

# FOUR YEAR OLD KINDERGARTEN APPLICATION FORM



City of Whittlesea

Date of birth range for eligibility <i>(Children born in the months of January to April can be enrolled in the year the child is eligible for or the following year.)</i>	Year of attendance: <i>(Please tick)</i>	Applications open from:
Children born between 1/5/2013 - 30/04/2014	2018 <input type="checkbox"/>	1 March 2016
Children born between 1/5/2014 - 30/04/2015	2019 <input type="checkbox"/>	1 March 2017
Children born between 1/5/2015 - 30/04/2016	2020 <input type="checkbox"/>	1 March 2018
2021 Applications (birth range 1/5/2016 - 30/04/2017) will not be accepted until on or after 1 March 2019		

## CHILD'S DETAILS:

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_  
 Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: Male  Female  *(please tick)*  
 Child's country of birth: \_\_\_\_\_ Family's ethnic background: \_\_\_\_\_  
 Main language spoken at home: \_\_\_\_\_ Other languages: \_\_\_\_\_  
 Does the child have refugee or asylum seeker status? Yes  No  *(Specify)* \_\_\_\_\_  
 Is the child a twin or triplet etc.? Yes  No  *(Specify)* \_\_\_\_\_

## PARENT/GUARDIAN CONTACT DETAILS: *(address must be current)*

Title: \_\_\_\_\_ *(e.g. Mr/Mrs/Ms/Miss)*  
 Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_  
 Current address: \_\_\_\_\_  
 Suburb: \_\_\_\_\_ Post code: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Date of birth (parent): \_\_\_\_/\_\_\_\_/\_\_\_\_

### OFFICE USE ONLY

Receipt No.: \_\_\_\_\_  
 Birth notice  
 Proof of address  
 Concession/exemption (no fee)  
 \$22.00 fee  
 Time: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Sign: \_\_\_\_\_  
 Application No.: \_\_\_\_\_  
 Child NAR No.: \_\_\_\_\_  
 Parent NAR No.: \_\_\_\_\_

## KINDERGARTEN PREFERENCES: *(list at least one kindergarten)*

List names of kindergartens in order of preference *(see list attached for your options)*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## KINDERGARTEN APPLICATION FEE:

**Does the child or parent have an Application Fee Exemption?** *(See list over the page)*

**Yes**, no payment is required *(provide copy of the valid card/document)*

**No**, \$22.00 application fee payable

*(Non-refundable fee, receipts will not be issued unless paying in person)*

**Payment Options** *(✓ tick and complete only if required, see list over page for exemptions):*

**Cash or EFT** in person only

**Cheque/money order** payment of \$22.00 is enclosed made payable to City of Whittlesea

**MasterCard**  **Visa** charge to the value of \$22.00

**Credit Card number:** \_\_\_\_\_ **Expiry date:** \_\_\_\_/\_\_\_\_

**Card holder's name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

## APPLICATION FEE EXEMPTIONS AND FUNDING ELIGIBILITY:

Payment of the application fee is not required if you or the child attending kindergarten hold any of the following cards or have an application fee exemption listed below.

✓ **Please tick relevant card and/or exemption (provide copy of card/document for shaded section only)**

- |  |  |
|--|--|
| <input type="checkbox"/> Health Care Card                        | <input type="checkbox"/> Refugee and Special Humanitarian Visas holders 200 to 202   |
| <input type="checkbox"/> Pensioner Concession Card               | <input type="checkbox"/> Emergency Rescue Visa (subclass 203) or Protection visa 866 |
| <input type="checkbox"/> Bridging Visas A to E                   | <input type="checkbox"/> Department of Veterans Affairs Gold or White Card           |
| <input type="checkbox"/> Temporary Humanitarian Concern Visa 786 | <input type="checkbox"/> Woman at Risk visa (subclass 204)                           |
- Aboriginal or  Torres Strait Islander
- One of triplets or quadruplets, all attending in the same year
- Currently in an Out of Home Care arrangement - Foster Care or Kinship Care (*specify*) \_\_\_\_\_
- Known to Child Protection or Child FIRST (*specify*) \_\_\_\_\_
- Eligible for Early Start Kindergarten funding, see below for details

**Early Start Kindergarten** eligibility includes children who are Aboriginal or Torres Strait Islander or the family has had contact with Child Protection or been referred by them to Child FIRST. (See *Department of Education and Training website below for details*)  
<http://www.education.vic.gov.au/childhood/parents/kindergarten/Pages/earlystart.aspx>

## ADDITIONAL NEEDS OF THE CHILD:

**Is the child attending any developmental support programs and do they require assistance in order to participate?**

Yes  No  E.g. Speech therapy, early intervention

If yes, state program and provider: \_\_\_\_\_

**Does the child have any allergies or chronic medical conditions?**

Yes  No  If yes, provide details: \_\_\_\_\_

## CASE MANAGER:

**Does your family have a case manager from a Centre or Agency?** Yes  No  If yes, provide details below:

Name of Centre/Agency: \_\_\_\_\_ Case manager's name: \_\_\_\_\_

Case manager's phone: \_\_\_\_\_ Email: \_\_\_\_\_

## CHECKLIST: ✓ Please tick checklist to ensure your application is complete.

- Copy of birth certificate** or relevant proof of age attached. Passport or Immunisation History Statement will be accepted if birth certificate is unavailable.
- Copy of proof of address** within City of Whittlesea attached. Name on document provided must match Parent/Guardian details on front of application. Non-residents must provide proof of primary child care and/or employment within the municipality. In the absence of this a signed Statutory Declaration will be required.
- Copy of proof of eligible concession/exemption** attached if applicable **or**
- \$22.00** non-refundable application fee payment made (if there is no application fee exemption from list above)
- I consent to my information being shared with Council's Maternal and Child Health service if required.
- I wish to receive information regarding parent education training programs, e.g. kindergarten/school readiness.

I declare that all information provided by me is true and correct.

**Name of Parent/Legal Guardian:** \_\_\_\_\_

**Signature of Parent/Legal Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Whittlesea City Council (Council) is committed to the responsible collection and handling of personal information. Council's Information Privacy Policy is available on request and can be viewed on Council's website. Council collects and uses personal information to provide you with the services you require. If at any time you wish to access your personal information or have a complaint in relation to privacy, please contact Council on 9217 2170.*

## HOW TO SUBMIT YOUR APPLICATION

**Email:** keo@whittlesea.vic.gov.au **Fax:** 9409 9822

**Mail:** Kindergarten Enrolment Officer, City of Whittlesea, Locked Bag 1, Bundoora MDC, 3083

**In person:** Council Offices - 25 Ferres Boulevard, South Morang or  
- Westfield Plenty Valley, Shop MM9, First Floor, 415 McDonalds Road, Mill Park

# LIST OF KINDERGARTENS

Keep this page for your records

BUNDOORA			3083
Edward Street Preschool	1a Edward Street, Bundoora	9467 3329	
McLeans Road Kindergarten	151 McLeans Road, Bundoora	9467 5993	
DOREEN			3754
Hazel Glen Kindergarten	65 Eminence Boulevard, Doreen	9717 7565	
Laurimar Kindergarten	110 Hazel Glen Drive, Doreen	9717 8056	
Orchard Road Kindergarten	121 Orchard Road, Doreen	1300 153 332	
EPPING			3076
Derby Meadows Preschool ★	17 Winchester Avenue, Epping	9401 5426	
Epping Preschool	849 High Street, Epping	9401 1206	
Epping North Preschool	378 Findon Road, Epping	9408 8000	
Epping Views Kindergarten	15 Lyndarum Drive, Epping	8405 3227	
Galada Kindergarten	10A Forum Way, Epping	8457 0840	
Greenbrook Kindergarten	31 Lowalde Drive, Epping	9401 3083	
Oakbrook Kindergarten	36 Holroyd Drive, Epping	9401 1695	
LALOR			3075
Jacaranda Preschool – Kingsway Drive	90 Kingsway Drive, Lalor	9465 1993	
Jacaranda Preschool – Nebel Street	34 Nebel Street, Lalor	9464 4723	
Lalor East Preschool ★	186 Darebin Drive, Lalor	9465 7564	
Vasey Park Preschool	15 Vasey Avenue, Lalor	9465 8835	
MERNDA			3754
Jindi Kindergarten and Extended Care	48 Breadalbane Avenue, Mernda	9717 0414	
Mernda South Kindergarten	2 Goulburn Street, Mernda	8371 0570	
Mernda Villages Kindergarten	70 Mernda Village Drive, Mernda	9717 6066	
MILL PARK			3082
Blossom Park Kindergarten	59 Azalea Avenue, Mill Park	9404 4787	
Centenary Drive Kindergarten	68 Centenary Drive, Mill Park	9436 7671	
Mill Park Preschool	Rear 7 Mill Park Drive, Mill Park	9404 2623	
Roycroft Kindergarten	114 Roycroft Avenue, Mill Park	9404 4369	
Stables Kindergarten	284 Childs Road, Mill Park	9404 1419	
The Heights Kindergarten	31 Morang Drive, Mill Park	9436 7744	
SOUTH MORANG			3752
South Morang Preschool – Mill Park Lakes	280 Gordons Road, South Morang	9437 9412	
South Morang Preschool – Reid St	75 Reid Street, South Morang	9404 1855	
South Morang Preschool – Riverside ★	8 Doreen Rogen Way, South Morang	9436 6398	
THOMASTOWN			3074
Barry Road Preschool	32 Barry Road, Thomastown	9465 0043	
Dalton Road Kindergarten	145A Dalton Road, Thomastown	9465 4940	
Harbard Street Kindergarten ★	1 Gladstone Street, Thomastown	9465 8693	
Thomastown West Kindergarten	127 Edgars Road, Thomastown	9465 4923	
WHITTLESEA			3757
Laurel Street Preschool	57-61 Laurel Street, Whittlesea	9716 2153	
Whittlesea Preschool	92 Church Street, Whittlesea	9716 2405	
WOLLERT			3750
Korin Korin Kindergarten	20 Champions Parade, Wollert	9409 1723	

★ Kindergartens with this symbol **do not** run 3 year old kindergarten. All other kindergartens offer programs for 3 and 4 year olds.

## Keep this page for your records

### AFTER YOU SUBMIT YOUR APPLICATION:

#### Letter confirming receipt of your application

We will process your application within 2-4 weeks of receipt. The type of letter you receive will depend on when you submitted your application. You will receive **one** of the following letters.

- Acknowledgment letter
- Kindergarten Placement Offer letter
- Waiting List letter

If there are any errors on your letter, or if you do not receive any communication from City of Whittlesea within four weeks of applying, please advise the Kindergarten Enrolment Officer on the contact details below.

#### Changes to your application

Changes to your application details (e.g. preferences, address or cancellation) must be made in writing by completing an online form available from [www.whittlesea.vic.gov.au](http://www.whittlesea.vic.gov.au) or by completing and submitting the printable Change of Information form. You can defer your application to the following year prior to your child attending kindergarten using the online Deferment form. A printable deferment form is also available to download from [www.whittlesea.vic.gov.au](http://www.whittlesea.vic.gov.au). All forms are available by calling 9217 2170 and can be submitted via fax, email, mail or in person.

Alternatively you can email any required changes detailed above to [keo@whittlesea.vic.gov.au](mailto:keo@whittlesea.vic.gov.au).

#### Kindergarten Placement Offer/Allocations

Kindergarten placement offers are made starting in the months of July-August in the year prior to your child attending kindergarten. Applications are still accepted and processed after this date.

Offers are made according to the date of receipt and with consideration of priority of access. When you receive a Kindergarten Placement Offer letter you will have two weeks to respond by returning the Kindergarten Placement Offer form (enclosed with offer letter) or by using the online Placement Offer form on [www.whittlesea.vic.gov.au](http://www.whittlesea.vic.gov.au).

#### Immunisation – ‘No Jab, No Play’ legislation

Under the ‘[No Jab, No Play](#)’ legislation (as of 1 January 2016), before your child’s enrolment is confirmed with a kindergarten service, you will need to provide documentation/evidence regarding immunisation directly to the kindergarten service, see website for details. Council does not require this evidence for your kindergarten application.

#### Waiting List

If there are no places available at any of your chosen preferences, you will be notified of alternative vacancies. You have the option to either remain on a waiting list or accept a placement at another kindergarten.

#### Privacy and confidentiality

Information regarding your child’s application can only be discussed with the parent/guardian listed on the application (applicant). Council will not disclose information to anyone else unless approved by the applicant.

#### Enrolment Policy

A copy of the ‘Kindergarten Central Enrolment Scheme Policy’ may be viewed on the website shown below or can be provided upon request.

#### For more information:

**Website:** [www.whittlesea.vic.gov.au](http://www.whittlesea.vic.gov.au)

**Phone:** 9217 2170

**Fax:** 9409 9822

**Email:** [keo@whittlesea.vic.gov.au](mailto:keo@whittlesea.vic.gov.au)

**Mail:** City of Whittlesea, Locked Bag 1, BUNDOORA MDC 3083

**Council Offices**  
25 Ferres Boulevard  
South Morang VIC 3752  
  
Locked Bag 1  
Bundoora MDC VIC 3083  
  
ABN 72 431 091 058

**Tel** 03 9217 2170  
**Fax** 03 9217 2111  
**TTY** 133 677 (ask for 9217 2170)  
**Email** [info@whittlesea.vic.gov.au](mailto:info@whittlesea.vic.gov.au)  
[www.whittlesea.vic.gov.au](http://www.whittlesea.vic.gov.au)

 Free Telephone Interpreter Service

عربي	9679 9871	Hrvatski	9679 9872
廣東話	9679 9857	Ελληνικά	9679 9873
Italiano	9679 9874	Türkçe	9679 9877
Македонски	9679 9875	Việt-ngữ	9679 9878
普通话	9679 9876	Other	9679 9879