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CENTRAL REGISTRATION APPLICATION FOR PRESCHOOL ENROLMENT – 3 and 4 year old groups

Please read the information below and note payment amount required when lodging this application.

Family Name of Child: _____

Given Names: _____

Date of Birth: _____ Male / Female
(Please circle)

Address: _____

Post Code: _____

Email: _____

Are you registering for 3 year old only 4 year old only **BOTH 3 & 4 YEAR OLD**

*PLEASE CIRCLE THE YEAR/S FOR YOUR CHILD TO ATTEND

Date of Birth:	01/05/2004 – 30/04/2005	01/05/2005 – 30/04/2006	01/05/2006 – 30/04/2007	01/05/2007 – 30/04/2008	01/05/2008 – 30/04/2009
3 year old attendance:	–	2009	2010	2011	2012
4 year old attendance	2009	2010	2011	2012	2013

Parents / Guardian Details

Mother's Name: _____

Phone Numbers Home #: _____ Alternate #: _____

Father's Name: _____

Phone Numbers Home #: _____ Alternate #: _____

Languages spoken at home: _____

Please indicate if your child has a disability, developmental delay or other special need:

Please indicate your preferred preschool, followed by an alternative from the list below.

3YO 1. _____ 2. _____

4YO 1: _____ 2: _____

Please note: Any applicant who does not receive their preferred placement will be offered a place at their alternative preference where possible.

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/Guardian: _____ Date: _____

An Acknowledgement letter will be sent to you after processing of your Application for Preschool Enrolment 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
Bestchance (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		

Council requires that preschools operating from Council buildings allocate the majority of preschool places to residents of Monash.

Information about the Central Registration Scheme

- **Preschool applications 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 note**, if you have not received a letter acknowledging receipt of your application from the Council within 1-3 weeks after lodging it then please contact the Preschool Support Officer on 9518 3530.
- If you wish to make any amendments to this information an Alteration to Preschool Enrolment form can be obtained by contacting the Preschool Support Officer on 9518 3530 or at Preschools.
- Children are eligible for enrolment from 18 months of age onwards.
- 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 3rd birthday. Enrolments could be subject to additional enrolment criteria from individual preschools.
- For 4 year old preschool - children must turn 4 on or before the 30 April the year they will attend preschool. Enrolments could be subject to additional enrolment criteria from individual preschools.
- For more information on the **enrolment procedure** contact the Preschool Support Officer on 9518 3530.
- For information on **session times and fees** contact the Preschool.
- Completed applications, including an administration charge of **\$10.10** should be lodged either:

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: 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

Card Expiry Date: _____ Amount: _____ MASTERCARD

Cardholder's Name: _____ AMEX

Card Holders Signature: _____ VISACARD

Card Holders Daytime Contact Phone Number: _____

PRESCHOOL CENTRAL REGISTRATION INFORMATION SHEET TO BE RETAINED BY PARENT/GUARDIAN

Central Registration for Enrolments

The Central Enrolment Register is supported by the City of Monash and the Monash Preschool Association to assist preschools with the administration of enrolments. The following information will help you to complete the Preschool Registration Application for Enrolment form for the Preschools listed on the reverse side of the registration form.

Victorian State Government Policy states that a child is entitled to funding for **ONE** year of 4 YEAR OLD preschool experience **ONLY**. When applying for preschool, parents need to carefully consider the age of their child and whether he/she will be ready for the demands of preschool. Your local preschool teacher is available to discuss these matters.

In receiving each application form, the Central Enrolment Register can give no guarantee that a place will be available in the preschool nominated or in any preschool within the municipality. Availability of places in individual preschools is determined by the number of sessions and places offered each year as decided by the preschools.

It is recommended that parents visit their preferred preschools to obtain information such as **session times** and **fees**, before nominating their preferred preschools on the application form. ***Please phone the preschool before visiting. Please be aware that some preschools have additional enrolment criteria that may influence your child's enrolment.*** You can ask to see each preschools enrolment policy.

Should a parent wish to vary any of the information on the original application, i.e. preschool preferences, year of attendance, change of address, etc. an alteration form "Central Registration Alteration for Preschool Enrolment" must be sent to the City of Monash. These forms are available from Preschools and Council Offices.

Preschool applications 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. Applications received after that date will be regarded as late applications and will be considered after all applications received before **30 June** are dealt with.

If a parent requests a change of preference before 30 June prior to the year their child is registered to attend, the **ORIGINAL** Date Received will remain the same. A change of preference received after the 30 June will attract **the date it is received**. If a parent requests a change of preference without a change of address, a further fee is payable.

Should forms be received prior to your child being 18 months of age or without payment, they will be returned to you to be resubmitted and will attract the later date of registration.

PROCEDURE FOR ALLOCATION OF PLACES

The first round of offers are mailed out by Preschools in July and subsequent offers will be made until preschools are full. Should your child not have access to a place in your preferred preschool, Council's Preschool Support Officer will assist in finding a place for your child in your alternative preference where possible or other vacancy most suitable for you. Please note your child's name is only on the list of your first preference preschool.

CHILDREN WITH ADDITIONAL NEEDS

A parent who considers that their child has additional needs at the time of application for enrolment must apply for recognition of this status to allow an application for further funding to be sought should it be needed. Supportive documentation from other agencies will be needed in the further application.

If you would like more information on the enrolment procedure, please contact the Preschool Support Officer at the City of Monash on 9518 3530 or by e-mail: annes@monash.vic.gov.au

It is recommended that your child attend the Maternal & Child Health Centre for health, developmental and vision screening at 3½ years of age

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