



early childhood
management services
making a positive difference
PO Box 182, Northcote 3070

ECMS THREE (3) YEAR OLD KINDERGARTEN ENROLMENT APPLICATION - BRIMBANK

Eligibility

- Parents may apply for enrolment on or after their child's second (**2nd**) birthday.
- Children are eligible to attend three year old kindergarten if they turn three years of age by **30th April** in the year of attendance.
- If your child turns 3 between **February 1st and April 30th** 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

- All applications will be date stamped and entered into the system in *date* order.
- Forms received prior to your child turning 2 will be returned to sender for re-posting.
- You will receive confirmation of your application within 14 days.
- Places will be allocated on the basis of date of application. When you apply, a corresponding application number is allocated to you to indicate the date of application.
- All applicants who have been unsuccessful will be informed and placed on a waiting list and notified.
- Detailed list of Brimbank City Council Kindergartens (**see over**)

Deferrals

- If a parent defers once their child has started then they will receive an automatic reserve place the following year.
- Parents who are offered a place for their child and defer prior to attendance will be added to the reserve places for the following year.
- Parents wanting to delay their child's attendance until the following year need to enrol for that year as per usual process.

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).
- A non-refundable **\$15.00** registration fee in the form of a **cheque or money order** (made payable to **ECMS**) or **Credit Card** is required to place a child on the enrolment list

Return your application to:-

**The Enrolment Officer
ECMS
P.O. Box 182
NORTHCOTE VIC 3070**

Fax: 9445 0346 email: ecms@ecms.org.au

Vacancies

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

4 year old enrolments to Brimbank City Council Kindergarten's are managed by the Brimbank City Council. Enrolment forms must be completed and submitted to the Brimbank City Council. Enrolment forms can be obtained from the Kindergarten, or downloaded from the council website. www.brimbank.vic.gov.au

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

Please phone Early Childhood Management Services (ECMS) on 8481 1100 for further queries.



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**ECMS operates 3 year old central enrolments
for the following Northern Brimbank Kindergartens**

NAME OF KINDERGARTEN	ADDRESS	PHONE
BARBARY CRESCENT	Barbary Crescent TAYLORS LAKES 3038	9449 4355
COPPERFIELD	Copperfield Drive DELAHEY 3037	9307 7805
KEALBA	24 McShane Drive KEALBA 3021	9366 6233
KEILOR	Cnr Kennedy Street KEILOR 3036	9336 4010
KEILOR DOWNS	Antwerp Drive KEILOR DOWNS 3038	9366 1945
KEILOR GATEHOUSE	Parramatta Road KEILOR 3036	9336 3270
KEILOR PARK	Cnr Spence Street & Thea Court KEILOR PARK 3042	9336 3758
KEILOR VILLAGE	Cnr Kennedy St & Old Calder Hwy KEILOR 3036	9336 4010
KINGS PARK	24 Maplewood Road ST ALBANS 3021	9366 6692
MONMIA	Copernicus Way KEILOR DOWNS 3038	9367 2460
OVERTON LEA	Community Hub SYDENHAM 3037	9390 7562
REMUS WAY	Cnr Remus Way & Fastnet Drive TAYLORS LAKES 3038	9390 8542
ST ALBANS EAST	Cnr Harmon & Station Avenues ST ALBANS 3021	9366 4830
ST ALBANS NORTH	42 Fox Street ST ALBANS 3021	9367 1826
ST ALBANS WEST	Cnr Andrew & Stevens Roads ST ALBANS 3021	9367 1316
SYDENHAM	Community Hub SYDENHAM 3037	9390 3271
TAYLORS LAKES	Cocoparra Crescent TAYLORS LAKES 3038	9390 3589

Please note:

Enrollments for 4 year old kindergarten please contact Brimbank City Council. Enrolment forms can be obtained from the kindergarten, from the council's website or from Brimbank City Council offices.
www.brimbank.vic.gov.au



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Year requested for attendance: _____

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: _____ 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 conditions? Yes No

Please give details _____

Please list in order of preference only the kindergartens that you are prepared to accept a place.

1) _____

2) _____

3) _____

*Please notify Early Childhood Management Services (ECMS) at the **ECMS Office** of any changes to your address, preferences or other relevant information on **8481 1100**.*

Print name of parent/guardian: _____

Signature of parent/guardian: _____

Payment of Administration fees.

Payment can be made by either:- Cheque No. _____ Bank _____

Money order No. _____

Or

Credit card details :-

Expiry Date ___/___/___ Card holders signature: _____