



Glover Street Preschool

ENROLMENT APPLICATION



Glover Street Preschool
11 Glover Street
Bentleigh East Vic 3165
Ph: 9570 5200

3 YEAR OLD

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

Eligibility

- Parents may apply for enrolment on or after their child's second (2nd) birthday.
- Children are eligible to attend 3 year old kindergarten if they turn 3 by the **31st January** in the year of attendance.
- Children turning 3 between **1st February** and **30th April** in the year of attendance may still be offered a place if there are vacancies but will not be able to attend until they turn 3.
- If parents are offered 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 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 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 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 Glover Street are managed by the Glen Eira City council. Enrolment forms must be completed and submitted to the Glen Eira council. Enrolment forms can be obtained from the Kindergarten, or downloaded from the council website.

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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**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 1117**
Fax: 9445 0346 or email: 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: _____