

# Four year old preschool Application



## For all information and enquiries contact

9433 3161 @ [preschool@nillumbik.vic.gov.au](mailto:preschool@nillumbik.vic.gov.au)

[www.nillumbik.vic.gov.au/preschools](http://www.nillumbik.vic.gov.au/preschools)  NSCFamilyandChildrensServices

## Preschool eligibility

Children are eligible to attend four year old preschool when they are four years of age by 30 April in the year they will attend. Children born in the months of January to April can apply to start the year they are eligible or the following year.

## When to apply

Applications can be submitted from the first business day in March each year, two years before children are eligible to attend four year old preschool. Applications must be submitted no later than 30 June in the year before attendance. Early applications cannot be accepted and will be returned.

Applications received after 30 June are considered late applications and will be given equal opportunity to positions during second and third round offers provided the application is received within a minimum of one week before the next round commences.

Applications for three year old preschool must be made directly with the preschool. A child who attends a three year old preschool program will not automatically be enrolled or guaranteed a place at the same preschool in the four year old program.

## How to apply

Applications will require a completed application form, supporting documentation and a non-refundable application fee, payable and submitted to Council.

Families who do not live, work or study in Nillumbik with no connection are still eligible to apply, but will receive a lower priority than residents, ratepayers or families with a connection.

### Supporting documentation includes proof of:

- Child's date of birth (copy of child's birth extract or passport)
- Residency (rates notice, lease agreement, contract of sale, driver's license or utility bill)
- A connection to Nillumbik (letter from a child care provider, educational provider, preschool or employer)

### Application fee\*:

The application fee is a non-refundable fee of \$36. A concession fee of \$18 is available to a child who identifies as Aboriginal and/or Torres Strait Islander or can supply a current copy of a health care card, concession card, humanitarian/refugee visa with their application.

Only one application fee is required from families enrolling multiple-birth children (application forms must be provided for each child).

\*Fees are reviewed annually and updated on 1 July.

Visit [www.nillumbik.vic.gov.au/preschools](http://www.nillumbik.vic.gov.au/preschools) for up-to-date fees.

## Submitting applications

Applications can be submitted in a number of ways

### Online

Complete the application form and fee payment online at [www.nillumbik.vic.gov.au/preschoolapplicationform](http://www.nillumbik.vic.gov.au/preschoolapplicationform)

### In person

Submit the application form with supporting documentation in person with payment by cash, cheque or credit card at

Nillumbik Shire Council  
Civic Centre, Civic Drive, Greensborough

### By mail

Post the application form and supporting documentation with payment (cheque or money order – payable to Nillumbik Shire Council) to

Customer Service  
Nillumbik Shire Council  
PO Box 476 Greensborough VIC 3088

## After you apply

Upon receipt of the application form, supporting documentation and payment, applicants will receive a letter confirming details and preferences. If this letter is not received within two weeks of submission contact Council.

An audit of preschool registrations is conducted annually in April with letters sent to all registered families, to ensure details are correct prior to offers being made in July in the year prior to attendance.

## Important information

Information relating to the application and offer process, priority of access policy and offer guidelines, deferrals, changing preferences, updating details, attending preschool on the municipal boundaries and applying for a second year of preschool can be found at [www.nillumbik.vic.gov.au/preschools](http://www.nillumbik.vic.gov.au/preschools) at [preschool@nillumbik.vic.gov.au](mailto:preschool@nillumbik.vic.gov.au) or 9433 3161.

## Preschool within child care

Nillumbik has a range of child care services providing funded four year old preschool within their program. These services are not part of Council's central registration system. Applications for these services can be made directly with the child care centre. A list of these is available at [www.nillumbik.vic.gov.au/preschools](http://www.nillumbik.vic.gov.au/preschools)



# Preschools within Nillumbik

## Diamond Creek

<b>Diamond Creek Memorial Preschool</b> 11 Collins Street, Diamond Creek	Phone 9438 1515
<b>Diamond Creek East Preschool</b> 28 Coniston Street, Diamond Creek	Phone 9438 2663
<b>Ness Reserve Preschool</b> 4 Ness Street, Diamond Creek	Phone 9438 4800

## Eltham

<b>Eltham Preschool</b> 907 Main Road, Eltham	Phone 9439 2889
<b>Eltham North Preschool</b> 30 Glen Park Road, Eltham North	Phone 9439 7007
<b>Eltham South Preschool</b> 35 Fordhams Road, Eltham	Phone 9439 8896
<b>Eltham Woods Preschool</b> 50 Frank Street, Eltham	Phone 9431 1471
<b>Wattletree Preschool</b> 26 Wattletree Road, Eltham North (closing December 2017)	Phone 9431 1353
<b>Woodridge Preschool</b> 3 Novello Court, Eltham	Phone 9439 2183

## Greensborough

<b>Diamond Hills Preschool</b> 9-11 Diamond Hills Drive, Greensborough	Phone 9435 8694
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## Hurstbridge

<b>Ferguson Park Preschool</b> 4 Graysharps Road, Hurstbridge	Phone 9718 1571
<b>Hurstbridge Preschool</b> 6 Graysharps Road, Hurstbridge	Phone 9718 2417

## Kangaroo Ground

<b>Kangaroo Ground Preschool</b> 20 Graham Road, Kangaroo Ground	Phone 9712 0297
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## Panton Hill

<b>Panton Hill Preschool</b> 601 Kangaroo Ground St Andrews Road, Panton Hill	Phone 9719 7396
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## Research

<b>Research Preschool</b> 1555 Main Road, Research	Phone 9437 1834
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## Warrandyte North

<b>Yarra Warra Preschool</b> 184 Research Warrandyte Road, North Warrandyte	Phone 9844 3808
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## Yarrambat

<b>Yarrambat Preschool</b> 450 Iron Bark Road, Yarrambat	Phone 9436 1182
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# Four year old preschool Application form



## I wish to apply for my child to attend four year old preschool in

- |                          |      |  |                                |
|--------------------------|------|--|--------------------------------|
| <input type="checkbox"/> | 2017 | Children born between 1/1/2012 – 30/4/2013 | Applications open 1 March 2015 |
| <input type="checkbox"/> | 2018 | Children born between 1/1/2013 – 30/4/2014 | Applications open 1 March 2016 |
| <input type="checkbox"/> | 2019 | Children born between 1/1/2014 – 30/4/2015 | Applications open 1 March 2017 |

### OFFICE USE ONLY R31001

Application No: \_\_\_\_\_

Date: \_\_\_\_\_ Receipt No: \_\_\_\_\_

**Note:** To be eligible for four year old preschool children must turn four years of age by 30 April in the year they wish to attend.

### Child's details

Surname		Given names	
Date of birth	/	/	(dd/mm/yyyy)
Gender		<input type="checkbox"/> M	<input type="checkbox"/> F

### Parent/guardian details

Title	Mr / Mrs / Ms	Surname	Given name
Address			Postcode
Postal address (if different to above)			Postcode
Home phone	Work phone	Mobile	
Email			

**Note:** a child's registration can only be accessed or altered by the parent/guardian listed

## Priority of access information

Individual circumstances can affect priority of access to preschool. Review the Priority of Access and Offer Policy Guidelines at [www.nillumbik.vic.gov.au/preschoolPOA](http://www.nillumbik.vic.gov.au/preschoolPOA)

- **Is the child at risk of abuse or neglect or in out-of-home care?**  Yes  No If yes, attach one verification document or referral from

  - Early Start Kindergarten or Access to Early Learning
  - Child and family services referral agencies and support team or Child FIRST
  - Parent/guardian verbal or written confirmation of eligibility
- **Does your child identify as Aboriginal and/or Torres Strait Islander?**  Yes  No
- **Does your child have additional needs or requirements?**  Yes  No If yes, provide supporting documentation
- **Do you or your child hold a current health care card, concession card or humanitarian/refugee visa?**  Yes  No If yes, attach a copy of the card or visa
- **Is this child a multiple birth child?**  Yes  No If yes, application forms must be provided for each child
- **Are you currently a Nillumbik resident or ratepayer?**  Yes  No If yes, provide one of:

  - Rates notice
  - Driver licence or utility bill
  - Contract of Sale
  - Certified statutory declaration
- **If you are not a Nillumbik resident or ratepayer can you demonstrate a connection to the Shire?**  Yes  No If yes, select one of:

  - Document from employer or educational institution
  - Document from a preschool confirming attendance in a three year old program or a sibling who attended in the last five years
  - Document from a child care service or a certified statutory declaration from an unpaid child care provider
  - Preferred preschool is the closest to the child's place of residence when travelling the shortest practical route [as verified by Google maps]

# Four year old preschool Application form



## Preschool preferences

Nominate up to three Nillumbik preschools for which you would accept an offer

First preference

Second preference

Third preference

I,  (print name), understand that the information provided in this application will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

Signature of parent/guardian

Date / /

- I have read, understand and agree to the conditions of the Priority of Access and Offer Policy Guidelines
- I acknowledge and understand that under No-Jab-No-Play legislation, in order to finalise enrolment of my child I will need to supply the preschool with evidence that my child is;
- fully immunised for their age OR
  - on a vaccination catch up program OR
  - unable to be fully immunised for medical reasons
- I do not wish to receive emails from Nillumbik Family & Children's services about events, activities or programs.

## Privacy notification

The personal information requested on this form is being collected by Council to administer the four year old preschool enrolment process and will be used solely by Council for that primary, or directly related, purpose. At times during this process, Council will contact the applicant via text or email as supplied in this application. The applicant understands that they may apply to Council for access to and/or amendment of the information.

## Disclaimer

Every effort has been made to ensure the information contained in this document is accurate at the time of distribution, however policies and fees are routinely reviewed and changes may have occurred. Visit [www.nillumbik.vic.gov.au/preschools](http://www.nillumbik.vic.gov.au/preschools) for current fees and forms.

## How to submit the application

### In person

Attach all supporting documentation and bring it to Nillumbik Shire Council, Civic Centre, Civic Drive, Greensborough and pay the application fee with cash, cheque or credit card.

### By mail

Customer Service  
Nillumbik Shire Council  
PO Box 476, Greensborough, 3088

Include supporting documentation with the application fee as a cheque or money order made payable to Nillumbik Shire Council.

The application fee is \$36 or \$18 for a child who identifies as Aboriginal and/or Torres Strait Islander or can supply a current copy of a health care card, concession card, humanitarian/refugee visa. Only one fee is required for families enrolling multiple birth children.