



# 4 Year Old Kindergarten Information Booklet and 2018 Application Form



Ph: 131 450





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# KINDERGARTEN APPLICATION TIMELINE

## Dates to refer to throughout the year

### 22 MARCH 2017

Applications open

### APRIL TO JULY 2017

Melton City Council receives Kindergarten applications either via post, in person or online.

### 21 JULY 2017

Applications close for first round offers.  
(Please note applications that are not received by this date will be included in the second and subsequent round of offers)

### WEEK COMMENCING 1 AUGUST 2017

First round offer letters posted out to families.  
(Please allow time for letters to arrive in the post).

### WEEK COMMENCING 28 AUGUST 2017

Applications close for inclusion in second round offers for Kindergarten places.



### WEEK COMMENCING 4 SEPTEMBER 2017

Second round offer letters posted out to families.  
(Please allow time for letters to arrive in the post).

### WEEK COMMENCING 2 OCTOBER 2017

Kindergarten providers receive enrolment details of all accepted places. Weekly offers will commence.

### FROM OCTOBER 2017 ONWARDS

Families will receive information from their accepted Kindergarten regarding commencement procedures, including session times, days and fee information. This information is provided directly from the Kindergarten not Council.

**If you require any further information or require assistance please contact the Kindergarten Enrolment Officer on 9747 7200**

## INTRODUCTION

Please read this information booklet in line with councils four year old Kindergarten Central Enrolment Policy located on Councils website.

Melton City Council has a licence agreement with BPA Children's Services, ECMS, TRY Australia, Kororoit Creek Primary School, Creekside k-9 College and Springside Prep -9 College to manage the operations of Kindergartens from council owned facilities.

Council works closely with these providers to ensure programs are of a high quality and meet the needs of the community.

Melton City Council supports the access and participation of all children in a 4 year old Kindergarten program in the year prior to school entry.

Kindergarten aims to advance each child's learning and to optimise the development of key skills. Kindergarten programs are designed to:

- ▶ Engage each child as an effective learner
- ▶ Promote communication, learning and thinking
- ▶ Build positive relationships
- ▶ Enhance identity

Participation in a Kindergarten program gives parents and families the opportunity to be a part of a community focused on children's wellbeing. The Kindergarten program also provides a place for parents to get to know other families and to share their experiences and information with early childhood professionals.

## CENTRALISED ENROLMENT SCHEME

Melton City Council manages a central enrolment process for 20 centres within the municipality, in order to facilitate the placement of children into funded Kindergarten programs in the year prior to attending primary school.

The Melton City Council central enrolment scheme manages the application process, which includes a conditional offer for a Kindergarten placement. The Kindergarten provider manages the enrolment process, which includes satisfying any requirements under law to confirm the enrolment, such as a complete enrolment form, immunisation status, etc. The Melton City Council Central Enrolment Scheme does not include funded Kindergarten provided in long day care centres.

## KINDERGARTEN

In Victoria, children attend funded 4 year old Kindergarten the year prior to starting primary school.

The Victorian State Government provides funding for each eligible child attending a 4 year old Kindergarten program. Please note that children cannot attend more than one funded Kindergarten program. If children require a second year of funded 4 year old Kindergarten they need to meet the criteria set by Department of Education and Training (DET).

Kindergarten places managed through the Kindergarten Central Enrolment Scheme are for sessional Kindergarten programs provided in Council owned buildings and community managed Kindergartens.

If sessional Kindergarten hours don't meet the needs of your family a funded Kindergarten program in a Long Day Care Centre may better meet your needs.



Funded Kindergarten places are provided in many Long Day Care centres and in some private schools. Centres not listed in this booklet are not part of Council's Kindergarten Central Enrolment Scheme and should be contacted directly for enquiries.

Please check Council's website for a list of Long Day Care centres offering 4 year old Kindergarten programs and their contact details.

## IS MY CHILD ELIGIBLE FOR 4 YEAR OLD KINDERGARTEN THIS YEAR?

As per DET funding criteria, the following children are eligible to attend 4 year old Kindergarten.

- ▶ Children who turn 4 years old on or before the 30 April in the year they will be attending Kindergarten.
- ▶ Children who have received funding for a second year of 4 year old Kindergarten.
- ▶ Children who were eligible to attend the 4 year old Kindergarten program in the previous year, but deferred or withdrew from the 4 year old program on or before the last day of Term 1.
- ▶ Children who are turning 6 years of age in their year of Kindergarten who have been granted an exemption from school entry age requirements by their regional DET office.

- ▶ Please note children do not need to be toilet trained to attend Kindergarten.

For more information visit the Department of Education and Training website [education.vic.gov.au](http://education.vic.gov.au)

## NO JAB NO PLAY

Under the 'No Jab, No Play' legislation, before **enrolling** a child, early childhood services (Kindergartens) must first obtain evidence that the child is:

- ▶ fully immunised for their age **OR**
- ▶ on a vaccination catch-up program **OR**
- ▶ unable to be fully immunised for medical reasons.

'Conscientious objection' is not an exemption under the 'No Jab No Play' legislation.

You will be required to provide your selected Kindergarten with a copy of your child's immunisation status to confirm enrolment.

Under the 'No Jab, No Play' legislation, children are required to be fully vaccinated for their age.

For further information please visit: [www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/frequently-asked-questions](http://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/frequently-asked-questions)



## A SECOND YEAR OF FUNDED KINDERGARTEN

DET provides funding to support children to access a Kindergarten program in the year before they start school.

During the Kindergarten year, the early childhood teacher and the child's parent will work together to plan for the child's transition to school. This will involve open and honest communication about the child's learning and development and strategies to facilitate a smooth transition.

Where a child is observed to display delays in key outcome areas of learning and development, the possibility of a second year of funded Kindergarten may be considered. However, a second year should only be considered if Kindergarten will be the most appropriate environment to address the child's delays in development, that is the child will achieve better outcomes at Kindergarten than if they go to school. Children can develop at different rates and some children may develop at a slower rate than others.

From the time of enrolment, regular communication between the parent and the early childhood teacher in relation to a child's learning and development is important. If a parent and/or early childhood teacher observes that a child's learning and development is not progressing at a rate similar to their peers, strategies can be planned and implemented to support the child's learning and development in those specific areas.

When considering whether a second year of funded Kindergarten will benefit a child, the early childhood teacher and parent must ensure that the child meets the eligibility criteria for a second year.

## ELIGIBILITY CRITERIA

The early childhood teacher can deem a child is eligible to receive a second year of funded Kindergarten if:

- ▶ The child is observed as having delays in at least two outcome areas of learning and development detailed in the Victorian Early Years and Development Framework and
- ▶ There is evidence to suggest that the child will achieve better outcomes if he/she attends a second year of Kindergarten to strengthen the learning and development of skills in these areas and better facilitate transition to school the following year.

Children who have been granted early entry to Kindergarten (ie children who are less than four years of age by 30 April in the year they attend a funded Kindergarten program) are not eligible to apply for a second year of funded Kindergarten.

## DETERMINING ELIGIBILITY FOR A SECOND YEAR OF FUNDED KINDERGARTEN

The early childhood teacher is responsible for determining a child's eligibility to receive a second year of funded Kindergarten. Once an assessment of the child is undertaken and a Declaration of Eligibility for a second year of funded Kindergarten is completed and sent to the appropriate Departmental regional office, the child is eligible to attend a second year of funded Kindergarten.

It is important that teachers ensure the plans and forms are completed accurately as they will be subject to annual audit processes undertaken by the Department.



## WHAT WILL MY CHILD GAIN FROM ATTENDING 4 YEAR OLD KINDERGARTEN?

Children learn more in their first 5 years of life than at any other time. Kindergarten provides children with an environment that encourages and supports their development. Kindergarten gives your child the opportunity to explore the world and gives them a solid foundation to learn the skills that are required for Primary School.

Kindergarten provides opportunities to:

- ▶ Develop communication and literacy skills
- ▶ Develop independence and responsibilities to gain confidence and a feeling of self worth
- ▶ Learn social skills such as listening and respecting other people's ideas
- ▶ Build self awareness and respect for others
- ▶ Learn to be creative
- ▶ Experience maths, social studies and science
- ▶ Use technology
- ▶ Discover the joy of learning
- ▶ Make new friends

Children learn these skills through play-based curriculum where they are able to make choices and share in decision making.

Children are provided with the opportunity to develop caring relationships with adults as well as friendships with other children. The best outcomes for children are achieved when Kindergarten staff and parents work in close partnership.

## NATIONAL QUALITY FRAMEWORK

A Regulatory Authority in each state and territory will be primarily responsible for administering the National Quality Framework.

**The Australian Children's Education and Care Quality Authority** – will oversee the National Quality Framework and ensure the consistent and effective implementation of the new system.

### National Quality Standard

The National Quality Standard sets a national benchmark for the quality of education and care services.

The National Quality Standard is divided into seven Quality Areas:

- ▶ Educational program and practice
- ▶ Children's health and safety
- ▶ Physical environment
- ▶ Staffing arrangements
- ▶ Relationships with children
- ▶ Collaborative partnerships with families and communities
- ▶ Leadership and service management



### **The National Quality Standard aims to promote:**

- ▶ The safety, health and wellbeing of children
- ▶ A focus on achieving outcomes for children through high-quality educational programs
- ▶ Families' understanding of what distinguishes a quality service.

### **National Quality Rating and Assessment Process**

Approved Services will be assessed and rated against each of the seven Quality Areas of the National Quality Standard and the National Regulations. They will also be given an overall rating. The rating and assessment process aims to drive continuous quality improvement at services and provide families with better information for making choices about their children's education and care. Early childhood experts and professionals maintain that quality is critical when it comes to early childhood education and care.

Please refer to website for further information: [acecqa.gov.au/national-quality-framework/assessments-and-ratings](http://acecqa.gov.au/national-quality-framework/assessments-and-ratings)

### **EARLY START KINDERGARTEN**

Early Start Kindergarten (ESK) was introduced in response to research showing that two years of quality education and care prepares children for success at school and leads to positive impacts later in life.

ESK provides a free or low cost Kindergarten for:

- ▶ All three year old Aboriginal and Torres Strait Islander children.
- ▶ Three year old children known to Child Protection of referred from Child Protection to Child First.

Children must be aged at least three years by 30 April in the year they enrol to be eligible for a place.

For more information about ESK visit: [education.vic.gov.au/Kindergarten/earlystart](http://education.vic.gov.au/Kindergarten/earlystart)

# 2018 KINDERGARTEN DETAILS

KINDERGARTEN	PROVIDER	ADDRESS	PHONE
Arnolds Creek Kindergarten	ECMS	19 Claret Ash Boulevard, Melton West 3337	9746 8317
Bellevue Hill Kindergarten	TRY	14 Royal Crescent, Hillside 3037	9390 4701
Black Dog Drive Kindergarten (Brookfield Children's Services Centre)	BPA	14-16 Black Dog Drive, Brookfield 3338	9971 5093
Bridge Road Kindergarten	ECMS	206-266 Bridge Road, Melton South 3338	8732 9385
Botanica Springs Kindergarten	BPA	249 Clarkes Road, Brookfield West 3338	9747 5272
Brookside Kindergarten	ECMS	17-20 Federation Way, Caroline Springs 3023	9361 2456
Burnside Kindergarten	TRY	23 Lexington Dive Burnside 3023	9363 0244
Cambrian Kindergarten	ECMS	58-66 Cambrian Way, Melton West 3337	9743 8212
Creekside Kindergarten	School	3-37 The Crossing, Caroline Springs	8363 6400
Diggers Rest Kindergarten	TRY	48-66 Plumpton Road, Diggers Rest 3427	9740 1337
Kingsway Kindergarten	TRY	1 Kingsway, Melton 3337	9743 2691
Kororoit Creek Kindergarten	School	130 Tenterfield Drive, Burnside Heights 3023	8358 0600
Melton Uniting Kindergarten		15-19 Yullie Street, Melton 3337	9743 4144
Melton Central Kindergarten	ECMS	237-239 Station Road, Melton 3337	9743 3764
Melton West Kindergarten	TRY	2 West Melton Drive, Melton West 3337	9743 5914
Mt. Carberry Kindergarten	TRY	31-41 Exford Road, Melton South 3338	9743 5755
Parkwood Green Kindergarten	TRY	88-94 Catherine Drive, Hillside 3037	8361 6506
Rockbank Kindergarten	TRY	26 Old Leakes Road, Rockbank 3335	9747 1410
Springside Kindergarten	School	22-50 Becca Way, Caroline Springs 3023	9449 6400
Taylors Hill Kindergarten	BPA	58-60 Jacaranda Drive, Taylors Hill 3037	9307 8722



## LOGGING YOUR APPLICATION FORM

Parents or guardians are required to complete one Kindergarten Application Form per child.

Lodge your completed application form including all supporting documents and the **\$27** application fee –

### Online:

Applications can be submitted online at:  
[melton.vic.gov.au/Kindergartens](http://melton.vic.gov.au/Kindergartens)

### Or by mail:

Kindergarten Enrolment Officer  
Melton City Council  
PO Box 21  
Melton VIC 3337

### OR in person to:

Melton City Council  
232 High Street  
Melton 3337

### OR

Caroline Springs Civic Centre/Library  
193-199 Caroline Springs Blvd  
Caroline Springs 3023

### OR

Melton Library and Learning Hub  
31 McKenzie Street  
Melton 3337

You will receive a confirmation letter from the Kindergarten Enrolment Officer once your application has been received and entered into Council's system. Please allow two weeks to receive this letter.

## APPLICATION FEE

A non-refundable application fee of \$27.00 is required on submission of your application form. This fee contributes to the cost of administering Council's Kindergarten Central Enrolment Service.

In the event the \$27.00 fee is not received with your application, your application form will be considered incomplete and will not be processed until payment is received.

Families in extenuating circumstances, experiencing financial hardship may apply for a waiver to the application fee. If families require a fee waiver, the Kindergarten Central Enrolment Officer can be contacted on 9747 7200 to discuss this further.

## PRIORITY OF ACCESS

Kindergarten application forms are processed in line with the selection criteria outlined on the following page.

Melton City Council uses the following criteria to determine the priority of each application received.

Priority	Priority of Access Criterion	Requirements for Eligibility
<b>Priority One</b> (all criteria of equal priority)	Children of Melton residents who are at risk of abuse or neglect or children in out-of-home care.	Referral by any service working with the family that assess the child as vulnerable, such as: <ul style="list-style-type: none"> <li>▶ Child Protection/Child First</li> <li>▶ Maternal &amp; Child Health Nurse</li> <li>▶ Out of Home Care Provider</li> <li>▶ Family Services.</li> </ul>
	Children of Melton residents who are of Aboriginal/Torres Strait Islander descent.	Family identifies the child as Aboriginal/Torres Strait Islander.
	Children of Melton residents eligible for Aboriginal Early Start Kindergarten.	<p>A child who meets all of the following criteria:</p> <ul style="list-style-type: none"> <li>▶ the child is three years old by 30 April in the year in which they are enrolled to attend the funded Kindergarten program</li> <li>▶ the child has been identified as being Aboriginal and/or Torres Strait Islander.</li> </ul> <p>Advice of eligibility may be verbal (from a parent or carer) or written from a professional such as a Koorie Engagement Support Officer (KESO).</p>
	Children of Melton residents eligible for Early Start Kindergarten known to Child Protection or Child FIRST.	<p>A child who meets all of the following criteria:</p> <ul style="list-style-type: none"> <li>▶ the child is three years old by 30 April in the year in which they are enrolled to attend the funded Kindergarten program, and</li> <li>▶ the child is known to Child Protection.</li> </ul> <p>A child known to Child Protection means:</p> <ul style="list-style-type: none"> <li>▶ a child who has a current, or a history of, involvement with Child Protection, including those in out-of-home care, or</li> <li>▶ a child who has been referred by Child Protection to Child FIRST.</li> </ul> <p>A child's eligibility can be advised by:</p> <ul style="list-style-type: none"> <li>▶ a parent or carer who self-identify their child is currently supported by Child Protection or Child FIRST services or has been supported in the past, or</li> <li>▶ a Child Protection or Child FIRST professional.</li> </ul> <p>Advice about eligibility may be verbal (from a parent or carer) or written from a Child Protection or Child FIRST professional.</p>

Priority	Priority of Access Criterion	Requirements for Eligibility
<b>Priority One</b> (all criteria of equal priority)	Children of Melton residents with additional needs, defined as: <ul style="list-style-type: none"> <li>▶ children who have an identified specific disability or developmental delay</li> <li>▶ children who require additional assistance in order to fully participate in the Kindergarten program</li> <li>▶ children of Melton residents currently waiting on an assessment or a diagnosis (not yet been diagnosed with a specific disability or developmental delay).</li> </ul>	Referred by services, such as: <ul style="list-style-type: none"> <li>▶ Early Childhood Intervention Service</li> <li>▶ Pre-School Field Officer</li> <li>▶ Maternal and Child Health Nurse</li> <li>▶ Child Disability Health Care Card</li> <li>▶ General Practitioner.</li> </ul>
	Children of Melton residents who are eligible for a second year of funded Kindergarten.	Children of Melton residents who DET have approved for a second year of funded Kindergarten.
	Children of Melton residents who have Asylum Seeker and/or Refugee Status.	Appropriate visa that identifies the child and/or parents as a refugee or asylum seeker or referral letter from case worker.
	Children of Melton residents where the parent or child has a life threatening or debilitating illness or disease.	Copy of a signed letter from a General Practitioner.
	Children of Melton residents where a parent has a disability.	One of the following: <ul style="list-style-type: none"> <li>▶ Copy of a signed letter from a General Practitioner.</li> <li>▶ Copy of a signed letter from a disability support agency.</li> </ul>

Priority	Priority of Access Criterion	Requirements for Eligibility
<b>Priority One</b> (all criteria of equal priority)	Children of Melton residents where a parent or child has a diagnosed mental illness.	One of the following: <ul style="list-style-type: none"> <li>▶ Copy of a signed letter from a case worker/manager from a mental health or other relevant agency or mental health practitioner stating that the child or parent has a mental illness.</li> <li>▶ Copy of a signed letter from a General Practitioner, stating that the child or parent has a mental illness.</li> </ul>
	Children of Melton residents where Court Orders limit choices for Kindergarten.	Copy of related Court Order.
	Children of Melton residents where a parent has a drug and/or alcohol dependency.	Copy of a signed letter from a case worker/manager from a drug and alcohol or family support agency, stating that the child's family has a drug and/or alcohol dependency.
	Children of Melton residents where there is a risk of family violence	Copy of a signed letter from a case worker/manager from a family support agency stating that the child is at risk due to family violence.
	Children of Melton residents where there is a risk of homelessness	Copy of a signed letter from a case worker/manager from a family support agency stating that the child is homeless or at risk of becoming homeless.
	Children of Melton residents experiencing a situation resulting in vulnerability.	Copy of a signed letter from a case worker/manager from a family support agency or other.
	Previous year Deferrals:	Teacher/educator required to submit a referral outlining the child would benefit from deferring to the following year.  Children who do not attend the program will not be entitled to a Deferral.

Priority	Priority of Access Criterion	Requirements for Eligibility
<b>Priority One</b> (all criteria of equal priority)	Kindergarten Fee Subsidy applies to families who meet the following criteria:  Child of Melton residents who individually holds, or has a parent or guardian who hold one of the following	<ul style="list-style-type: none"> <li>▶ Commonwealth Health Care Card</li> <li>▶ Commonwealth Pensioner Concession Card</li> <li>▶ Department of Veterans' Affairs Gold Card or White Card</li> <li>▶ Refugee Visa (subclass 200 )In-Country Special Humanitarian Visa (subclass 201)</li> <li>▶ Global Special Humanitarian Visa (subclass 202)</li> <li>▶ Temporary Humanitarian Concern Visa (subclass 786)</li> <li>▶ Protection Visa (subclass 866)</li> <li>▶ Emergency Rescue Visa (subclass 203)</li> <li>▶ Woman at Risk Visa (subclass 204)</li> <li>▶ Bridging Visas A-E or ImmiCard</li> </ul>
	Residents of Melton City Council who have previously had a child attend the Kindergarten's 4 year old program of preference in the last two years	A child's eligibility can be advised by: <ul style="list-style-type: none"> <li>▶ Completing the details required on the Application Form.</li> <li>▶ The application will be verified by reviewing the status through past records.</li> </ul>
<b>Priority Two</b>	Residents of the Melton City Council.	Places will no longer be allocated based on date order of applications to ensure fairness and equity for all.  Places will be allocated through a computer generated ballot system.
<b>Priority Three</b>	Families who reside outside the Melton City Council Municipality	Families who reside outside the municipality

**Note:** Children will be prioritised under Priority Number 1, according to the number of criteria met. In a situation where the same number of criteria is met, places will be allocated in order of the date the enrolment was received.

### Families who reside outside the municipality

- ▶ Kindergarten applications from families who reside outside the municipality are required to be assessed by the Community Services General Manager.
- ▶ Applications from Residents residing outside the municipality will not be assessed until November of the year of application and will be determined on the Kindergarten vacancies at that time.
- ▶ Families are considered non-resident if they move out of the municipality prior to the commencement of the Kindergarten year.

### RESERVING PLACES

Two places per Kindergarten will be reserved for high priority children.

DET defines High Priority children to be:

- ▶ Children at risk of abuse or neglect, including children in Out-of-Home Care, Aboriginal and/or Torres Strait Islander children, or Asylum seeker and refugee children
- ▶ Children eligible for the Kindergarten Fee Subsidy
- ▶ Children with additional needs, defined as children who:
  - ▶ require additional assistance in order to fully participate in the Kindergarten program
  - ▶ require a combination of services which are individually planned
  - ▶ have an identified specific disability or developmental delay

These places will be reserved until 30 October. Any remaining reserved places not filled by 30 October will be made available to waiting list families and subsequent allocation rounds.

### SUPPORTING DOCUMENTS

The following supporting documents must be provided to support your child's application:

- ▶ Evidence of living in the municipality or of being a rate payer of Melton City Council
- ▶ A copy of your child's birth certificate. If the birth certificate is not available, a copy of another official document such as an immunisation record, passport or immigration document will be accepted.

Your application will be considered incomplete without these documents. Please contact Council's Kindergarten Enrolment Officer on 9747 7200 if you require further information.

### KINDERGARTEN PLACES AVAILABLE

**Melton City Council places over 1800 children into 4 year old Kindergarten every year.**

Families are encouraged to contact Kindergartens and/or arrange an appointment to visit preferred Kindergartens prior to completing the application form.

Visiting a Kindergarten will assist families to choose a Kindergarten that will meet their particular needs.

Please note when filling out the application form to ensure you only write down Kindergarten preferences that you are willing to accept, as not everyone will receive their first preference.



## KINDERGARTEN GROUPS AND SESSION TIMES

Individual Kindergarten session times vary from year to year. Visit Kindergarten provider websites for an indication of session times offered in the current year, or phone Kindergartens direct. TRY AUSTRALIA – [www.children.try.org.au](http://www.children.try.org.au) (Bellevue Hill, Diggers Rest, Kingsway, Melton West, Mt Carberry, Parkwood Green, Rockbank and Burnside Kindergartens). ECMS – [www.ecms.org.au](http://www.ecms.org.au) (Brookside, Cambrian Way, Arnolds Creek, Melton Central and Bridge Road Kindergartens). BPA – [www.bpachildrensenservices.com](http://www.bpachildrensenservices.com) (Black Dog Drive, Botanica Springs and Taylors Hill Kindergartens).

Kindergartens operating within a school site (Kororoit Creek, Springside and Creekside) are delivered by the school. It is important to note that attendance at a Kindergarten located within a school site does not guarantee entry into the school in the following year. Kindergarten does not have the same boundary requirements as school. Parents should discuss this directly with the school. Melton Uniting Kindergarten is delivered by Uniting Care, Lentara ([www.lentarauc.org.au](http://www.lentarauc.org.au))

**Council will advise each of the Kindergarten providers of the confirmed enrolments in October of the year prior to commencement.**

**Kindergartens will then contact families to provide details of orientation process, group session times, fees etc**

## INCOMPLETE APPLICATION FORMS

Application forms are only processed if they are complete. Incomplete application forms will be returned to the family via post and will only be processed once Council has received the completed document.

## CHANGE OF PERSONAL DETAILS

Please ensure that your details are kept up to date with Council (addresses and phone numbers). If Council has incorrect details we will be unable to contact you with important information regarding your child's Kindergarten application.

## OFFERS

A letter of offer for a Kindergarten place will be sent to families by the Kindergarten Enrolment Officer after the close of first round allocations.

If an Applicant's first preference for a Kindergarten is not available they will be offered their nominated second or third preference Kindergarten.

If vacancies are not available at a preferred Kindergarten, Applicants will be placed on a waiting list in accordance with KCES Allocation Priorities.

Second round offers will be made approximately four weeks after the first round of offers.

Offers after this time are made weekly.



## ACCEPTING AN OFFER

Following the offer of a place by the Kindergarten Enrolment Officer, the parent/guardian must return the completed acceptance form to the Kindergarten Enrolment Officer by the date listed on the letter. Families who do not return the acceptance form by the date listed will forfeit their place.

Once an Applicant has confirmed the acceptance of a place, they are unable to remain on a waiting list for another Kindergarten.

Parents/guardians who do not wish to accept the offer of a place, or withdraw their enrolment will be requested to notify the Kindergarten Enrolment Officer in writing.

Parents/guardians who do not receive an offer to a Kindergarten of their choice will be notified in writing that they are on a waiting list, and provided with information on available places at other Kindergartens.

## CHANGING PREFERENCES

Any change to a Kindergarten preference after allocation will incur a \$25 charge which must be paid prior to any changes being made. All changes must be forwarded to the Kindergarten Enrolment Officer in writing.

You can do this by either

- ▶ Completing the change of information form (available from the Customer Service Unit Melton Civic Centre, Caroline Springs Civic Centre/ Library, Melton Library & Learning Hub or the Melton City Council's website)
- ▶ Writing a letter to Council addressed to the Kindergarten Enrolment Officer, or
- ▶ Send an email to [Kindergartens@melton.vic.gov.au](mailto:Kindergartens@melton.vic.gov.au)

When this information is received it will be entered into Council's database.

**Please note:** Any changes to your application (other than updating contact details) will be treated as a new application form and will be processed in line with the date that your change was received by Council and not the original date that the application was submitted.

## WAITING LIST

The Kindergarten Central Enrolment Scheme allocates families through a computer generated system in accordance with the Kindergarten priority of access criteria. Families cannot accept a place at a Kindergarten and also be on a waiting list for another Kindergarten. If you choose not to accept the place offered to your child and to remain on the waiting list at your preferred Kindergarten, when or if a place becomes available a letter of offer will be mailed to you.

If you are still on the waiting list in January in the year your child is to attend Kindergarten, Council will contact you and if possible offer a place to your child at a Kindergarten with vacancies. Please note that waiting lists are always changing due to the changing needs of families.

## CONTACT WITH FAMILIES

It is the family's responsibility to ensure contact details are kept up to date with Council.

- ▶ Families are offered a place in writing. The response advising of whether the family is accepting the place or not is due back to Council within 7 days.
- ▶ If no response is received from the family within 7 days, Council will attempt to contact the family by telephone.
- ▶ If no contact is made after 3 telephone calls a letter will be sent to the family. The letter will inform the family if they do not make contact with Council by a certain date their child's place will be given to the next eligible child on the waiting list.

## DEFERRING YOUR CHILD'S ENROLMENT

In accordance with The Kindergarten Guide and its successor agreements, an enrolment may be deferred within Term 1, provided the registration has not been recorded by the Kindergarten teacher on the DET Kindergarten Information Management System.

Families wishing to defer their enrolment should speak with Kindergarten staff as soon as possible to discuss their child's readiness for Kindergarten. This process is only available to families when their child has commenced Term 1.

Families, in consultation with the Kindergarten teacher, are required to complete a Deferral form whereby a kindergarten place will be re-offered the following year.

**Note:** Families wishing their child to defer who do not attend the Kindergarten program will not be entitled to a Deferral. The child will need to be re-enrolled following the standard enrolment process.

## SECOND YEAR OF FUNDED 4 YEAR OLD KINDERGARTEN

Children requiring a second year of funded Kindergarten need to meet the criteria set by the Department of Education and Training (DET).

Kindergarten teachers must discuss with the parent/guardian of any child that they are considering recommending for a second year of funded 4 year-old Kindergarten.

Parents/Guardians in consultation with the Kindergarten teachers must complete and submit this request to Council before the first round cut off date to enable the best opportunity to gain a place in a Kindergarten of their preferred choice.

## ADDITIONAL NEEDS

Melton City Council is committed to supporting children with additional needs in State Government funded Kindergarten programs. The information collected on the application form ensures families and children have access to additional assistance with the transition of children into Kindergarten programs, regardless of the family's circumstances or background. This includes families whose children have significant disabilities, developmental delays, refugees and asylum seeker families.

If you would like to discuss your child's additional needs further and find out how Council may be able to assist you and your child please contact **Council's Preschool Field Officer Service on: 9747 7200**

## PRE SCHOOL FIELD OFFICER

The main role of the Preschool Field Officer program is to support the access and participation of children with additional needs in State Government funded 4 year old Kindergarten programs. The program supports children with a range of developmental concerns and additional needs who are not receiving supports from Early Childhood Intervention Services or Kindergarten inclusion support services.

Parents and guardians are encouraged to discuss any concerns about the child with their Kindergarten teacher.

Once a referral is received the Preschool Field Officer will contact the parents and the Kindergarten staff. The Preschool Field Officer will usually visit the centre to observe the child and talk to staff and parents about their concerns. Following this, the Preschool Field Officer may provide information about options for accessing additional services for assessment and/or support, plus provide strategies to Kindergarten staff.

## COLLECTION AND DISPOSAL OF INFORMATION

Council will dispose of personal information when it is no longer required to fulfil the purpose for which it was collected, or required by law.

For further information about the collection and disposal of your personal information please visit the Melton City Council website: [www.melton.vic.gov.au](http://www.melton.vic.gov.au)

**Contacts:** If you have any questions about the information in this booklet or have a general Kindergarten enquiry please contact the Kindergarten Enrolment Officer on 9747 7200, or email: [Kindergartens@melton.vic.gov.au](mailto:Kindergartens@melton.vic.gov.au)

If you require Kindergarten information in languages other than English please visit: [education.vic.gov.au/earlychildhood/careandkinder/resources.htm](http://education.vic.gov.au/earlychildhood/careandkinder/resources.htm)

Please visit the Melton City Council's website to view the Kindergarten Enrolment Policy or contact the Kindergarten Enrolment Officer on: 9747 7200

For more information about any of the Melton City Council services please visit: [melton.vic.gov.au](http://melton.vic.gov.au)  
To enrol your child in 4 year old Kindergarten in 2018 your child will need to be aged 4 years by 30 April 2018





## 2018 Kindergarten Application Form

\* To enrol your child in 4 year old Kindergarten in 2018 your child will need to be aged 4 years by 30 April 2018

### CHILD

Surname \_\_\_\_\_

First name \_\_\_\_\_

Date of Birth    /    / 20    Male     Female

(All contact will be directed to parent / guardian 1)

### PARENT / GUARDIAN 1

Title: Mr / Mrs / Ms / Miss (Please circle)

Surname \_\_\_\_\_

First name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Current Residential Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suburb \_\_\_\_\_

Postcode \_\_\_\_\_

### PARENT / GUARDIANS 2

Title: Mr / Mrs / Ms / Miss (Please circle)

Surname \_\_\_\_\_

First name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Current Residential Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suburb \_\_\_\_\_

Postcode \_\_\_\_\_

Mailing Address (only complete if different from above)  
\_\_\_\_\_  
\_\_\_\_\_

Would you like Council to record the above address as your postal address for future correspondence from:

ALL areas within council? Yes  No

AH Phone \_\_\_\_\_

BH Phone \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

Main Language spoken \_\_\_\_\_

Do you require an interpreter? Yes  No

## INFORMATION

I am a resident/rate payer of the Melton City Council? Yes  No

**Please attach proof of your residency e.g. Copy of rates notice, lease agreement, land sale, driver's licence**

**Please note:** Kindergarten applications from families who reside outside of the City of Melton are required to be assessed by the General Manager Community Services.

Applications from families residing outside the municipality will not be assessed until November, the year of Kindergarten application and will be determined in relation to the Kindergarten vacancies at the time. Please note: application fee is non-refundable

Is your child a Twin  Triplet  Quadruplet  N/A

If required, do you give permission for Council to forward your child's information on to Council's Preschool Field Officer?

Yes  No

Is your child up to date with their Maternal and Child Health visits?

Yes  No

If no, would you like to be contacted to arrange an appointment?

Yes  No

Has your child previously attended 4 year old Kindergarten in a long Day Care Centre?

Yes  No

In order to ensure all families are prioritised accordingly, please complete and attach any required documentation. If documentation is not provided, priority access WILL NOT be applied.

Priority of Access Criterion	Requirements for Eligibility	Please tick if appropriate
<p>Kindergarten Fee Subsidy applies to families who meet the following criteria:</p> <p>The child of Melton resident who individually holds, or has a parent or guardian who holds one of the following</p>	<p>Attach a copy of one of the following:</p> <ul style="list-style-type: none"> <li>▶ Commonwealth Health Care Card</li> <li>▶ Commonwealth Pensioner Concession Card</li> <li>▶ Department of Veterans' Affairs Gold Card or White Card</li> <li>▶ Refugee Visa (subclass 200)In-Country Special Humanitarian Visa (subclass 201)</li> <li>▶ Global Special Humanitarian Visa (subclass 202)</li> <li>▶ Temporary Humanitarian Concern Visa (subclass 786)</li> <li>▶ Protection Visa (subclass 866)</li> <li>▶ Emergency Rescue Visa (subclass 203)</li> <li>▶ Woman at Risk Visa (subclass 204)</li> <li>▶ Bridging Visas A-E or ImmiCard</li> </ul>	
<p>Children of Melton residents who are at risk of abuse or neglect or children in out-of-home care.</p>	<p>Referral by any service working with the family that assess the child as vulnerable, such as:</p> <ul style="list-style-type: none"> <li>▶ Child Protection/Child First</li> <li>▶ Maternal &amp; Child Health Nurse</li> <li>▶ Out of Home Care Provider</li> <li>▶ Family Services.</li> </ul>	
<p>Children of Melton residents who are of Aboriginal/Torres Strait Islander descent.</p>	<p>Family identifies the child as Aboriginal/Torres Strait Islander.</p>	

Priority of Access Criterion	Requirements for Eligibility	Please tick if appropriate
<p>Children of Melton residents eligible for Aboriginal Early Start Kindergarten.</p>	<p>A child who meets all of the following criteria:</p> <ul style="list-style-type: none"> <li>▶ the child is three years old by 30 April in the year in which they are enrolled to attend the funded Kindergarten program</li> <li>▶ the child has been identified as being Aboriginal and/or Torres Strait Islander.</li> </ul> <p>Advice of eligibility may be verbal (from a parent or carer) or written from a professional such as a Koorie Engagement Support Officer (KESO).</p>	
<p>Children of Melton residents eligible for Early Start Kindergarten known to Child Protection or Child FIRST.</p>	<p>A child who meets all of the following criteria:</p> <ul style="list-style-type: none"> <li>▶ the child is three years old by 30 April in the year in which they are enrolled to attend the funded Kindergarten program, and</li> <li>▶ the child is known to Child Protection.</li> </ul> <p>A child known to Child Protection means:</p> <ul style="list-style-type: none"> <li>▶ a child who has a current, or a history of, involvement with Child Protection, including those in out-of-home care, or</li> <li>▶ a child who has been referred by Child Protection to Child FIRST.</li> </ul> <p>A child's eligibility can be advised by:</p> <ul style="list-style-type: none"> <li>▶ a parent or carer who self-identify their child is currently supported by Child Protection or Child FIRST services or has been supported in the past, or</li> <li>▶ a Child Protection or Child FIRST professional.</li> </ul> <p>Advice about eligibility may be verbal (from a parent or carer) or written from a Child Protection or Child FIRST professional.</p>	

Priority of Access Criterion	Requirements for Eligibility	Please tick if appropriate
<p>Children of Melton residents with additional needs, defined as:</p> <ul style="list-style-type: none"> <li>▶ children who have an identified specific disability or developmental delay</li> <li>▶ children who require additional assistance in order to fully participate in the Kindergarten program</li> <li>▶ children of Melton residents currently waiting on an assessment or a diagnosis (not yet been diagnosed with a specific disability or developmental delay).</li> </ul>	<p>Referred by services, such as:</p> <ul style="list-style-type: none"> <li>▶ Early Childhood Intervention Service</li> <li>▶ Pre-School Field Officer</li> <li>▶ Maternal and Child Health Nurse</li> <li>▶ Child Disability Health Care Card</li> <li>▶ General Practitioner.</li> </ul>	
<p>Children of Melton residents who are eligible for a second year of funded Kindergarten.</p>	<p>Children of Melton residents who DET have approved for a second year of funded Kindergarten.</p>	
<p>Children of Melton residents who have Asylum Seeker and/or Refugee Status.</p>	<p>Appropriate visa that identifies the child and/or parents as a refugee or asylum seeker or referral letter from case worker.</p>	
<p>Children of Melton residents where the parent or child has a life threatening or debilitating illness or disease.</p>	<p>Copy of a signed letter from a General Practitioner.</p>	

Priority of Access Criterion	Requirements for Eligibility	Please tick if appropriate
Children of Melton residents where a parent has a disability.	One of the following: <ul style="list-style-type: none"> <li>▶ Copy of a signed letter from a General Practitioner.</li> <li>▶ Copy of a signed letter from a disability support agency.</li> </ul>	
Children of Melton residents where a parent or child has a diagnosed mental illness.	One of the following: <ul style="list-style-type: none"> <li>▶ Copy of a signed letter from a case worker/manager from a mental health or other relevant agency or mental health practitioner stating that the child or parent has a mental illness.</li> <li>▶ Copy of a signed letter from a General Practitioner, stating that the child or parent has a mental illness.</li> </ul>	
Children of Melton residents where Court Orders limit choices for Kindergarten.	Copy of related Court Order.	
Children of Melton residents where a parent has a drug and/or alcohol dependency.	Copy of a signed letter from a case worker/manager from a drug and alcohol or family support agency, stating that the child's family has a drug and/or alcohol dependency.	
Children of Melton residents where there is a risk of family violence	Copy of a signed letter from a case worker/manager from a family support agency stating that the child is at risk due to family violence.	

Priority of Access Criterion	Requirements for Eligibility	Please tick if appropriate
Children of Melton residents where there is a risk of homelessness	Copy of a signed letter from a case worker/manager from a family support agency stating that the child is homeless or at risk of becoming homeless.	
Children of Melton residents experiencing a situation resulting in vulnerability.	Copy of a signed letter from a case worker/manager from a family support agency or other.	
Previous year Deferrals: Children of Melton residents who attended Kindergarten in Term 1 but withdrew.	Teacher/educator required to submit a referral outlining the child would benefit from deferring to the following year.  Children who do not attend the program will not be entitled to a Deferral.	
Residents of Melton City Council who have previously had a child attend the Kindergarten's 4 year old program of preference in the last two years.	Application will be verified by reviewing the status through past records.  <b>Please include name of sibling:</b>	

## KINDERGARTEN PREFERENCES

My first Kindergarten preference is

---

**Arnolds Creek Kindergarten**

19 Claret Ash Blvd  
Melton West 3337 Ph: 9746 8317

**Bellevue Hill Kindergarten**

14 Royal Crescent  
Hillside 3037 Ph: 9390 4701

**Black Dog Drive Kindergarten**

Brookfield Children's Centre  
14-16 Black Dog Drive  
Brookfield 3338 Ph: 9971 5093

**Bridge Road Kindergarten**

Bridge Road, Toolern Development  
(adjacent to Melton South)  
Ph: 9743 9443

**Botanica Springs Kindergarten**

Clarkes Road Brookfield West 3338  
Ph: 9747 2409

**Brookside Kindergarten**

17-20 Federation Way  
Caroline Springs 3023 Ph: 9361 2456

**Burnside Kindergarten**

23 Lexington Drv Burnside 3023  
Ph: 9363 0244

**Cambrian Kindergarten**

58-66 Cambrian Way  
Melton West 3337 Ph: 9743 8212

**\*Creekside Kindergarten**

3-37 The Crossing  
Caroline Springs 3023 Ph: 8363 6400

**Diggers Rest Kindergarten**

48-66 Plumpton Road  
Diggers Rest 3427 Ph: 8545-9509

**Kingsway Kindergarten**

1 Kingsway  
Melton 3337 Ph: 9743 2691

**\*Kororoit Creek Kindergarten**

130 Tenterfield Drive  
Burnside Heights 3023 Ph: 8358 0600

**Melton Central Kindergarten**

237-239 Station Road  
Melton 3337 Ph: 9743 3764

**Melton Uniting Kindergarten**

15-19 Yuille Street  
Melton 3337 Ph: 9743 4144

**Melton West Kindergarten**

2 West Melton Drive  
West Melton 3337 Ph: 9743 5914

**Mt Carberry Kindergarten**

31-41 Exford Road  
Melton South 3338 Ph: 9743 5755

**Parkwood Green Kindergarten**

88-94 Catherine Drive  
Hillside 3037 Ph: 8361 6506

**Rockbank Kindergarten**

26 Old Leakes Road  
Rockbank 3335 Ph: 9747 1410

**\*Springside Kindergarten**

22-50 Becca Way  
Caroline Springs 3023 Ph: 9449 6400

**Taylors Hill Kindergarten**

58-60 Jacaranda Drive  
Taylors Hill 3037 Ph: 9307 8722

\* Enrolling your child into a Melton City Council Kindergarten located on a school site does not automatically guarantee your child's entry into the school the following year.

## CHECK LIST

- I have read and understood the information provided in the Melton City Council 4 Year Old Kindergarten Information Booklet.
- I declare that all of the information provided by me is true and correct.
- I have attached a copy of my proof of address as a resident/ratepayer of the Melton City Council.
- I have attached a copy of my child's birth certificate/passport.
- I have included a non-refundable application fee of \$27.00 by enclosing a cheque/money order made payable to Melton City Council, or via credit card payment. I understand that Council will not be held responsible for any delays due to cardholder error.

## DECLARATION

By signing below I acknowledge and confirm the preferences nominated for my child's application into the Melton City Council's Kindergarten Central Enrolment Program. I further acknowledge where incorrect information has been supplied on the application for, offers for places may be retracted.

Name of parent/legal guardian(s) \_\_\_\_\_

Signature of parent/legal guardian(s) \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Date    /    / 20 \_\_\_\_\_

## PRIVACY STATEMENT

Melton City Council collects personal information to comply with the Education and Care Services National Regulations 2011 and Education and Care Services National Law Act 2010, and also for the purposes of enrolling your child in the Kindergarten Central Enrolment Scheme. Council considers it necessary and important to collect this information to ensure that appropriate information is registered for your child. This information will be used for Council administrative purposes and will be provided to relevant Kindergarten Officers as required for the enrolment of your child at the Kindergartens listed in this booklet. This information will not be disclosed to any other party except as required by law. You may access this information by contacting Council on 9747 7200.

## CREDIT CARD PAYMENT

Please charge my credit card for \$27 to Please Circle Visa / Mastercard

Card No.

Expiry Date  /

Card holders name

Card holders signature

Address

Telephone no

BH

Mobile



For more information visit [melton.vic.gov.au](http://melton.vic.gov.au) or call the Kindergarten Central Enrolment Officer on 9747 7200.

