



Early Childhood  
Management Services  
PO Box 182  
Northcote Vic 3070  
Ph: 8481 1100

## BACCHUS MARSH KINDERGARTEN

### ENROLMENT APPLICATION

**3 YEAR OLD – 2012**



Bacchus Marsh Preschool  
PO Box 719  
Bacchus Marsh Vic 3340  
Ph: 5367 7081

#### Eligibility

- Children are eligible to enrol in the year prior to the year they wish to attend
- Children are eligible to attend 3 year old kindergarten if they turn 3 years of age by 30<sup>th</sup> April in the year of attendance
- If your child turns 3 between **February 1<sup>st</sup> and April 30<sup>th</sup>** in the year of attendance they **will be** allocated a place but **will not** be able to attend until they turn **3**.
- Parents accepting a position for a child who has not yet turned **3** will need to **pay the full term fees to secure the place**.

#### Procedures

- The central enrolment system is being managed by ECMS
- Enrolments will open on **1<sup>st</sup> Monday in March** in the year prior to when the child attends
- A full copy of the central enrolments policy is available at each kindergarten centre
- Places will be allocated as per the allocation procedure. When you apply, a corresponding application number is allocated to you to indicate the date of application
- Forms received prior to **7<sup>th</sup> March** will be returned to sender
- You will receive confirmation of your application within 30 days
- In September of each year an enrolment confirmation letter will be sent out confirming your child's enrolment and session times
- All applicants who have been unsuccessful will be informed and placed on a waiting list and notified

#### Steps

- Complete the attached enrolment application form.
- Enclose a copy of Birth Certificate or suitable evidence of child's date of birth (a certified copy is not required)

Return your application to:-

**Administration Office, Bacchus Marsh  
PO Box 719  
Bacchus Marsh Vic 3340**

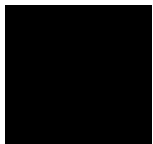
#### Vacancies

- Where vacancies exist/arise during the year and there are no eligible children on the waiting list, children who turn **three (3) after 30<sup>th</sup> April** may be offered a position. **NB: These children will not be eligible for four (4) year old kindergarten the following year.**

Enrolment application forms can be collected from both Young Street & Darley Kindergartens or downloaded on website  
[www.ecms.org.au](http://www.ecms.org.au)  
after 7<sup>th</sup> March

**Entry into 3 year old kindergarten does not guarantee a place in the 4 year old kindergarten program.**

**Please phone Bacchus Marsh Administration Officer for any further enquiries on 5367 7081**



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Application no: \_\_\_\_\_  
Date rec: \_\_\_\_/\_\_\_\_/\_\_\_\_

Child's family name: \_\_\_\_\_

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

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Male  Female  (Proof of child's D.O.B.)

Parents/guardians names: \_\_\_\_\_

Home phone number: \_\_\_\_\_ Business: \_\_\_\_\_

Mobile number: \_\_\_\_\_ Email: \_\_\_\_\_

Language spoken at home: \_\_\_\_\_

Is the child of Aboriginal and / or Torres Strait Islander descent?  Yes  No

Does your child have any special needs / allergies / other medical condition?  Yes  No  
Please give details: \_\_\_\_\_

**Please select in order of preference your choice of preschool**

**Young Street**

**Darley**

*If your child will require additional support please contact the Early Years Coordinator on **8481 1100** to discuss your child's needs.*

Please notify Bacchus Marsh administration officer of any changes to your address, preferences or other relevant information on **5367 7081**

Print name of parent/guardian: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_