

3 YEAR OLD



(Maroondah Integrated Kindergarten's Association)

CENTRAL ENROLMENT SCHEME

THREE YEAR OLD

YEAR 2020

3 YEAR OLD



**MAROONDAH INTEGRATED KINDERGARTEN'S ASSOCIATION INC.
YEAR 2020 THREE YEAR OLD INFORMATION
& ENROLMENT FORM**

This information is for **three year old** only. For information about four year old kindergarten for 2020, please refer to the four year old information and enrolment form. **PLEASE NOTE THAT ATTENDANCE AT A CENTRE FOR THREE YEAR OLD DOES NOT GUARANTEE PLACEMENT AT THE SAME 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, 2020, i.e. born on or before April 30, 2017.** In completing this form, please select only from the kindergartens listed on page five. Please ensure that you fill the form out correctly and attach all the required information. **The closing date for applications is June 30, 2019.**

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 2020 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 of term fees may apply.

**NO JAB, NO PLAY
Victorian Law**

The Victorian Government has amended the *Public Health and Wellbeing Act 2008*. To have an enrolment confirmed, parents/carers have to provide the service with:

- a current Immunisation History Statement from the Australian Immunisation Register (AIR); AND
- the statement must show that the child is up to date with all vaccinations that are due for their age; or that they are able to receive.

An Immunisation History Statement from the AIR is the only type of immunisation record that early childhood services can accept for the purposes of confirming enrolment.

If your child's immunisations have been delayed or if they have received vaccinations overseas, please contact Maroondah City Council's Immunisation Services on 1300 88 22 33 to develop an immunisation catch-up schedule.

For more information, please visit <http://www.maroondah.vic.gov.au/Community-support-services/Immunisation>.

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

- (a) Satisfy the requirements of the **NO JAB, NO PLAY** law (**proof documentation must be provided with your application, and again to the kindergarten where your child accepts a position**).
- (b) **1st Preference, and**

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

- (c) Proximity – applicants who live geographically closest to the kindergarten (and who are or will be residents of the City of Maroondah in 2020, 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 MIKA 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 MIKA Central Enrolment Office **by e-mail on 1 August, 2019** as to the outcome of your application. Your offer will include further information regarding the centre your child has been allocated to. Upon receipt of this information, you may need to pay a non-refundable deposit per child **to the kindergarten** your child will attend. Details of this will be attached to your offer. Failure to respond to this 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 offer or at a later date by the kindergarten.

PROCEDURE FOR ENROLMENT

The closing date for 2020 three year old enrolments is June 30, 2019. Please complete the attached enrolment form, and together with:

- (a) **Proof of Immunisation** eg. Immunisation History Statement from the Australian Immunisation Register (<https://www.humanservices.gov.au/individuals/enablers/immunisation-history-statement#a1>);
- (b) **Proof of age** eg. Immunisation proof can double as proof of age, or provide a copy of the child's birth certificate/extract or passport;
- (c) **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);
- (d) A **\$28.00 (non-refundable, but transferable) Enrolment Fee**, payable to "Maroondah Integrated Kindergarten's Association Inc.". This charge covers the cost of administration of the MIKA 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 immunisation, age and residential address, and the enrolment fee, must be received by MIKA Central Enrolments by no later than JUNE 30, 2019. 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 MIKA CENTRAL ENROLMENT SCHEME**

NAME	ADDRESS	PHONE NO.	MELWAY MAP REF.
Arrabri Kindergarten	Allambanan Drive, Bayswater North	9729 7583	65 B 1
Barneong 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	5A 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	75 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	18 Notlen Street, Ringwood	9870 4360	49 H 6
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
St John's Kindergarten	9 Toorak Avenue, Croydon	9723 4119	50 J 3
Tarralla Kindergarten	38 Gracedale Avenue, Ringwood East	9729 9731	50 E 10

If you are unsure of your closest kindergarten please refer to the MIKA website, www.mika.org.au, or contact the **MIKA Central Enrolment Office on 0449 997 488.**

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 (or Early Years Management team) 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 MIKA Central Enrolment Officer on 0449 997 488.**

2020 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)**

No Jab, No Play Legislation **(Please attach proof of Immunisation)**

By signing this application, I acknowledge I understand the No Jab, No Play legislation. No enrolment can be confirmed unless the parent/carer has provided an Immunisation History Statement.

2 Home Details

(Please attach proof of residential address)

Parent / Guardian Name(s): _____

Address: _____

Postcode _____

Best Contact Number: _____ Alternative Contact Number: _____

E-mail: _____

Language spoken at home: _____

Aboriginal and/or Torres Strait Islander Background: Yes / No **(Please Circle)**

Eligible for ESK (known to Child Protection or Child First) Yes / No **(Please Circle)**

3 Kindergarten Preferences

(Please ensure you consider the proximity criteria when making your choice)

1st Preference: _____

2nd Preference: _____

3rd Preference: _____

4 Additional Needs / Other Information

5 Payment Details

(Credit Card / MO / Cheque payable to MIKA - \$28)

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 MIKA Central Enrolment Office no later than **JUNE 30, 2019**. Send completed **Enrolment Form(s), Proof of Immunisation, Age, Residential Address and the MIKA Central Enrolment Fee** to **MIKA, PO Box 3237, Nunawading, 3131**.

OFFICE USE ONLY

Date Received:

No Jab / No Play Verified:

Receipt No:

Credit Card CHEQ MO