

**3 YEAR OLD**



*(Maroondah Integrated Kindergarten's Association)*

**CENTRAL ENROLMENT SCHEME**

**THREE YEAR OLD**

**YEAR 2015**

**3 YEAR OLD**



**MAROONDAH INTEGRATED KINDERGARTEN'S ASSOCIATION INC.  
YEAR 2015 THREE YEAR OLD INFORMATION  
& ENROLMENT FORM**

This information is for **three year old** only. For information about four year old kindergarten for 2015, please refer to the four year old kindergarten information and enrolment form. **PLEASE NOTE THAT ATTENDANCE AT A CENTRE FOR THREE YEAR OLD DOES NOT GUARANTEE PLACEMENT AT THAT CENTRE FOR FOUR YEAR OLD KINDERGARTEN.** A child cannot receive an offer of a place for both three and four year old for the same year.

The attached **Enrolment Form** is for children reaching the age of **three years by April 30, 2015, i.e. born on or before April 30, 2012.** In completing this form, please select only from the kindergartens listed on page three. Please ensure that you fill the form out correctly and attach all the required information. **The closing date for applications is June 30, 2014.**

**POINTS TO NOTE WHEN COMPLETING THE ENROLMENT FORM**

**Eligibility:** There is no government funding for three year old (see "Early Start Kindergarten" for exclusions). If you apply for a place at three year old for 2015 and then decide not to attend until the following year, your application will be cancelled and you must reapply next year. Children may apply for a second year of three year old however children undertaking a second year receive no preference in the allocation of positions.

**Note that children are eligible to apply for three year old provided they turn three years old by April 30 the year they attend. However no child can commence sessions until they have turned three. If you wish to accept a place and hold it until your child turns three, a holding fee will apply. Additional age criteria may also apply at some centres.**

**The criteria for placement of children who apply by the closing date are:**

(a) **1st Preference, and**

Where a kindergarten receives more applications than available places i.e. is oversubscribed:

- (b) Children known to Child Protection and from Aboriginal and Torres Strait Islander backgrounds will be placed at their 1st preference.
- (c) **Proximity** - applicants who live geographically closest to the kindergarten (and who are or will be residents of the City of Maroondah in 2015, or who reside in a Municipality whose boundary with the City of Maroondah is within one kilometre of the kindergarten), will be placed first. **Proof of residential address must be supplied with your application, see below.**

**Applications received after the closing date** will be placed in order of receipt **after** all on time applicants are placed, subject to availability of places.

Care should be taken when nominating preferences. **Nominate up to three kindergartens** which are appropriate for you and your child. Please keep in mind the placement criteria above when making your choices. Although every effort is made to place your child at one of your preferred kindergartens, this may not always be possible.

In the event of a **multiple birth**, please complete a **separate application for each child**. Only **one enrolment fee is required** (see below).

If your child has **additional needs** that may require extra support from kindergarten staff, please indicate this in the space provided on the form. Children with additional needs must enrol through the Central Enrolment System. Please attach supporting documentation from qualified professionals if available. Parents with concerns about their child's needs may wish to obtain extra information from the local kindergarten teacher or the regional Children's Services Adviser.

## **OFFER OF PLACES**

You will be contacted by the Central Enrolment Office **by letter of 1 August, 2014** as to the outcome of your application. Your letter of offer will include further information regarding the centre your child has been allocated to. Upon receipt of this letter, you will need to pay a non-refundable deposit per child **to the kindergarten** your child will attend. Details of this will be attached to your letter of offer. Failure to respond to this letter of offer, or pay the deposit within the required time line, **will result in the loss of placement**.

Group allocation is undertaken in accordance with the requirements of the kindergarten you will be attending. This information may be advised in your letter of offer or at a later date by the kindergarten.

## **PROCEDURE FOR ENROLMENT**

The **closing date for 2015 three year old enrolments is June 30, 2014**. Please complete the attached **enrolment form**, and together with:

- (a) **Proof of age** eg. a copy of the child's birth certificate/extract, passport or the front page of your Health Centre Book, and
- (b) **Proof of residential address** (only a recent gas, electricity or water account is acceptable and this information will remain confidential, rates notices will not be accepted)
- (c) A **\$20.00 (non-refundable, but transferable) Enrolment Fee**. This charge covers the cost of administration of the central enrolment scheme and is not a deposit for kindergarten fees.

**Send to:        MIKA  
                    PO Box 3237  
                    NUNAWADING Vic 3131**

**Application for enrolment, including proof of age and residential address, and the enrolment fee must be received by Central Enrolments by no later than **JUNE 30, 2014**. No enrolment will be accepted unless all the above information is supplied.**

Should you have any concerns regarding the administration of the Enrolment Policy, or require further clarification of the process, or would like to suggest any improvements, please write to the Management Committee. Letters can be addressed to PO Box 3237, Nunawading, 3131.



**MAROONDAH INTEGRATED KINDERGARTEN'S ASSOCIATION INC.  
THREE YEAR OLD CENTRAL ENROLMENT SCHEME**

<b>NAME</b>	<b>ADDRESS</b>	<b>PHONE NO.</b>	<b>MELWAY MAP REF.</b>
Arrabri Kindergarten	Allambanan Drive, Bayswater North	9729 7583	65 B 1
Barngeong Kindergarten	Cnr Bambra St & Lee Ann Cres, Croydon North	9726 0671	37 D 10
Bayswater North Kindergarten	17 Wonthulong Drive, Bayswater North	9720 8872	51 D 12
Brentwood Park Kindergarten	Mandowie Crescent, Croydon	9723 3230	51 D 2
Croydon Central Kindergarten	216-218 Mt. Dandenong Road, Croydon	9723 1854	50 K 4
Croydon Gums Kindergarten	22 Frederick Street, Croydon	9725 0498	51 A 7
Croydon North Kindergarten	90 Bonnie View Road, Croydon North	9726 9246	37 B 8
Ellie V Pullin Pre-School	30 Tortice Drive, North Ringwood	9876 4251	35 K 12
Greenwood Park Kindergarten	Greenwood Avenue, Ringwood	9870 8881	49 H 9
Heathmont East Pre-School	4A Pleasant Drive, Heathmont	9729 4762	50 D 12
Heathmont Pre-School	41 Viviani Crescent, Heathmont	9870 5581	64 A 1
Kurboroo Kindergarten	Bemboka Road, Warranwood	9879 0407	36 D 9
Lipscombe Park Kindergarten	Sandgate Avenue, Croydon	9723 2456	36 F 12
Maroondah Pre-School	16 Evon Avenue, Ringwood East	9870 2874	50 D 5
North Ringwood Pre-School	70 Lockhart Road, North Ringwood	9870 5418	49 G 3
Norwood Pre-School	26 Warrandyte Road, Ringwood	9870 6188	49 H 7
Oban Pre-School	6A Holyrood Crescent, Ringwood North	9876 3540	50 B 2
Pinemont Pre-School	29 Hygeia Parade, Ringwood North	9870 3582	49 E 6
Pinjarra Kindergarten	83 Eastfield Road, Croydon South	9723 2816	50 G 7
Ringwood Uniting Pre-School	2 Greenwood Avenue, Ringwood	9870 1707	49 H 9
Tarralla Kindergarten	38 Gracedale Avenue, Ringwood East	9729 9731	50 E 10
Yarrunga Community Centre	76-86 Croydon Hills Drive, Croydon Hills	9722 8942	36 F 9

If you are unsure of your closest kindergarten please refer to the MIKA website, [www.mika.org.au](http://www.mika.org.au), or contact the **Central Enrolment Office on 9878 0596**.

**PRIVACY:** MIKA is committed to the privacy principles prescribed by the Information Privacy Act. The information provided on the attached form is collected to provide an enrolment service to member kindergartens. The form will be passed on to the kindergarten your child attends and may be accessed by teachers and committee members. Non identifying data will be used for statistical information. Your information will not otherwise be disclosed except as required by law. **If you have any queries, please phone the Central Enrolment Officer on 9878 0596.**

# 2015 THREE YEAR OLD

MAROONDAH INTEGRATED KINDERGARTEN'S ASSOCIATION INC.

## 1 Child's Details

Child's Name: \_\_\_\_\_  
(First Name) (Please Print) (Surname/Family Name)

Date of Birth: \_\_\_\_\_ **(Please attach proof of age)**

Male / Female **(Please Circle)**

## 2 Home Details **(Please attach proof of residential address)**

Parents Name(s) \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_

Best Contact Number: \_\_\_\_\_ Alternative Contact Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Language spoken at home: \_\_\_\_\_

## 3 Kindergarten Preferences **(Please ensure you consider the proximity criteria when making your choice)**

1st Preference: \_\_\_\_\_

2nd Preference: \_\_\_\_\_

3rd Preference: \_\_\_\_\_

## 4 Additional Needs

\_\_\_\_\_  
\_\_\_\_\_

## 5 Payment Details **(Credit Card / MO / Cheque payable to MIKA - \$20)**

Visa / Mastercard **(please circle)**

Name on Card \_\_\_\_\_

Card Number \_\_\_\_\_

Exp Date \_\_\_\_ / \_\_\_\_ CVV No. \_\_\_\_ Total \$ \_\_\_\_\_

## 6 Declaration

I declare that I have read and understood the allocation procedures outlined on the information sheet and that the information provided by me is true and correct.

Signed \_\_\_\_\_ Date \_\_\_\_\_

This completed form must be received by the Central Enrolment Office no later than **JUNE 30, 2014**. Send completed **Enrolment Form(s), Proof of Age, Residential Address and the Central Enrolment Fee to MIKA, PO Box 3237, Nunawading, 3131.**

### OFFICE USE ONLY

Date Received:  
DOB Verified:

Receipt No:  
Credit Card / CHEQ / MO