

# Early Childhood Management Services

## 3 year old Kindergarten and 3+ Activity Program Application Information - Wyndham Region - 2017

ECMS offer early years programs in many locations across Melbourne (see attached list). To find out more about these programs, go to [www.ecms.org.au/kindergarten-programs-melbourne](http://www.ecms.org.au/kindergarten-programs-melbourne)

### Your child is eligible to attend an ECMS 3 year old kindergarten program if:

- they are 3 or will turn 3 years of age on or before 30<sup>th</sup> April in the year they start attending\* AND
- they are fully vaccinated for their age (see No Jab No Play below for more info)
- If your child turns 3 after the 30<sup>th</sup> April, you may apply, however you will be placed on our waiting list. Once your child has turned three, and a position becomes vacant, we will contact you accordingly.

\*Please note that if your child turns 3 between the start of term and the 30<sup>th</sup> April, you can accept a place but will not be able to attend until they turn 3. To accept and hold a place until your child turns 3 you will need to pay the full term fees.

### No Jab, No Play

The Victorian Government has amended the Public Health and Wellbeing Act 2008. The Public Health Amendment (No Jab No Play) Act 2015 means that Early Childhood Education and care services cannot enrol a child, unless the parent/guardian has provided documentation that shows the child is fully vaccinated for their age, or is on a recognised catch-up schedule if their child has fallen behind with their vaccinations, or has a medical reason not to be vaccinated.

You will be required to provide your child's Immunisation History that indicates status of current immunisations and the due date of their next immunisation.

### How do I apply?

Application forms are available through

- ECMS website [www.ecms.org.au](http://www.ecms.org.au)
- Participating kindergartens
- Enrolment Officer - Western Region (03) 8754 4999

Applications will be accepted from the first Monday in March for programs running the following year. All applications will be date stamped and entered into the system in date order. Applications received before the first Monday in March will be returned.

Confirmation of receipt of your application will be sent via email.

To apply:

1. Complete the enrolment application form. Use separate forms for multiple children (e.g. twins).
2. Return documents via email or post to address listed on application form

## Will my child get a place?

You will be notified of the outcome of your application in a Letter of Offer in August. Places will be allocated in the order in which applications are received. However, please note that ECMS has a policy of prioritising children at risk, children with additional needs and Aboriginal and/or Torres Strait Island children.

Unsuccessful applicants will also be notified and placed on a waiting list. If you would like to be removed from a waiting list, please let us know.

If you are applying after commencement of the kindergarten year, your application will be processed as and when it is received.

## Accepting, deferring or declining your offer

Once you receive your Letter of Offer you need to return the Confirmation Form to accept or decline the offered place. This should be returned within 2 weeks of receiving the offer.

Although we will endeavour to place families in their 1<sup>st</sup> preference unfortunately not all families will be able to be accommodated and therefore will be placed in their 2<sup>nd</sup> or 3<sup>rd</sup> preference.

## 4 Year Old Kindergarten

Entry into a 3 year old kindergarten does not guarantee a place in the 4 year old program at the same kindergarten. 4 year old enrolments should be made directly to your local government. For more information visit your local council website or the kindergarten page of the ECMS website [www.ecms.org.au/all-ecms-kindergartens](http://www.ecms.org.au/all-ecms-kindergartens)

### Overview

1. Application opens first Monday in March the year before your child will attend
2. Return completed application form to ECMS office hub as indicated on your application form
3. Letters of Offer posted to families in August in the year prior to enrolment
4. Return the Confirm Form to accept or decline offer.

# 3 year old Early Learning Program Application Form Wyndham Region – for 2017

Please complete all sections on both pages of this form. Otherwise we will be unable to process your application and it will be returned.

## Child's details

First name \_\_\_\_\_ Family Name \_\_\_\_\_

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_  Female  Male

## Parent's/Guardians details

Parent/guardian first name \_\_\_\_\_ Family name \_\_\_\_\_

Relationship to child \_\_\_\_\_ Language spoken at home \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

Proof of child's date of birth attached (copy of birth certificate or passport)

Is the child of Aboriginal/or Torres Strait Islander descent?  Yes  No

## Additional Needs/Medical Conditions

Are you concerned about any aspects of your child's development? i.e. speech / hearing / fine motor skills / social or emotional development?

Yes  No please specify \_\_\_\_\_

Does your child have:  Anaphylaxis  Asthma  Allergies  Epilepsy  Diabetes

Other please specify \_\_\_\_\_

## Immunisation

Are your child's immunisations up to date?  Yes  No

You will be required to provide an Immunisation History Statement when you enrol your child later in the year. For more information visit [www2.health.vic.gov.au/public-health/immunisation/vaccination-children-adolescents/no-jab-no-play](http://www2.health.vic.gov.au/public-health/immunisation/vaccination-children-adolescents/no-jab-no-play)

Office Use Only					
Date rec:	ECMS #	Notes	Wait List		

Year of attendance: 2017

## Placement preferences

Please refer to attached list of relevant early year programs and list, in order, your preferred location using the centre's full names as per the attached list.

1<sup>st</sup> preference \_\_\_\_\_ Session \_\_\_\_\_

2<sup>nd</sup> preference \_\_\_\_\_ Session \_\_\_\_\_

3<sup>rd</sup> preference \_\_\_\_\_ Session \_\_\_\_\_

## Declaration and consent

I \_\_\_\_\_ (print full name), a person with lawful authority of the child referred to in this application form, declare that the information provided in this application form is true and correct. I declare that I have read and understood the application procedures of ECMS and understand that in lodging this application, an offer of enrolment is not guaranteed.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Paperless communication

All correspondence from ECMS to be sent via email, to the address provided below (including invoices/statements for fees, newsletters and other notices) unless specifically request to be sent post.

Please send all email correspondence to:

\_\_\_\_\_

If post is required please tick box.

## Submitting your application

Please print off this form, sign and date and then return with a copy of proof of date of the child's birth date to ECMS via:

- Email : [threeplus@ecms.org.au](mailto:threeplus@ecms.org.au) or
- Post: 37 Ballan Road, WERRIBEE VIC 3030

Wyndham Region	Address	Fee for 2017	Enrolment contact
<p>Alamanda Kindergarten – 3 year old program</p> <p>Session times:</p> <ul style="list-style-type: none"> <li>• Wednesday 2pm to 5pm</li> <li>• Thursday 8am to 11am</li> <li>• Friday 8:45am to 11:45am</li> <li>• Friday 1pm to 4pm</li> </ul>	<p>21 Prudence Parade, Point Cook</p>	<p>Per Term \$315</p> <p>Per Year \$1,260</p>	<p>(03) 8754 4999</p>
<p>Tarneit Central Kindergarten – 3 year old program</p> <p>Session times:</p> <ul style="list-style-type: none"> <li>• Wednesday 8:15am to 11:15am</li> <li>• Friday: 2pm to 5pm</li> </ul>	<p>21 Brinbrook Parade Tarneit</p>	<p>Per Term \$315</p> <p>Per Year \$1,260</p>	<p>(03) 8754 4999</p>
<p>Featherbrook 3+ Activity Program</p> <p>Session Times:</p> <ul style="list-style-type: none"> <li>• Monday: 9am to 12pm</li> <li>• Monday: 1pm to 4pm</li> <li>• Thursday: 9am to 12pm</li> <li>• Thursday: 1pm to 4pm</li> </ul>	<p>33 Windorah Drive Point Cook</p>	<p>Per Term \$220</p> <p>Per Year \$880</p>	<p>(03) 8754 4999</p>
<p>Wyndham Vale 3+ Activity Program</p> <p>Session Times:</p> <ul style="list-style-type: none"> <li>• Tuesday: 9am to 12pm</li> <li>• Tuesday: 1pm to 4pm</li> </ul>	<p>86 Manor Lakes Wyndham Vale</p>	<p>Per Term \$220</p> <p>Per Year \$880</p>	<p>(03) 8754 4999</p>
<p>Arndell Park 3+ Activity Program</p> <p>Session Times:</p> <ul style="list-style-type: none"> <li>• Wednesday: 9am to 12pm</li> <li>• Wednesday: 1pm to 4pm</li> </ul>	<p>29 Federation Boulevard Truganina</p>	<p>Per Term \$220</p> <p>Per Year \$880</p>	<p>(03) 8754 4999</p>
<p>Tarneit 3+ Activity Program</p> <p>Session Times:</p> <ul style="list-style-type: none"> <li>• Friday: 9am to 12pm</li> <li>• Friday: 1pm to 4pm</li> </ul>	<p>150 Sunset Views Blvrd Tarneit</p>	<p>Per Term \$220</p> <p>Per Year \$880</p>	<p>(03) 8754 4999</p>