

# Early Childhood Management Services

## 3-year-old Kindergarten Application Information

### Alfred Street Early Learning Centre

33 Alfred Street, Noble Park 3174

#### 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

- St Anthony's Primary School Office
- ECMS Enrolment Officer – email: [enrolments@ecms.org.au](mailto:enrolments@ecms.org.au) ph: (03) 8481 1117
- ECMS website [www.ecms.org.au](http://www.ecms.org.au)

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 from September in the year prior to attendance.

Please note that ECMS has a policy of prioritising children at risk, children with additional needs and Aboriginal and/or Torres Strait Islander 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.

## Accepting, deferring or declining your offer

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

## 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.

To apply for 4-year-old kindergarten you must submit a 4-year-old Kindergarten Enrolment Application Form.

## Primary School

Entry into a 3-year-old kindergarten does not guarantee a place in the St Anthony's Primary School.

To apply for St Anthony's Primary School, you must submit the Primary School Enrolment Application Form.

### Overview

1. Application opens first Monday in March the year before your child will attend
2. Return completed application form to ECMS via email or post
3. Letters of Offer will be emailed and sent in the post to families from September in the year prior to attendance
4. Return the Confirmation Form to accept / decline or defer offer

# 3-year-old Kindergarten Application Form

## Alfred Street Early Learning Centre

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 and/or Torres Strait Islander descent?  Yes  No

### Additional needs/Medical Conditions

Are you concerned about any aspects of your child's development? ie. 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		
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## Year of attendance

Please indicate year requested for attendance:

Year \_\_\_\_\_

## Declaration and consent

I \_\_\_\_\_ (print full name), a person with lawful authority of the child referred to in this enrolment form, declare that the information provided in this enrolment form is true and correct. I declare that I have read and understood the enrolment 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 : [enrolments@ecms.org.au](mailto:enrolments@ecms.org.au) or
- Post: PO Box 182, NORTHCOTE, Vic 3070