

Four-year-old preschool Application



For all information and enquiries contact:

9433 3161 or preschool@nillumbik.vic.gov.au

www.nillumbik.vic.gov.au/preschools

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)
- Concession Card or Visa

Application fee*:

The application fee is a non-refundable fee of \$38.00. A concession fee of \$19.00 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 for current fees.

Submitting applications

Applications can be submitted in a number of ways

Online

Complete the application form and fee payment online at <https://xpedite.nillumbik.vic.gov.au/nillumbik.php>

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

Once the application is submitted a confirmation email will be sent within 10 business days. This will contain your application ID which will allow access to the Parent Portal. You can login to the Portal to change your preferences; accept/decline offers; cancel or defer. If you wish to cancel/defer after an offer has been accepted please contact preschool@nillumbik.vic.gov.au

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 at 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

Preschools within Nillumbik

Diamond Creek

Diamond Creek Memorial Preschool 11 Collins Street, Diamond Creek	Phone 9438 1515
Ness Reserve Preschool 4 Ness Street, Diamond Creek	Phone 9438 4800

Eltham

Eltham Preschool 907 Main Road, Eltham	Phone 9439 2889
Eltham North Preschool 30 Glen Park Road, Eltham North	Phone 9439 7007
Eltham South Preschool 35 Fordhams Road, Eltham	Phone 9439 8896
Eltham Woods Preschool 50 Frank Street, Eltham	Phone 9431 1471
Woodridge Preschool 3 Novello Court, Eltham	Phone 9439 2183

Greensborough

Diamond Hills Preschool 9-11 Diamond Hills Drive, Greensborough	Phone 9435 8694
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Hurstbridge

Ferguson Park Preschool 4 Graysharps Road, Hurstbridge	Phone 9718 1571
Hurstbridge Preschool 6 Graysharps Road, Hurstbridge	Phone 9718 2417

Kangaroo Ground

Kangaroo Ground Preschool 20 Graham Road, Kangaroo Ground	Phone 9712 0297
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Panton Hill

Panton Hill Preschool 601 Kangaroo Ground St Andrews Road, Panton Hill	Phone 9719 7396
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Research

Research Preschool 1555 Main Road, Research	Phone 9437 1834
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Warrandyte North

Yarra Warra Preschool 184 Research Warrandyte Road, North Warrandyte	Phone 9844 3808
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Yarrambat

Yarrambat Preschool 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"/> | 2020 | Children born between 1/1/2015 – 30/4/2016 | Applications open 1 March 2018 |
| <input type="checkbox"/> | 2021 | Children born between 1/1/2016 - 30/4/2017 | Applications open 1 March 2019 |
| <input type="checkbox"/> | 2022 | Children born between 1/1/2017 - 30/4/2018 | Applications open 1 March 2020 |

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
Country of birth	Language spoken at home

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. Individual circumstances can affect priority of access to preschool. Please ensure you have read and understood the Priority of Access and Offer Policy Guide at www.nillumbik.vic.gov.au/preschoolPOA before proceeding.

- 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 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

Please ensure all supporting documentation is submitted in order for your application to be processed.

The application fee is \$38.00 or \$19.00 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.