



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



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

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.

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 for the Brookside Kindergarten are managed by the Melton City Council. Enrolment forms must be completed and submitted to the Melton City Council. Enrolment forms can be obtained from the Kindergarten, or downloaded from the council website.
www.moreland.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 1117 for further queries.



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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 notify Early Childhood Management Services (ECMS) at the **ECMS Office** of any changes to your address, preferences or other relevant information on **8481 1117**.*

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: _____