

Early Childhood Management Services

3 year old Kindergarten Application Information

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

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 30th 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 30th 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 30th 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
- Participating kindergartens
- Enrolment Officer – email: enrolments@ecms.org.au ph: (03) 8481 1117

You may apply for enrolment on or after your child's second (2nd) birthday. Children are eligible to attend three year old kindergarten if they turn three years of age by 30th April in the year of attendance.

All applications will be date stamped and entered into the system in **order of the smallest number of days between the child's second birthday and the date in which the enrolment application is received i.e. closest to child's 2nd birthday**. To receive maximum priority, enrolment should be made as soon as possible after the child has turned two.

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 May. 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.

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.

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

4 Year Old Kindergarten

If you are successful in obtaining a confirmed Three (3) Year Old kindergarten placement you will be given priority to a Four (4) Year Old kindergarten placement in the following year.

For this to occur, you must submit a Four (4) Year Old Kindergarten Application form.

Overview

1. You may apply for enrolment on or after your child's second (2nd) birthday
2. Return completed application form to ECMS via email or post
3. Letters of Offer posted to families around May in the year prior to attendance
4. Return the Confirmation Form to accept / decline or defer offer

3 year old Kindergarten Application Form

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? 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

Office Use Only					
Date rec:	ECMS #	Notes	Wait List		

Year of attendance

Please indicate year requested for attendance:

Year _____

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.

1st preference _____

2nd preference _____

3rd preference _____

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 enrolment procedures of ECMS and understand that in lodging this application, an offer of enrolment is not guaranteed.

Signature _____ Date _____

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 or
- Post: PO Box 182, NORTHCOTE, Vic 3070

ECMS 3 year old Kindergarten programs List - Local Government Area

Kindergarten	Address	Phone
Manningham		
Doncaster Park Kindergarten	18 Studley Street, Doncaster, 3108	9857 6774
Lower Templestowe Preschool	107 Swanston Street, Lower Templestowe, 3107	9850 6142
Templestowe Valley Preschool	3 Birchwood Avenue, Lower Templestowe, 3107	9850 8424
Yarra Valley Preschool	34 Hakea Street, Templestowe, 3106	9846 1836