



Early Childhood  
Management Services  
PO Box 182  
Northcote Vic 3070

## MCKINNON KINDERGARTEN

### ENROLMENT APPLICATION

**3 YEAR OLD**



McKinnon Kindergarten  
PO Box 4028  
McKinnon Vic 3204  
Ph: 9578 5964

#### Eligibility

- Applicants need to have turned 3 by January 26<sup>th</sup> in the year in which they are attending.
- Preference will be given to applicants who reside within the kindergarten zone, bordered by Tucker Rd, North Rd, Thomas St and Centre Rd.
- If a place is offered, families will be asked to provide a document with their acceptance as proof that their permanent dwelling is within the McKinnon Kindergarten 3-year-old zone (eg: Rates notice or gas bill).

#### Procedures

- Applications are accepted from March 1 to 4.00pm April 30 in the year prior to admission.
- Applications received after 4.00pm on April 30 will not be considered.
- Forms can be collected from the entry porch of the kindergarten or from ECMS.
- If there are more applications than places, then the names of applicants living in the zone are drawn in a ballot in early May.
- Families are then notified of the result of the ballot by the end of May and provided with a Letter of Offer in August.
- If there are vacancies after all those who fulfil the criteria have been allocated a place, places may be offered to children who reside outside the zone. Families will be notified of their position in the ballot soon after.
- All applicants who have been unsuccessful will be informed and placed on a waiting list and notified.

#### Steps

- Complete the attached enrolment application form.
- Multiple births use separate forms for each child.
- 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**

*4 year old enrolments to McKinnon Kindergarten are handled by the City of Glen Eira. Enrolment forms must be completed and submitted to the City of Glen Eira. Enrolment forms can be obtained from the Kindergarten, or downloaded from the council website.*  
[www.gleneira.vic.gov.au](http://www.gleneira.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**



# MCKINNON KINDERGARTEN ENROLMENT APPLICATION 3 YEAR OLD



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

**Please return your form to:**  
**ECMS Enrolment Officer**  
**PO Box 192**  
**Northcote Vic 3070**

McKinnon Kindergarten  
PO Box 4028  
McKinnon Vic 3204  
Ph: 9578 5964

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: \_\_\_\_\_  
\_\_\_\_\_

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. \_\_\_\_\_

Or

Credit card details :-

Expiry Date \_\_\_/\_\_\_/\_\_\_ Card holders signature: \_\_\_\_\_