

Four-Year-Old Kindergarten in 2020

Enrolment Application

Moreland City Council's Kindergarten Central Enrolment Scheme provides families with an easy and fair process to apply for sessional four-year-old Kindergarten programs on behalf of 23 participating Kindergartens located in Moreland. Moreland City Council does not manage kindergartens and has an agreement to take enrolments for them. Some kindergartens are managed by an Early Years Management organisation or Committee of Management. A list of participating Kindergartens can be found in this application form.

Interpreter service

If you require assistance with any information on this Moreland Central Enrolment Information Sheet and Enrolment Application form, please contact your relevant language telephone number listed below:

Moreland Language Link

廣東話	9280 1910	हिंदी	9280 1918
Italiano	9280 1911	普通话	9280 0750
Ελληνικά	9280 1912	ਪੰਜਾਬੀ	9280 0751
عربي	9280 1913		
Türkçe	9280 1914	All other languages	
Tiếng Việt	9280 1915	9280 1919	

Sessional Kindergarten

Kindergarten is an educational, play-based learning program delivered by a degree qualified Kindergarten teacher. All children are eligible to attend one year of funded four-year-old Kindergarten before beginning primary school. Children must turn 4 years old by April 30 the year before they start primary school to be eligible to attend Kindergarten. Sessional Kindergartens provide a 15 hour per week program throughout the school terms, where children are given the opportunity to develop their independence, confidence, social and emotional skills, supported by the 5 Learning Outcomes in the Victorian Early Years Learning and development Framework.

Kindergarten fees are set by each Kindergarten and the cost may vary. Families are advised to contact their preferred Kindergarten to discuss their fee policy. If you or your child holds a fee subsidy card, your child can attend four-year-old Kindergarten for free or at a lower cost. A list of the subsidy cards that the State Government supports can be found in this application form.

Before your child can start Kindergarten – Important Information about Immunisation

Under the No Jab No Play Victorian Government Legislation, you will need to provide to the Kindergarten evidence that your child is:

- Fully immunised for their age by providing a copy of your child's **Immunisation History Statement** or
- On a vaccination catch-up program or
- Unable to be fully immunised for medical reasons.

You can print a copy of your child's Immunisation History Statement from your **myGov account**. If you have difficulty getting a copy, please call the Australian Immunisation Register on 1800 653 809 or visit a Medicare or Centrelink office. **Please Note:** Families who do not hold a Medicare card must call the Australian Immunisation Register to request an Immunisation History Statement. A Translating and Interpreting Service is available by calling 131 450, Monday to Friday from 8:30am to 4:45pm.

Priority of Access

The Victorian Government has Priority of Access guidelines to allocate Four-Year-Old Kindergarten places which all Kindergartens must follow. Kindergarten places prioritise the following children: **Note:** If the Kindergarten is full, your child's name will be placed on the list as a priority until a place becomes available.

- Children of Aboriginal and/or Torres Strait Islander origin
- Children with additional needs
- Children at risk or known to Child Protection, Child FIRST or in an Out of Home Care arrangement
- Children attending a second year of funded Kindergarten approved by the Department of Education and Training
- Children of refugee or asylum seeker status
- Children who were offered a place in 2019 and deferred until 2020

Moreland City Council's Central Enrolment Scheme has designed a points system to allocate Kindergarten places.

Priority	Points
Families who are Moreland residents and ratepayers	100
Children who are twins, triplets, quadruplets or etc.	40
Children who are attending a three-year-old kindergarten program at your first preference kindergarten	40
Children who have had a sibling attend their first preference kindergarten between the years of 2015 to 2019	10
Non-residents of Moreland with one of these links: - Parents/legal guardians who work or study in Moreland - Other children who attend school or child care in Moreland	30



Contact the Kindergarten Central Enrolment Officer for more information:

Telephone: 9240 2271

Email: centralenrolments@moreland.vic.gov.au

Website: moreland.vic.gov.au

Early Start Kindergarten

Early Start Kindergarten gives eligible children 15 hours of free or low-cost kindergarten a week. To be eligible, your child must be three years of age by April 30, 2019, is Aboriginal or Torres Strait Islander, or your family have had contact with Child Protection (or been referred by them to Child FIRST). For further information, please contact the Kindergarten Central Enrolment Officer.

Can I complete this Enrolment Application form?

- **YES**, if your child was born **between 1 January 2015 to 30 of April 2016** and is not attending a four-year-old kindergarten program at another Kindergarten or Child Care Centre.

DO NOT Complete this form:

- If your child was not born between the above dates.
- If your child is already attending a Government funded four-year-old program at a Kindergarten or Child Care Centre.

NOTE: If your child has been approved by the Department of Education and Training to attend another **funded second year of 4-year-old Kindergarten**, please contact the Kindergarten Central Enrolment Officer for further information about enrolment.

Application requirements

- Complete one form for each child you are enrolling.
- There is a non-refundable application fee of **\$22** per child. This is an administration fee and does not contribute to your Kindergarten fees. All cheques are to be made payable to **MORELAND CITY COUNCIL**.
- Applications received between **1 March** and **31 May** will be prioritised based on a points system. **During this time period**, the date you submit your application does not affect priority of preference.
- **All applications received from 1 June do not receive points. These applications are prioritised in date of received order only.**
- This application form for the Moreland Central Enrolment Scheme does not guarantee your child a Kindergarten place.
- Application forms can be submitted:
 - **Online** via our portal at moreland.vic.gov.au.
 - **In person** at **Moreland Civic Centre** or **Brunswick Citizens Service Centre** or **Glenroy Citizens Service Centre**.
 - **By Mail** to the **Children's Services Enrolment Officer** at Moreland City Council.

After you submit the Enrolment Application form

- Your application will be processed within **four weeks** of receipt. You will receive an **acknowledgement email or letter** confirming we have received your application form.
- If there are errors in your email or letter or you have not received any communication from Moreland City Council within five weeks of applying, please contact the Kindergarten Central Enrolment Officer.

When will offers take place?

Applications received:	Expect an email or letter:
Between 1 March and 31 May 2019	By the end of August. An email or letter will be sent to parent/guardian 1 on application form, offering your child a place or informing you that your child is on a waiting list.
From 1 June 2019	From September onwards. An email or letter will be sent to parent/guardian 1, on application form, offering your child a place or informing you that your child is on a waiting list.

- If you are offered a place, you have two weeks to accept and respond.
- If there are no places available at your first preference, you will be notified that your child's name will be on a waiting list and informed of which kindergartens have places available. You may choose to accept a new kindergarten offer or remain on the waiting list for your first preference.

What happens after you accept a place?

- Within four weeks of accepting a place, you will be sent an email or letter, confirming your child's place at your selected kindergarten.
- In September the Kindergarten will be notified of your child's attendance for 2020.
- The Kindergarten will contact you before the end of December with information on fees and the session times.
- If you decide your child is not ready to attend four-year-old Kindergarten in 2020, you can defer the enrolment place until 2021.
- Deferring means an enrolment place will be reserved for your child to attend the same Four-Year-Old Kindergarten in 2021. For further information, please contact the Kindergarten Central Enrolment Officer.

FOUR-YEAR-OLD KINDERGARTEN IN 2020 ENROLMENT APPLICATION FORM



Moreland City Council

CHILD'S DETAILS

Was your child born between 1 January 2015 to 30 of April 2016 Yes No (do not complete this form, contact Council for further information)

- Please attach a copy of your child's Birth Certificate, Passport, Immunisation History Statement or Immigration document to this application.
- Please write below your child's name as it appears on the child's proof of age document.

First name:			Surname:		
Date of Birth:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Country of Birth:		

KINDERGARTEN PREFERENCES

You can choose up to three Kindergarten preferences. Please number your preferences 1 to 3. Only choose Kindergartens you are prepared to accept a place at. For further information about the kindergarten's program, session times, fees or to arrange a tour, please contact them directly or visit their website.

SUBURB	KINDERGARTEN	ADDRESS AND TELEPHONE	NUMBER PREFERENCE
BRUNSWICK	North West Brunswick Kindergarten - Standard Program	34 Rose Street Brunswick T: 9386 5676	<input type="checkbox"/>
	North West Brunswick Kindergarten - Italian Immersion Program	34 Rose Street Brunswick T: 9386 5676	<input type="checkbox"/>
COBURG	Barry Beckett Children's Centre – Sessional Kindergarten	12 Connolly Avenue Coburg T: 9354 6712	<input type="checkbox"/>
	Moreland Kindergarten	Corner Moreland Road and De Carle Street Coburg T: 9386 3517	<input type="checkbox"/>
COBURG NORTH	Lake Park Kindergarten	20A Carr Street Coburg North T: 9350 1552	<input type="checkbox"/>
	Newlands Preschool	20 Murray Road Coburg North T: 9354 3293	<input type="checkbox"/>
	St. Linus Anglican Kindergarten	13 Delta Avenue Coburg North T: 9354 6276	<input type="checkbox"/>
FAWKNER	Fawkner Kindergarten	5 Lee Street Fawkner T: 9359 2480	<input type="checkbox"/>
	Lorne Street Kindergarten	Fawkner Primary School, 40 Lorne Street Fawkner T: 9359 5635	<input type="checkbox"/>
	Moomba Park Kindergarten	65 Alec Crescent Fawkner T: 9359 6204	<input type="checkbox"/>
GLENROY	Belle Vue Park Kindergarten	Belle Vue Park Primary School, Morell Street Glenroy T: 9306 4868	<input type="checkbox"/>
	Glenroy Central Kindergarten	Glenroy Central Primary School, 10 Logan Street Glenroy T: 9300 3503	<input type="checkbox"/>
	Glenroy Memorial Preschool	10 Murrell Street Glenroy T: 9306 9767	<input type="checkbox"/>
	Will Will Rook Preschool	208 Hilton Street Glenroy T: 9304 1966	<input type="checkbox"/>
	York Street Kindergarten	Glenroy West Primary School, York Street Glenroy T: 9304 3308	<input type="checkbox"/>
GOWANBRAE	Gowanbrae Children's Centre – Sessional Kindergarten	2A Marigold Crescent Gowanbrae T: 9330 4667	<input type="checkbox"/>
HADFIELD	HE Kane Memorial Kindergarten	20A Volga Street Hadfield T: 9306 8908	<input type="checkbox"/>
OAK PARK	Oak Park Kindergarten	1A Short Avenue Oak Park T: 9306 6200	<input type="checkbox"/>
PASCOE VALE	Kent Road Uniting Church Kindergarten	Corner Kent and Cornwall Roads Pascoe Vale T: 9306 7647	<input type="checkbox"/>
PASCOE VALE SOUTH	Brentwood Kindergarten	36 Brentwood Avenue Pascoe Vale South T: 9386 3547	<input type="checkbox"/>
	Doris Blackburn Preschool	20 Woodlands Avenue Pascoe Vale South T: 9386 1337	<input type="checkbox"/>
	Pascoe Vale South Uniting Church Kindergarten	35A Westgate Street Pascoe Vale South T: 9354 2627	<input type="checkbox"/>
	Turner Street Kindergarten	38 Turner Street Pascoe Vale South T: 9350 1902	<input type="checkbox"/>

Council Office Use Only: To the Citizen Services Officer, please complete this section once form has been received and payment made.

There is a \$22 non-refundable payment for each application received. Sundry Debtor RC 9073. If you have any queries, please contact the Kindergarten Central Enrolment Officer on Ext. 2273

Date: / / Receipt No: _____ CSO Initials: _____

Application form must be complete and include the following documentation:

- Birth Certificate/Passport/Immigration Document/ Immunisation History Statement
- Proof of Moreland address
- Proof of Non-Resident link to Moreland
- Application form is complete, signed and dated.

Office use only:

CSU: ACK Mail 3YO Sibling Date Offered: / / Return Date: / / Confirmed Cancelled APP NO:

Additional Information about your application:		SUPPORTING DOCUMENTATION		CHECK LIST
		Please attach copies of the following documents to support your application.		PLEASE TICK
Are you a resident or ratepayer of Moreland?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Resident or Ratepayer proof: Attach one of the following documents, dated within the past 12 months, with your name and residential address: - Rates notice - Utilities bill or bank statement - Drivers Licence - Rental lease agreement Note: A P.O. Box address or business name will not be accepted	<input type="checkbox"/>
Are you a non-resident of Moreland who works, studies or has another child attend a school, kindergarten or child care centre in Moreland?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Non-Resident proof: Please provide one of the following pieces of evidence: - If you work or study in Moreland, please provide a letter of proof from your employer or educational institution. - If you have a child who attends a school, Kindergarten or childcare centre in Moreland, please attach a fee invoice or letter from the school, Kindergarten or service provider.	<input type="checkbox"/>
Please Note: If the child care provider is not a registered business, they will need to complete a Statutory Declaration form. This form needs to include the child care provider's name, address and contact details and the name of the child that is being cared for. A PO Box number will not be accepted.				
Have you had other children attend a four-year-old kindergarten program at your first preference Kindergarten between the years of 2015 to 2019?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Please provide the following information: Child's full name: _____ Kindergarten: _____ Year attended: _____	

HOW TO SUBMIT YOUR APPLICATION

There is a non-refundable application fee of **\$22** per child payable to **MORELAND CITY COUNCIL**. This is an administration fee and does not contribute to your Kindergarten fees.

Online: Visit moreland.vic.gov.au to complete an online application form via our portal. A paper form is not required.

In person: You can take this application form, supporting documents and payment (payment methods: cash, EFTPOS or credit card) in person to one of Council's Citizen Services Centres listed below:

- Moreland Civic Centre, 90 Bell Street Coburg
- Brunswick Citizens Service Centre, 233 Sydney Road Brunswick
- Glenroy Citizen Service Centre, 796N Pascoe Vale Road Glenroy

Citizen Service Centres are open Monday to Friday 8.30 am to 5.00 pm (closed public holidays)

By mail: You can send this application form with a cheque or money order made payable to **MORELAND CITY COUNCIL**.

Address envelope to: Kindergarten Central Enrolment Officer
 Moreland City Council
 Locked Bag 10
 MORELAND VIC 3058 (**Please do not send cash in the mail**)

Please Note: To avoid a delay in the processing of the application, please ensure the form is completed, signed, supporting documentation included and payment has been made. If you are unable to submit your form and pay by either of the above methods, this may delay the processing of your child's application. Please contact the Kindergarten Central Enrolment Officer on 9240 2271 or email centralenrolments@moreland.vic.gov.au

CHECK LIST (please complete and tick)

- I have completed all details on this application form (please note incomplete forms will be returned).
- I have attached a copy of my child's proof of age document (Birth Certificate, Passport, Immigration or Immunisation document)
- I have attached a copy of the relevant documents to support my application.
- I have provided the administration fee of \$22.
- I understand that the information I have provided on this form is for the sole purpose and use of the Moreland Central Enrolment Scheme and the Kindergarten or Early Years Management organisation.
- I understand that under 'No Jab, No Play' Victorian Government Legislation, that I will need to provide the Kindergarten with evidence that my child is:
 - fully immunised for their age by providing a copy of your child's **Immunisation History Statement** or
 - on a vaccination catch-up program or
 - unable to be fully immunised for medical reasons.
- I agree to notify the Kindergarten Central Enrolment Officer of changes to my application (change of address or contact details)
- All the information provided is true and correct.

AUTHORISATION

Please Note: Council requires a signature from a parent/guardian who have completed this form. Council Officers will only discuss the application with the persons named in the form.

Name of Parent/guardian 1: _____

Signature: _____

Date: ____/____/____

Name of Parent/guardian 2: _____

Signature: _____

Date: ____/____/____

Privacy Information:

Moreland City Council collects information for enrolling your child for Four-Year-Old Kindergarten Central Enrolment. This information will only be used for administration purposes and to inform the Kindergarten or the Early Years Management organisation of your contact details. No information will be disclosed to any other party except as required by law. **Note:** Information will only be given out to the person who has completed and signed the Enrolment Application form.

2018/JAN06/DSD823
Trim Ref: D18/441040



Contact the Kindergarten Central Enrolment Officer for more information:

Telephone: 9240 2271
Email: centralenrolments@moreland.vic.gov.au
Website: moreland.vic.gov.au