



## EPPING PRESCHOOL ENROLMENT APPLICATION



Epping Preschool  
849 High Street  
Epping Vic 3076  
Ph: 9404 1206

### 3 YEAR OLD

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

#### Eligibility

- Children may apply for enrolment on or after their second (2<sup>nd</sup>) birthday.
- Children are eligible to attend three year old kindergarten if they turn three 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

- 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.
- Children who are offered a place 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 registration fee in the form of a cheque, money order (**only**) made payable to ECMS or Credit Card details are required to place a child on the enrolment list.

Return your application to:-

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

#### 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.**

4 year old enrolments to Epping Preschool are handled by the City of Whittlesea. Enrolment forms must be completed and submitted to the City of Whittlesea. Enrolment forms can be obtained from the Kindergarten, or downloaded from the council website.

[www.whittlesea.vic.gov.au](http://www.whittlesea.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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**EPPING PRESCHOOL  
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3 YEAR OLD**

**Please return this form to  
ECMS Enrolment officer  
PO Box 182  
Northcote Vic 3070**



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

Year requested for attendance: \_\_\_\_\_

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 notify ECMS of any changes to your address or other relevant information on **Ph: 8481 1100 Fax: 9445 0346 or email: [ecms@ecms.org.au](mailto:ecms@ecms.org.au)**

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. \_\_\_\_\_

Credit card details :-

Expiry date \_\_\_\_/\_\_\_\_/\_\_\_\_

Card holders signature: \_\_\_\_\_