

# Three & Four Year Old Kindergarten Application form



Did you know you can apply for kindergarten online rather than using this form? Visit [whittlesea.vic.gov.au/kinder](http://whittlesea.vic.gov.au/kinder)

| Date of birth range for eligibility<br><i>Children born from January to April can attend in the year the child is eligible for or in the following year</i> | Three year old kindergarten  |                    | Four year old kindergarten                  |                    | Applications open |
|---|--|--------------------|---|--------------------|-------------------|
|   | Year of attendance:<br><i>(Please tick)</i>  | Apply via          | Year of attendance:<br><i>(Please tick)</i> | Apply via          |                   |
| 1/5/2016 - 30/04/2017   | NA   |                    | 2021 <input type="checkbox"/>               | City of Whittlesea | Open Now          |
| 1/5/2017 - 30/04/2018   | 2021 – Apply via Kindergarten  |                    | 2022 <input type="checkbox"/>               | City of Whittlesea | Open Now          |
| 1/5/2018 - 30/04/2019   | 2022 <input type="checkbox"/>  | City of Whittlesea | 2023 <input type="checkbox"/>               | City of Whittlesea | 1 Feb 2021        |
| 1/5/2019 - 30/04/2020   | Applications for 3 year old kindergarten in 2023 and 4 year old kindergarten in 2024 will open on 1 February 2022 via City of Whittlesea website |                    |   |                    |                   |

## CHILD 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)  
 \$23.50 fee, or  
 \$45.00 fee

Time: \_\_\_\_\_

Date: \_\_\_\_\_

Sign: \_\_\_\_\_

Application No.: \_\_\_\_\_

Child NAR No.: \_\_\_\_\_

Parent NAR No.: \_\_\_\_\_

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

| Three year old kindergartens in preference order | Four year old kindergartens in preference order |
|--|---|
| 1.   | 1.  |
| 2.   | 2.  |
| 3.   | 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:** \$23.50 application fee payable for 1 year or \$45.00 application fee payable for 2 years  
*(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 \$23.50 or \$45.00 for 2 years 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](http://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)

<https://www.education.vic.gov.au/parents/child-care-kindergarten/Pages/early-start-kindergarten.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**
- \$23.50 or \$45.00** non-refundable application fee payment made (if there is no application fee exemption)
- 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:** \_\_\_\_\_

*City of Whittlesea (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

## LIST OF KINDERGARTENS

|   |                                   |              |             |
|---|-----------------------------------|--------------|-------------|
| <b>BUNDOORA</b>   |                                   |              | <b>3083</b> |
| Edward Street Preschool   | 1a Edward Street, Bundoora        | 9467 3329    |             |
| McLeans Road Kindergarten ( <i>temporarily closed during 2021</i> )   | 151 McLeans Road, Bundoora        | 9450 0900    |             |
| <b>DOREEN</b>   |                                   |              | <b>3754</b> |
| 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 |             |
| <b>EPPING</b>   |                                   |              | <b>3076</b> |
| 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    |             |
| <b>LALOR</b>  |                                   |              | <b>3075</b> |
| 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    |             |
| <b>MERNDA</b>   |                                   |              | <b>3754</b> |
| 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    |             |
| <b>MILL PARK</b>  |                                   |              | <b>3082</b> |
| 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    |             |
| <b>SOUTH MORANG</b>   |                                   |              | <b>3752</b> |
| Mill Park Lakes Preschool   | 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    |             |
| <b>THOMASTOWN</b>   |                                   |              | <b>3074</b> |
| 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    |             |
| Spring Street Kindergarten  | 16 Spring Street, Thomastown      | 8545 9500    |             |
| Thomastown West Kindergarten  | 127 Edgars Road, Thomastown       | 9465 4923    |             |
| <b>WHITTLESEA</b>   |                                   |              | <b>3757</b> |
| Laurel Street Preschool – TRY Whittlesea Children’s Centre            | 57-61 Laurel Street, Whittlesea   | 9716 2153    |             |
| Whittlesea Preschool  | 92 Church Street, Whittlesea      | 9716 2405    |             |
| <b>WOLLERT</b>  |                                   |              | <b>3750</b> |
| Ganbu Gulinj Kindergarten   | 55 Macedon Parade, Wollert        | 9450 0900    |             |
| Korin Korin Kindergarten  | 20 Champions Parade, Wollert      | 9409 1723    |             |
| Wollert East Kindergarten ( <i>temporary name – opening in 2022</i> ) | 135 De Rossi Boulevard, Wollert   | TBA          |             |

## **AFTER YOU SUBMIT YOUR APPLICATION:**

### **Letter confirming receipt of your application**

Your application will be processed within 2-8 weeks of receipt depending on the year you are applying for. 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](http://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](mailto: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 priority of access and then the date of receipt of application. 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.

### **Application Policy**

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

### **For more information:**

|                 |   |
|-----------------|---|
| <b>Website:</b> | <b><a href="http://whittlesea.vic.gov.au/kinder">whittlesea.vic.gov.au/kinder</a></b> |
| <b>Phone:</b>   | 9217 2170   |
| <b>Email:</b>   | <a href="mailto:keo@whittlesea.vic.gov.au">keo@whittlesea.vic.gov.au</a>              |
| <b>Mail:</b>    | City of Whittlesea, Locked Bag 1, BUNDOORA MDC 3083                                   |

**Free telephone interpreter service**

**131 450** 