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## CENTRAL REGISTRATION ALTERATION FOR PRESCHOOL ENROLMENT - 3 and 4 year old groups

**When a parent requests a change of preference without a change of address, a fee is required to be paid.  
Please read the information overleaf.**

### PART 1 - CHILD / FAMILY DETAILS

Please complete Part 1 for ALL alterations

Please indicate which **YEAR** your child is originally registered to attend **3 yo** \_\_\_\_\_ **4yo** \_\_\_\_\_

Family Name of Child: \_\_\_\_\_ Given Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Male / Female  
(Please circle)

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

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

Email Address: \_\_\_\_\_

**Parents' Names:**

Parent: \_\_\_\_\_ Parent: \_\_\_\_\_

**Phone Numbers:**

Parent (Home): \_\_\_\_\_ (Alternate): \_\_\_\_\_

Parent (Home): \_\_\_\_\_ (Alternate): \_\_\_\_\_

### PART 2 - ALTERATION OF PERSONAL DETAILS ONLY

Please complete Part 2 ONLY if you wish to alter any of the personal details on your original application form.

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

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

**Phone Numbers:**

Parent (Home): \_\_\_\_\_ (Alternate): \_\_\_\_\_

Parent (Home): \_\_\_\_\_ (Alternate): \_\_\_\_\_

### PART 3 - CHANGE OF PREFERENCES ONLY

Please complete Part 3 ONLY if you wish to alter the preferences on your original application form.

**A change of first preference must be received by the closing date of 30 June prior to the year the child is registered to attend to be considered in the first series of offers.**

Please select **TWO** preschools in order of preference from the list on the back of this form.

**3 YO** 1. \_\_\_\_\_ 2. \_\_\_\_\_

**4 YO** 1. \_\_\_\_\_ 2. \_\_\_\_\_

### PART 4 - CANCELLATION/DEFERMENT/CHANGE OF APPLICATION YEAR

Please complete Part 4 ONLY if you wish to cancel / defer or change your original application.

I, \_\_\_\_\_ hereby apply for the cancellation / deferment / change to **3 YO**: \_\_\_\_\_ **4YO**: \_\_\_\_\_  
(Parent's name) (Please circle) (Year) (Year)

### PART 5 - AUTHORISATION TO MAKE ALTERATION

The personal information requested is being collected by Council on behalf of local Preschool Services. It will be disclosed primarily for the purpose of assisting preschools in allocating places, or directly related purposes.

I declare that all of the information provided is true and correct and I agree to the use/disclosure of the information provided for the above purpose.

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

*An Acknowledgement letter will be sent to you after receipt of your Alteration for Preschool Enrolment form at Council.*

## ***Preschools Participating in Central Registration***

Appletree Hill Preschool 37 Shepherd Rd, Glen Waverley 3150	9560 2940	Glen Waverley South Preschool 43 Fraser St, Glen Waverley 3150	9560 3430	Pinewood Preschool 13 Pinewood Dve, Mount Waverley 3149	9802 5961
Ashwood Children's Centre 6-8 Yooralla St, Ashwood 3147	9807 9417	Glendal Preschool 3 Lucerne St, Mount Waverley 3149	9802 5732	St. John's Preschool 2 Carmichael Rd, East Oakleigh 3166	9544 5704
Ashwood Memorial Kindergarten 17A Arthur St, Ashwood 3147	9807 5264	Highmount Preschool 36 Lechte Rd, Mount Waverley 3149	9802 2812	St. Luke's Preschool 94 Essex Rd, Mount Waverley 3149	9807 9710
Brandon Park Preschool 7 Collegium Ave, Wheelers Hill 3150	9560 3668	Highvale Preschool 56 Campbell St, Glen Waverley 3150	9803 1652	Syndal Preschool 2 Matthew St, Glen Waverley 3150	9802 8035
Brentwood Preschool Association 60 View Mount Rd, Wheelers Hill 3150	9560 2735	Hughesdale Kindergarten Freda St, Hughesdale 3166	9569 5019	Tally Ho Preschool 24 Martin Pl, Glen Waverley 3150	9802 7527
Best Chance (CFCN) 583 Ferntree Gully Rd, Glen Waverley 3150	8562 5100	Jells Park Preschool 37 Petronella Ave, Wheelers Hill 3150	9560 8035	Ward Avenue Preschool 4 Ward Ave, South Oakleigh 3167	9570 1758
Clayton Preschool Clayton Community Centre, Cooke St, Clayton 3168	9541 3171	Legend Park Preschool 56 King Arthur Dve, Glen Waverley 3150	9803 4666	Waverley Foothills Preschool Gladeswood Drive, Mulgrave 3170	9795 9426
Columbia Park Preschool 26- 28 Columbia Dve, Wheelers Hill 3150	9561 3986	Mount Waverley Preschool 35 Sherwood Rd, Mount Waverley 3149	9807 1267	Waverley Meadows Preschool 6 Farnham Ave, Wheelers Hill 3150	9560 2791
Dover Street Preschool 19 Dover St, East Oakleigh 3166	9544 0308	Mulgrave Park Preschool 68 Albany Dve, Mulgrave 3170	9560 3495	Wayburne Preschool 579 Waverley Rd, Glen Waverley 3150	9802 0152
Emmanuel Anglican Kindergarten 26 Abbeygate St, Oakleigh 3166	9569 7117	Nara Preschool 2 Stanley Avenue, Mount Waverley 3149	9807 5250	Wellington Preschool 53 Shaftsbury Dve, Mulgrave 3170	9560 6106
Germain Street Kindergarten Germain St, Oakleigh South 3167	9570 2550	Oakleigh Primary School Kindergarten 20 Warrigal Rd, Oakleigh 3166	9568 6315		

### **Information about the Central Registration Scheme**

- **Monash Council requires that preschools operating from Council buildings give preference to residents and ratepayers.**
- **A change of preschool preference must be received by the closing date of 30 June prior to the year the child is registered to attend for the change of preference to be considered in the first series of offers.**
- **Please note**, if you have not received a letter acknowledging receipt of your Preschool Alteration from the Council within 1-3 weeks after lodging it then please contact the Preschool Support Officer on 9518 3530.
- For 3 year old preschool - children must turn 3 years on or before the 30 April the year they will attend preschool, but cannot start until their 3<sup>rd</sup> birthday. Enrolments will be subject to the enrolment policies of individual preschools.
- For 4 year old preschool - children must turn 4 on or before the 30 April the year they will attend preschool. Enrolments will be subject to the enrolment policies of individual preschools.
- For more information on the **enrolment procedure** contact the Preschool Support Officer on 9518 3530.
- For information on likely **session times and fees** contact the Preschool.
- An administration charge of **\$10.70** is applicable where a parent requests a change of preference without change of address.
- **Fee's increase annually on 1<sup>st</sup> July. Please contact the Preschool Support Officer for current fee.**

**Please note: the fee paid is an administration charge only, not a guarantee of a place.**

**IN PERSON:** Hand completed form and PAYMENT to the cashier at the Council Offices:

*293 Springvale Road, Glen Waverley    OR    3 Atherton Road, Oakleigh*

**BY MAIL:** Post completed form to the City of Monash, PO Box 1, Glen Waverley 3150.

Cheques are to be made payable to the City of Monash. Do not send cash through the mail.

**BY CREDIT CARD:** Please complete the section below.

Your signature below is an authority for Council to issue a sales voucher for the amount shown below as your payment for this account.

#### **CREDIT CARD NUMBER**

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Card Expiry Date: \_\_\_\_\_ Amount: \_\_\_\_\_

MASTERCARD

Cardholder's Name: \_\_\_\_\_

AMEX

Card Holders Signature: \_\_\_\_\_

VISACARD

Card Holders Daytime Contact Phone Number: \_\_\_\_\_