

Three year old Sessional Kindergarten Application Information

Your child is eligible to attend an ECMS three year old kindergarten program if:

- they are three or will turn three 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 three years after the 30th April, you may apply however you will be placed on our waiting list. Once your child has turned three years, and a position becomes vacant, we will contact you.

*Please note that if your child turns three years between the start of term and the 30th April, you can accept a place but will not be able to attend until their third birthday. To accept and hold a place until your child turns three years you will need to pay the full term fee.

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 the 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 for a place at Newport Gardens Early Years Centre (NGEYC)?

Application forms are available at reception or through

- NGEYC website www.ngeyc.org.au
- Email a request to ngeycenrolments@ecms.org.au

Applications will be accepted from the first Monday in March for programs running the following year. All applications will be date-stamped and entered into the system in date order. Applications received before the first Monday in March will be returned.

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 by email of the outcome of your application in a Placement Offer in August. Places will be allocated in the order in which applications are received. However, please note that ECMS centres have a policy of prioritising children at risk, Aboriginal and/or Torres Strait Island children and children with additional needs or a disability (documented proof required).

Unsuccessful applicants will also be notified by email and placed on a waiting list. If you would like to be removed from the waiting list, please let us know.

Accepting, deferring or declining your offer

Once you receive your Placement Offer you need to reply by email within the time stipulated to accept, defer or decline the offered place.

Although we will endeavour to place families in their preferred group this may not be possible. Group allocations will be advised to families by email after all program places have been filled.

Four year old Sessional Kindergarten

Entry into a three year old kindergarten program at NGEYC does not guarantee a place in the four year old program at the same kindergarten. Enrolments for four year old sessional kindergarten are managed centrally by Hobsons Bay City Council. For more information visit www.hobsonsbay.vic.gov.au or www.ngeyc.org.au. Applications for four year old sessional kindergarten are also available at reception.

NGEYC also offers four year old kindergarten within the long day Education & Care program. Please ask for more information or email ngeycenrolments@ecms.org.au

Overview

1. Applications open first Monday in March the year before your child will attend
2. Return completed application form to NGEYC via email, post or hand in at reception
3. Placement Offers emailed to families in August the year prior to enrolment
4. Reply by email to accept, decline or defer offer within stipulated timeframe

Three year old Kindergarten Application Form

Please complete all sections on both sides of this form. Incomplete applications will be returned.

Child's details

First name _____ Family name _____

Date of birth ____ / ____ / ____ Female Male

Parent's/Guardian's details

Parent/guardian first name _____ Family name _____

Relationship to child _____ Language/s spoken at home _____

Address _____

Suburb _____ State _____ 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 and/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?

No Yes 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. For more information visit www2.health.vic.gov.au/public-health/immunisation/vaccination-children-adolescents/no-jab-no-play

Year of attendance

Please indicate year requested for attendance: _____

Declaration and consent

I _____ (*print full name*), a person with lawful authority of the child referred to in this enrolment form, declare that the information provided in this enrolment form is true and correct. I declare that I have read and understood the enrolment procedures of ECMS and NGEYC, and understand that in lodging this application a placement offer is not guaranteed.

Signature _____ Date _____

Paperless communication

All correspondence from NGEYC will be sent via email to the address provided below (including fee statements, newsletters and other notices) unless specifically request to be sent by post.

Please send all email correspondence to Parent's/Guardian's email indicated overleaf or to:

If communication by post is required, please tick box

Submitting your application

Please complete, sign and date this form and forward to NGEYC **with proof of child's birth date:**

- Email : ngeycenrolments@ecms.org.au
or
- Hand deliver or post to:
Newport Gardens Early Years Centre, 51 Maddox Road, NEWPORT VIC 3015

OfficeUseOnly		
Date rec:	#	Notes