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## What happens next?

### 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](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)

### 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 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 Kindergarten Placement Offer letter. If returning the letter, please select an option first..

### 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. If you would like to add a secondary Parent/Guardian contact, please email [keo@whittlesea.vic.gov.au](mailto:keo@whittlesea.vic.gov.au) with the person's name and contact details.

### 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](http://whittlesea.vic.gov.au/kinder)

**Phone:** 9217 2170

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



## Three & Four Year Old Kindergarten Application form



Did you know you can apply for kindergarten online?

Visit [whittlesea.vic.gov.au/kinder](http://whittlesea.vic.gov.au/kinder)

Date of birth range	Three year old kindergarten	Four year old kindergarten
Children born from January to April can attend in the year the child is eligible for or in the following year	<b>Year of attendance:</b> (Please tick box)	<b>Year of attendance:</b> (Please tick box)
01 May 2019- 30 April 2020	N/A	4 year old – 2024 <input type="checkbox"/>
01 May 2020- 30 April 2021	3 year old – 2024 <input type="checkbox"/>	4 year old – 2025 <input type="checkbox"/>
01 May 2021- 30 April 2022	3 year old – 2025 <input type="checkbox"/>	4 year old – 2026 <input type="checkbox"/>
01 May 2022- 30 April 2023	3 year old (2026) and 4 year old (2027) – apply from 01 February 2025	

### Child Details:

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender:  Male  Female  Other \_\_\_\_\_

Do you need an interpreter?  Yes  No Main language spoken at home: \_\_\_\_\_ Other languages: \_\_\_\_\_

Child's country of birth: \_\_\_\_\_ Is the child a twin or triplet etc.?  Yes  No

### Parent/Guardian 1:

This will be Council's primary contact. Council officers can only discuss the application with the parents/guardians listed on this form.

Surname: \_\_\_\_\_ Given names: \_\_\_\_\_

Current address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post code: \_\_\_\_\_

Mobile phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email address: \_\_\_\_\_

### Parent/Guardian 2:

Surname: \_\_\_\_\_ Given names: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

Email address: \_\_\_\_\_

### Live, Work or Study in City of Whittlesea:

Do you live in the City of Whittlesea or do you own a home in this Council?

Yes (please provide proof of address)

No (please provide proof of address. If you have a connection to City of Whittlesea you may submit evidence of this for priority level purposes, 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.

### Additional needs of the child:

**Is the child receiving support for developmental needs and/or do they require assistance 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: \_\_\_\_\_

**Are there any custody or intervention orders in place relating to your child?**

Yes  No If yes, provide a copy \_\_\_\_\_

### OFFICE USE ONLY

- Birth notice
- Proof of address
- Concession/ Visa document

Free to apply from 1 February 2024 (subject to change)

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

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

Initials: \_\_\_\_\_

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

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

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

## Priority of access

✓ Please tick if any of the below applies to you or your child: (provide copy of card/document if applicable)

- Health Care Card
- Pensioner Concession Card
- Refugee and Special Humanitarian Visa holders 200 to 204
- Humanitarian Concern Visa 786 or Protection Visa 866
- Bridging Visa for a Refugee/Asylum Seeker visa only
- Department of Veterans Affairs Gold or White Card
- Triplets or quadruplets, attending in the same year
- \*Aboriginal
- \*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 one of the 5 boxes 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 parenting support from Child Protection/Child FIRST/Orange Door).

<https://www.education.vic.gov.au/parents/child-care-kindergarten/Pages/early-start-kindergarten.aspx>

## 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 #1 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 Priority of Access card/document** attached if applicable, see list at the top of this page.
- 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

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**List of Kindergartens:** Check website for an up-to-date list: [whittlesea.vic.gov.au/kinder](http://whittlesea.vic.gov.au/kinder)

BUNDOORA		
Edward Street Preschool	1a Edward Street, Bundoora VIC 3083	0458 390 087
McLeans Road Kindergarten	151 McLeans Road, Bundoora VIC 3083	8467 5600
DONNYBROOK		
Eucalyptus Parade Kindergarten	38 Eucalyptus Parade, Donnybrook VIC 3064	8408 6760
Murnong Kindergarten	181-183 Olivine Boulevard, Donnybrook 3064	1300 677 275
DOREEN		
Hazel Glen Kindergarten	65 Eminence Boulevard, Doreen VIC 3754	9717 7565
Laurimar Kindergarten	110 Hazel Glen Drive, Doreen VIC 3754	9717 8056
Orchard Road Kindergarten	121 Orchard Road, Doreen VIC 3754	1300 153 332
EPPING		
Derby Meadows Preschool	17 Winchester Avenue, Epping VIC 3076	9401 5426
Epping Preschool	849 High Street, Epping VIC 3076	9401 1206
Epping North Preschool	378 Findon Road, Epping VIC 3076	9408 8000
Epping Views Kindergarten	15 Lyndarum Drive, Epping VIC 3076	8405 3227
Galada Kindergarten	10A Forum Way, Epping VIC 3076	8457 0840
Greenbrook Kindergarten	31 Lowalde Drive, Epping VIC 3076	9401 3083
Meadowglen Primary School Kindergarten	3 Pommel Crescent, Epping VIC 3076	9474 4861
Oakbrook Kindergarten	36 Holroyd Drive, Epping VIC 3076	9401 1695
LALOR		
Jacaranda Preschool – Kingsway Drive	90 Kingsway Drive, Lalor VIC 3075	9465 1993
Jacaranda Preschool – Nebel Street	34 Nebel Street, Lalor VIC 3 3075	9464 4723
Lalor East Preschool	186 Darebin Drive, Lalor VIC 3075	9465 7564
Lalor Primary School Kindergarten	28 Maxwell Street Lalor VIC 3075	9450 0986
Vasey Park Preschool	15 Vasey Avenue, Lalor VIC 3075	9465 8835
MERNDA		
Jindi Kindergarten and Extended Care	48 Breadalbane Avenue, Mernda VIC 3754	9717 0414
Mernda South Kindergarten	2 Goulburn Street, Mernda VIC 3754	8371 0570
Mernda Villages Kindergarten	70 Mernda Village Drive, Mernda VIC 3754	9717 6066
MILL PARK		
Blossom Park Kindergarten	59 Azalea Avenue, Mill Park VIC 3082	9404 4787
Centenary Drive Kindergarten	68 Centenary Drive, Mill Park VIC 3082	9436 7671
Mill Park Preschool	Rear 7 Mill Park Drive, Mill Park VIC 3082	9404 2623
Roycroft Kindergarten	114 Roycroft Avenue, Mill Park VIC 3082	9404 4369
Stables Kindergarten	284 Childs Road, Mill Park VIC 3082	9404 1419
The Heights Kindergarten	31 Morang Drive, Mill Park VIC 3082	9436 7744
SOUTH MORANG		
Mill Park Lakes Preschool	280 Gordons Road, South Morang VIC 3752	9437 9412
South Morang Preschool – Reid St	75 Reid Street, South Morang VIC 3752	9404 1855
South Morang Preschool – Riverside	8 Doreen Rogen Way, South Morang VIC 3752	9436 6398
THOMASTOWN		
Barry Road Preschool	32 Barry Road, Thomastown VIC 3074	9465 0043
Dalton Road Kindergarten	145A Dalton Road, Thomastown VIC 3074	9465 4940
Harbard Street Kindergarten	1 Gladstone Street, Thomastown VIC 3074	9465 8693
Spring Street Kindergarten	16 Spring Street, Thomastown VIC 3074	9465 2092
Thomastown West Kindergarten	127 Edgars Road, Thomastown VIC 3074	9465 4923
WHITTLESEA		
Laurel Street Preschool – Sparkways Early Learning Whittlesea	57-61 Laurel Street, Whittlesea VIC 3757	9716 2153
Whittlesea Preschool	92 Church Street, Whittlesea VIC 3757	9716 2405
WOLLERT		
Barrawang Primary School Kindergarten	1 Islington Street Wollert VIC 3750	9474 4862
Ganbu Gulinj Kindergarten	55 Macedon Parade, Wollert VIC 3750	9407 7200
Kirrip Kindergarten	135 De Rossi Boulevard, Wollert VIC 3750	8408 6760
Korin Korin Kindergarten	20 Champions Parade, Wollert VIC 3750	9409 1723
Wollert Central Primary School Kindergarten (opening 2025)	Saltlake Boulevard Wollert VIC 3750	TBA