

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 1/5/2015 - 30/04/2016	2020 <input type="checkbox"/>	1 March 2018
Children born between 1/5/2016 - 30/04/2017	2021 <input type="checkbox"/>	1 March 2019
Children born between 1/5/2017 - 30/04/2018	2022 <input type="checkbox"/>	1 March 2020
2023 Applications (birth range 1/5/2018 - 30/04/2019) cannot be accepted		

Apply online: Did you know you can apply for kindergarten online rather than using this form?

Visit: whittlesea.vic.gov.au/kinder

CHILD'S DETAILS:

Surname: _____ Given Names: _____
 Date of Birth: ____/____/____ Gender: Male Female *(please tick)*
 Main language spoken at home: _____ Other languages: _____
 Child's country of birth: _____ Is the child a twin or triplet etc.? Yes No

PARENT/GUARDIAN CONTACT DETAILS:

This will be Council's primary contact. Council Officers can only discuss the application with the Parent/Guardian listed on this form. Please ensure all contact details below are current for this Parent/Guardian.

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)
 \$23.00 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 if applicable)*
 No, \$23.00 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 \$23.00 is enclosed made payable to City of Whittlesea

Credit card payments can be made using the **online** kindergarten application via: whittlesea.vic.gov.au/kinder

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) |

One of triplets or quadruplets, all attending in the same year

Aboriginal or Torres Strait Islander

Currently in an Out of Home Care arrangement - Foster Care or Kinship Care (*specify*) _____

The family has received support from Child Protection/Child FIRST/Orange Door (*specify*) _____

If one of the last 3 boxes have been ticked your child may be eligible for Early Start Kindergarten.

Early Start Kindergarten eligibility includes children who are Aboriginal or Torres Strait Islander, or the family has received support from Child Protection/Child FIRST/Orange Door. (*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 receiving support for developmental needs and/or do they require assistance in order to attend?

Yes No E.g. Speech therapy, early intervention, occupational therapy, NDIS support

If yes, state program or provider: _____

Does the child have any allergies, chronic medical conditions or diagnosis?

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 parent's proof of current address** within City of Whittlesea attached. Name on document provided must match Parent/Guardian details on 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**
- \$23.00** non-refundable application fee payment made (if there is no application fee exemption from list above)
- My child is not attending the Maternal and Child Health service and I agree to being contacted regarding this?
- 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 THIS APPLICATION

Email: keo@whittlesea.vic.gov.au

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

Keep this page for your records.

LIST OF KINDERGARTENS

BUNDOORA			3083
Edward Street Preschool	1a Edward Street, Bundoora	9467 3329	
McLeans Road Kindergarten (<i>temporarily closed during 2021</i>)	151 McLeans Road, Bundoora	9467 5993	
DOREEN			3754
Hazel Glen Kindergarten	65 Eminence Boulevard, Doreen	9717 7565	
Laurimar Kindergarten	110 Hazel Glen Drive, Doreen	TBA, see website	
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	
MERENDA			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 Primary School Kindergarten (<i>opening 2021</i>)	16 Spring Street, Thomastown	TBA	
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
Ganbu Gulinj Kindergarten (<i>Formerly Edgars Creek - opening 2021</i>)	55 Macedon Parade, Wollert	TBA	
Korin Korin Kindergarten	20 Champions Parade, Wollert	9409 1723	

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AFTER YOU SUBMIT YOUR APPLICATION:

Letter confirming receipt of your application

We will process your application within 2-8 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 eight weeks of applying, please advise the Kindergarten Enrolment Officer on the contact details below.

Parent Web Portal

A parent portal is available on whittlesea.vic.gov.au/kinder to view and modify the status of your application or to change your kindergarten preferences. To log in, use your child's first given name, surname, date of birth as well as your application ID. The first letter you receive from us will include your application ID.

If you don't have your application ID or if you want to change your contact details, email keo@whittlesea.vic.gov.au. Changes to your application can also be made by completing a downloadable Change of Information Form.

Kindergarten Placement Offers/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. You can respond online via the parent web portal, by email or by returning your Placement Offer form.

Immunisation – 'No Jab, No Play' legislation

Under the ['No Jab, No Play' legislation](#), 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:	whittlesea.vic.gov.au/kinder
Phone:	9217 2170
Email:	keo@whittlesea.vic.gov.au
Mail:	City of Whittlesea, Locked Bag 1, BUNDOORA MDC 3083

Free telephone interpreter service

131 450 