



KINDERGARTEN ENROLMENT INFORMATION

4 year old children (3 year old at Broadford, Pyalong, Flowerdale and Wandong kindergartens)

Mitchell Shire Council operates eight Kindergartens:

- > Mt Piper Kindergarten – 150 High Street, Broadford
- > Marie Williams Kindergarten – 3 White Street, Kilmore
- > Wallan Kindergarten – 42 Bentinck Street, Wallan
- > Creating Futures Children's Programs – Corner Queen and Stanley Streets, Wallan
- > Wandong Kindergarten – 12 Dry Creek Road, Wandong
- > Pyalong Kindergarten – 12 High Street, Pyalong
- > Flowerdale Kindergarten – 3377 Whittlesea-Yea Road, Flowerdale
- > Seymour East Kindergarten – 55 Pollard Street, Seymour

All Kindergartens are licensed by the Department of Education and Training (DET) and comply with the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011.

To apply for a place at one of these Kindergartens the [Mitchell Shire Council Kindergarten Enrolment Application](#) must be completed and sent to:

Attention: Children's Services, Mitchell Shire Council, 113 High Street, BROADFORD VIC 3658

Enquiries: (03) 5734 6200

An acknowledgement letter will be sent out within 2 weeks of receipt of application. If you do not receive one please phone on the above number to ensure we have received your application.

* An online application form is also available on the MSC website

Enrolment applications for kindergarten attendance in the next year close at 5pm on **01 August**. Late applications will be accepted, however a place will only be allocated if a vacancy exists once all eligible children who applied prior to 1 August have accepted, deferred or declined a place.

Children are eligible to attend a Kindergarten program in the year prior to which they are eligible to attend primary school. Children **must** therefore have attained the age of **four years** on or before **30 April in the year they attend Kindergarten**.

3 year old kindergarten at Broadford, Pyalong, Wandong and Flowerdale - Please note your child must turn three by 30 April in the year of attendance. Children turning three in February, March and April cannot commence until they are three and first term fees need to be paid in full to ensure a place in the group.

Mitchell Shire Council operates a [Centralised Kindergarten Enrolment System](#).

When demand exceeds availability, the Approved Provider will refer to DET regulations, the service's values, philosophy and Inclusion and Equity Procedure to determine the priority of access. Mitchell Shire Council operates a Centralised Kindergarten Enrolment System for the Mitchell Shire Kindergarten Services. Places will be allocated in accordance with the priority of access criteria set by the DET and outlined in The Kindergarten Guide

www.education.vic.gov.au/childhood/providers/funding/pages/kinderfundingcriteria.aspx).

DET defines 'high priority children' as:

- > Children at risk of abuse or neglect, including children in Out-of-Home Care;
- > Children of Aboriginal and/or Torres Strait Islander descent;
- > Children with additional needs, defined as children;
 - o assessed as having delays in two or more areas and is declared eligible for a second funded year of kindergarten
 - o approved for Kindergarten Inclusion Support Package, or referred by:



- the National Disability Insurance Scheme
 - Early Childhood Intervention Service
 - Preschool Field Officer, or
 - Maternal and Child Health nurse
 - holds a Child Disability Health Care Card
- > Children eligible for the Kindergarten Fee Subsidy
 - > Asylum seeker and refugee children

Other considerations may include date of application, siblings already enrolled at the service, attendance in the three-year-old program and local community zoning.

Where possible, and in accordance with the above allocation priorities, families will be allocated their first Kindergarten preferences for their child. **Kindergarten places, however, are limited.** If your child does not get a place at your first preference then you will be offered an alternative kindergarten from your 2nd or 3rd preferences.

Due to the large demand for kindergartens, the offer process is lengthy and ongoing. Usually it is finalised by December, but for some children it can take right up to the beginning of the academic year of your child's attendance.

Waiting List

Whilst the offer process is in progress it is extremely difficult to pinpoint a place on a waiting list. The list changes on a daily basis when people change preferences and move into and out of the area or parents personal circumstances change. Priority is given based on date of application once all the on-time applications have been offered positions.

Offers are made in 2 stages:

1. Round 1 Applications received by August 1 are offered at the beginning of September
2. Round 2 offers and late applications are offered positions left over from first round

Please note that submission of a Kindergarten Enrolment Application does NOT guarantee a Kindergarten place.

The number of Kindergarten places is determined each year according to:

1. Principles of a quality service which develops and promotes independence and active learning for each child within a warm, safe, secure and friendly environment
2. Expected demand for places at each Kindergarten
3. The registered maximum floor space at each Kindergarten as allowed for in the Education and Care Services National Regulations 2011
4. Local Government Early Childhood Education Employees Award 2009.
5. Minimising the overall cost to ratepayers
6. Ensuring that the Kindergarten service is financially viable.

Places will be allocated after the close of application date - 01 August. Parents will be notified in writing and requested to formally accept or reject the offer of placement. Acceptance of the Kindergarten placement must be accompanied by the first term fees and immunisation records.

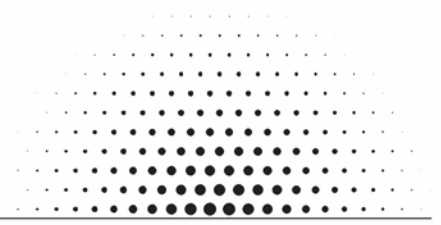
Families will be contacted by the Kindergarten Teacher to arrange orientation procedures. Once the placement has been confirmed you are encouraged to talk with the Teacher in **detail** about your child's individual needs, to ensure the best possible placement and settlement for your child.

FEE REBATES (for 4 year old only)

DET provides Mitchell Shire Council with a rebate on Kindergarten fees for those families who hold a current Concession Card. Families who are eligible for this rebate must provide a copy of their current Card by **1 September** of the year of attendance at Kindergarten.

Accounts will be amended upon receipt of these Card copies.

Copies received after these dates will NOT be accepted, as the rebate cannot be claimed from DET.



FEES

Kindergarten fees for 2018 are set at

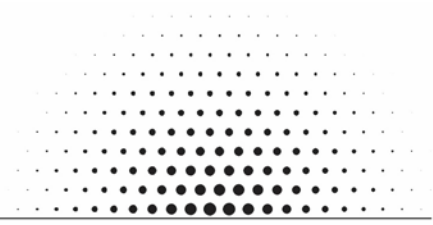
- \$360 per term per child for 4 year old
- \$235 per term per child for 3 year old

NO JAB NO PLAY

The Government's No Jab No Play laws require all children to be age-appropriately immunised before enrolment in an early childhood service can be confirmed. Applicants will be offered a place at our kindergartens through our central enrolment system, this is typically in the September prior to the kindergarten year (for timely applications received on or before August 1). You should note that this offer and your acceptance of the offer will not mean that your child's enrolment is confirmed. Enrolment cannot be confirmed until immunisation documentation has been received, assessed and found acceptable by the council enrolment officer to determine that your child's immunisations are up-to-date for their age (or an exemption applies).

ENQUIRIES: please contact Mitchell Shire Council on 5734 6200 for further information regarding the Kindergarten Enrolments

Updated April 2018. If this form is more than 12 months old please ask for a new one as changes are made annually.



Are there any legal access arrangements for the child? YES NO

If yes, please provide details and attach copies of legal documents if applicable e.g. court orders:

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Does your child have any Medical, Physical, Additional or Developmental needs? YES NO

Please attach copies of paperwork from specialists/doctors if any:

Also comment on any other important developmental matters regarding your child. Teaching staff need to be adequately trained and informed so they can provide your child with the best quality program.

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Has your child been diagnosed with any allergies? YES NO

Please provide details:

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Does your child have Anaphylaxis? YES NO

Please provide details and attach the Anaphylaxis Action Plan

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Does your child have Asthma? YES NO

Please provide details and attach the Asthma Action Plan

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..... Has your child previously attended a State Government Funded Kindergarten Programme for four year old children?

If yes, please provide details (*Kindergarten name and year/month of attendance*): YES NO

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Do you have a current concession card? YES NO

E.g. Health Care Card, Pension Concession Card, Veteran Affairs Gold or White Card

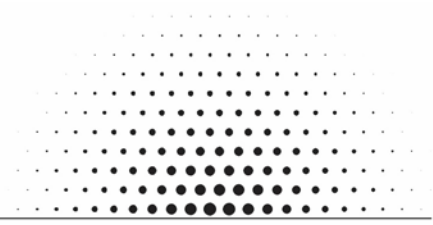
If yes, please provide the reference number and expiry

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Does your child have refugee or asylum seeker status? YES NO

If yes, please provide details

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Please indicate, in order of preference, up to **three** of these Kindergartens at which you are **willing** to accept an offer of placement for your child.

KINDERGARTEN PREFERENCE ONE:

KINDERGARTEN PREFERENCE TWO:

KINDERGARTEN PREFERENCE THREE:

If you have any comments in relation to your application, please advise us:

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Parent /Guardian 1 Signature:

Parent/Guardian 1 Name:

Parent/Guardian 2 Signature:

Parent/Guardian 2 Name:

RETURN THE COMPLETED KINDERGARTEN ENROLMENT APPLICATION

BY 5 PM 1st AUGUST TO:

Attention: Children’s Services

Mitchell Shire Council

113 High Street

BROADFORD VIC 3658

Personal information collected by Council is used for municipal purposes as specified in the Local Government Act, 1989 or other relevant legislation. The personal information will be used solely by Council for these purposes and or directly related purposes. Council may disclose this information to other organisations, if required by legislation. The applicant understands that the personal information provided is for the above purpose and that he/she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Councils Privacy Officer.