/family-youth-and-children/sessional-kindergarten](http://www.portphillip.vic.gov.au/council-services/family-youth-and-children/sessional-kindergarten)

### Where am I on the waiting list?

It is difficult to indicate where you are at on the waiting list. It is influenced by your priority of eligibility and:

* your registration date
* the age of the child
* the days required
* your preferred centres.

### When will I get offered a place?

We are unable to predict the length of time that children will be on the waiting list before a place is offered.

Offers occur as vacancies become available within a service; this happens intermittently throughout the year. Towards the end of each calendar year, services will start making bulk offers for the following year.

### Who gets priority on the wait list?

Priorities are allocated in line with the Australian Government Priority of Access Guidelines:  
<https://www.education.gov.au/priority-filling-child-care-places>

City of Port Phillip also gives additional priority to families who live, work or study within the municipality.

### Should I visit the services I register for?

We recommended that you visit the service closer to the date you are willing to accept care from. This will allow you to meet staff, get a feel for the service, see how it operates and ask any questions that are specific to the individual service and your family’s needs.

Contact each individual centre to organise a tour.  
[www.portphillip.vic.gov.au/council-services/family-youth-and-children/early-childhood-education-and-care](http://www.portphillip.vic.gov.au/council-services/family-youth-and-children/early-childhood-education-and-care)

### How will I be contacted for an offer?

You will be contacted by phone or email by either the service where the vacancy has become available or by Council’s Children’s Services Wait List Officer. The service is responsible for the enrolment process and will discuss your options in accepting the place, an orientation program and start date.

Offers occur when a place is available, and you are next on the list, and it is close to or after the date you have chosen to commence.

### If I accept a place but it’s not my first preference, can I stay on the waiting list for the chance to get my first preference?

When a place is accepted, you can attend that centre and re-register your child for another position if you wish.

This is treated as a new registration and all waiting list rules apply.

### If I don’t accept a place do I lose my position on the waiting list?

If you choose not to accept an offer but still want to remain on the waiting list, you are required to update:

* your activation date (the date you have said you will accept a position from). and/or
* your centre preferences.

Positions on the waiting list change due to:

Priority of Access – [www.dss.gov.au/our-responsibilities/families-and-children/programmes-services/early-childhood-child-care/priority-for-allocating-places](http://www.dss.gov.au/our-responsibilities/families-and-children/programmes-services/early-childhood-child-care/priority-for-allocating-places).

### What happens if I’m not offered a place by the date I’ve requested?

You will remain on the waiting list until a place becomes available. You will be prompted periodically to keep your details current. Out of date listings will be removed from the waiting list.

### What should I do if I don’t get offered some of the days I requested?

It is recommended that you accept days offered, if you can. Children already attending a centre get priority when vacancies come up. Let the centre know that you are wanting to change or pick up extra days.

### Do I need to regularly update my details on the waiting list?

It is important to keep your information up to date. We will remind you every six months.

To update details:

Telephone: 03 9209 6360

Email: [cccwaitinglist@portphillip.vic.gov.au](mailto:cccwaitinglist@portphillip.vic.gov.au).

### Where can I get more information?

#### City of Port Phillip

The City of Port Phillip website has further information in relation to children centres and services located within the municipality:  
[www.portphillip.vic.gov.au/council-services/family-youth-and-children/early-childhood-education-and-care](http://www.portphillip.vic.gov.au/council-services/family-youth-and-children/early-childhood-education-and-care)

#### Australian Department of Human Services

Helps delivering social and health-related payments and services through Medicare, Centrelink, Child Support and Australian Hearing:  
[www.humanservices.gov.au/customer/themes/families](http://www.humanservices.gov.au/customer/themes/families)

#### Victorian Department of Education and Training (DET)

The Department of Education and Training offers learning and development support, services and resources for all Victorians, from birth through to adulthood:  
[www.education.vic.gov.au/](http://www.education.vic.gov.au/)

#### Australian Government Child Care Support

The Department of Social Services contributes to stronger families by helping families to participate in the social and economic life of the community through the provision of support for child care services:  
[www.dss.gov.au/families-and-children](http://www.dss.gov.au/families-and-children)

#### Australian Children's Education & Care Quality Authority (ACECQA)

Responsible for the National Quality Framework (NQF) establishes higher standards for all education and care services in Australia so children aged zero to 13 years get the best possible start:  
[www.ncac.gov.au/](http://www.ncac.gov.au/)

#### Early Learning Association Australia

ELAA is the peak organisation representing the voice of parents and service providers working to deliver high quality early learning programs to all children:  
<https://elaa.org.au/>

#### Family Day Care Victoria

Family day care is a quality home-based childcare offered in the homes of carefully selected & registered care providers:  
[www.familydaycare.com.au/](http://www.familydaycare.com.au/)