

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

Date of birth range for eligibility	Three year old kindergarten program	Four year old kindergarten program
Children born from January to April can attend in the year the child is eligible for or in the following year	Year of attendance: (Please tick box)	Year of attendance: (Please tick box)
01/05/2018 – 30/04/2019	N/A	4 year old – 2023 <input type="checkbox"/>
01/05/2019 – 30/04/2020	3 year old – 2023 <input type="checkbox"/>	4 year old – 2024 <input type="checkbox"/>
01/05/2020 – 30/04/2021	3 year old – 2024 <input type="checkbox"/>	4 year old – 2025 <input type="checkbox"/>
01/05/2021 – 30/04/2022	3 year old (2025) and 4 year old (2026) – apply from 01 February 2024	

Child Details:

Surname: _____ Given Names: _____

Date of Birth: ____/____/____ Gender: Male Female Other _____

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 (optional)

Surname: _____ Given names: _____

Current address: _____

Suburb: _____ Post code: _____

Mobile phone: _____ Home Phone: _____

Email address: _____

Date of birth (parent): ____/____/____

Live, Work or Study in City of Whittlesea:

Do you live in the City of Whittlesea or area you a ratepayer with this Council?

Yes No (if no, please see below)

If you have a connection to City of Whittlesea you may choose to submit evidence of this for priority level purposes (e.g. proof of work, school, child care arrangements, contract of sale, lease (see page 2 Checklist).

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:** \$24.20 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 @24.20 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

OFFICE USE ONLY

Receipt No.: _____

- Birth notice
- Proof of address
- Concession/exemption (no fee)
- \$24.20 (1 year)
- \$45.00 (2 years)

Fee subject to change, see website for current fee.

Time: _____

Date: _____

Sign: _____

Application No.: _____

Child NAR No.: _____

Parent NAR No.: _____

Application fee exemptions

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 in this section 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 Visa 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 |
| <input type="checkbox"/> Triplets or quadruplets, attending in the same year
– this does not include twins | <input type="checkbox"/> ImmiCard |

✓ Please tick if you or your child are:

- *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*) _____
- *Receiving or have 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).

<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 child's 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** attached. Name on document provided must match Parent/Guardian details on application. Non-residents may choose to provide proof of childcare and/or employment within the municipality to prove connection to Council for priority level purposes. A Statutory Declaration is also acceptable.
- Copy of proof of eligible concession/exemption** attached if applicable, or
- \$24.20 (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 Team, City of Whittlesea, Locked Bag 1, Bundoora MDC, 3083

In person: Council Office 25 Ferres Boulevard, South Morang

Keep this page for your records

List of Kindergartens: Check website for an up-to-date list: whittlesea.vic.gov.au/kinder

BUNDOORA		3083
Edward Street Preschool	1a Edward Street, Bundoora VIC	9467 3329
McLeans Road Kindergarten	151 McLeans Road, Bundoora VIC	8467 5600
DONNYBROOK		3064
Eucalyptus Parade Kindergarten	38 Eucalyptus Parade, Donnybrook VIC	8408 6760
Patterson Drive Kindergarten (temporary name – open 2024)	181-183 Olivine Boulevard, Donnybrook	TBA
DOREEN		3754
Hazel Glen Kindergarten	65 Eminence Boulevard, Doreen VIC	9717 7565
Laurimar Kindergarten	110 Hazel Glen Drive, Doreen VIC	9717 8056
Orchard Road Kindergarten	121 Orchard Road, Doreen VIC	1300 153 332
EPPING		3076
Derby Meadows Preschool	17 Winchester Avenue, Epping VIC	9401 5426
Epping Preschool	849 High Street, Epping VIC	9401 1206
Epping North Preschool	378 Findon Road, Epping VIC	9408 8000
Epping Views Kindergarten	15 Lyndarum Drive, Epping VIC	8405 3227
Galada Kindergarten	10A Forum Way, Epping VIC	8457 0840
Greenbrook Kindergarten	31 Lowalde Drive, Epping VIC	9401 3083
Meadowglen Primary School Kindergarten	3 Pommel Crescent, Epping VIC	TBA
Oakbrook Kindergarten	36 Holroyd Drive, Epping VIC	9401 1695
LALOR		3075
Jacaranda Preschool – Kingsway Drive	90 Kingsway Drive, Lalor VIC	9465 1993
Jacaranda Preschool – Nebel Street	34 Nebel Street, Lalor VIC 3	9464 4723
Lalor East Preschool	186 Darebin Drive, Lalor VIC	9465 7564
Lalor Primary School Kindergarten	28 Maxwell Street Lalor VIC	TBA
Vasey Park Preschool	15 Vasey Avenue, Lalor VIC	9465 8835
MERNDA		3754
Jindi Kindergarten and Extended Care	48 Breadalbane Avenue, Mernda VIC	9717 0414
Mernda South Kindergarten	2 Goulburn Street, Mernda VIC	8371 0570
Mernda Villages Kindergarten	70 Mernda Village Drive, Mernda VIC	9717 6066
MILL PARK		3082
Blossom Park Kindergarten	59 Azalea Avenue, Mill Park VIC	9404 4787
Centenary Drive Kindergarten	68 Centenary Drive, Mill Park VIC	9436 7671
Mill Park Preschool	Rear 7 Mill Park Drive, Mill Park VIC	9404 2623
Roycroft Kindergarten	114 Roycroft Avenue, Mill Park VIC	9404 4369
Stables Kindergarten	284 Childs Road, Mill Park VIC	9404 1419
The Heights Kindergarten	31 Morang Drive, Mill Park VIC	9436 7744
SOUTH MORANG		3752
Mill Park Lakes Preschool	280 Gordons Road, South Morang VIC	9437 9412
South Morang Preschool – Reid St	75 Reid Street, South Morang VIC	9404 1855
South Morang Preschool – Riverside	8 Doreen Rogen Way, South Morang VIC	9436 6398
THOMASTOWN		3074
Barry Road Preschool	32 Barry Road, Thomastown VIC	9465 0043
Dalton Road Kindergarten	145A Dalton Road, Thomastown VIC	9465 4940
Harbard Street Kindergarten	1 Gladstone Street, Thomastown VIC	9465 8693
Spring Street Kindergarten	16 Spring Street, Thomastown VIC	9465 2092
Thomastown West Kindergarten	127 Edgars Road, Thomastown VIC	9465 4923
WHITTLESEA		3757
Laurel Street Preschool – Sparkways Early Learning Whittlesea	57-61 Laurel Street, Whittlesea VIC	9716 2153
Whittlesea Preschool	92 Church Street, Whittlesea VIC	9716 2405
WOLLERT		3750
Barrawang Primary School Kindergarten	1 Islington Street Wollert VIC	TBA
Ganbu Gulinj Kindergarten	55 Macedon Parade, Wollert VIC	9407 7200
Kirrip Kindergarten	135 De Rossi Boulevard, Wollert VIC	8408 6760
Korin Korin Kindergarten	20 Champions Parade, Wollert VIC	9409 1723

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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. Current year applications will be processed within 2 weeks. 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 team 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 Change of Information form in person at the Council office.

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 criteria and then the date of receipt of application. When you receive a Kindergarten Placement Offer letter you will have a limited time 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:

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



Scan the QR
code for more
information

Free telephone interpreter service

131 450 