

# 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	3 year old kindergarten	4 year old kindergarten
<i>Children born from January to April can attend in the year the child is eligible for or in the following year</i>	<b>Year of attendance:</b> <i>(Please tick box)</i>	<b>Year of attendance:</b> <i>(Please tick box)</i>
1/5/2016 - 30/04/2017	2020 – N/A	2021 <input type="checkbox"/>
1/5/2017 - 30/04/2018	2021 – Apply via Kindergarten	2022 <input type="checkbox"/>
1/5/2018 - 30/04/2019	2022 <input type="checkbox"/>	2023 <input type="checkbox"/>
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 (1 year)  
 \$45.00 (2 years)

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

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

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

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

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

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

## KINDERGARTEN PREFERENCES: *(list at least one kindergarten, options listed on page 3)*

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 204      |
| <input type="checkbox"/> Pensioner Concession Card                         | <input type="checkbox"/> Humanitarian Concern Visa 786 or Protection visa 866           |
| <input type="checkbox"/> Department of Veterans Affairs Gold or White Card | <input type="checkbox"/> Bridging Visa for a Refugee/Asylum Seeker visa in this section |
- One of triplets or quadruplets, all attending in the same year (this does not include twins)
- \*Aboriginal or  \*Torres Strait Islander
- \*Refugee or Asylum Seeker (Please provide proof of visa)
- \*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 you ticked a box in the 4 rows directly above this line, your child may be eligible for Early Start Kindergarten.**

I am interested in Early Start Kindergarten (this program is for 3 year old children who are Aboriginal or Torres Strait Islander, Asylum Seeker/Refugee or the family has received support from Child Protection/Child FIRST/Orange Door). See Department of Education and Training website 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 childcare 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 (1 year) or \$45.00 (2 years)** non-refundable application fee (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

*Keep this page for your records*

**LIST OF KINDERGARTENS**

<b>BUNDOORA</b>			<b>3083</b>
Edward Street Preschool	1a Edward Street, Bundoora	9467 3329	
McLeans Road Kindergarten ( <i>temporarily closed, reopening in 2022</i> )	151 McLeans Road, Bundoora	9450 0900	
<b>DONNYBROOK</b>			<b>3064</b>
Eucalyptus Parade Kindergarten ( <i>opening in 2022</i> )	38 Eucalyptus Parade, Donnybrook	TBA	
<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>MERENDA</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	9465 2092	
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	9407 7200	
Kirrip Kindergarten ( <i>Wollert East – opening in 2022</i> )	135 De Rossi Boulevard, Wollert	TBA	
Korin Korin Kindergarten	20 Champions Parade, Wollert	9409 1723	

## 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>	<a href="http://whittlesea.vic.gov.au/kinder">whittlesea.vic.gov.au/kinder</a>
<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** 