

# **WHITEHORSE PRE-SCHOOL ASSOCIATION**

## **Information to assist in completing the application form**

### **ALLOCATION OF PLACES**

The WPSA maintains an application register for member preschools in the City of Whitehorse.

- Each preschool is responsible for allocating places according to their own enrolment policy.
- The selection criteria used to allocate places may differ at each preschool.
- **It is recommended you obtain and read a copy of the enrolment policy and criteria for selection from the preschool of your choice.**

### **PROCEDURE**

- Applications will be accepted from a child's second birthday and will not be processed prior to this date.
- Only one application per child will be accepted.
- Applications can only be made for one year each of three year old and/or four year old preschool.
- Children will have access to one year only of 3 year old preschool prior to 4 year old preschool.
- **Applications close 30 June the year prior to entry.** Applications received after this date will be placed on a waitlist.
- A non-refundable application fee must be included with the application.
- You must provide a residential address.
- Submitting this application **is not** a guarantee of preschool placement.
- It is **not** the responsibility of the WPSA to select applicants for preschools.
- During July and August of the year prior to entry, preschools will determine places and notify successful applicants.
- If successful, you will be required to accept a position by forwarding a deposit to the preschool. (details will be provided by the preschool)
- Preschools will notify unsuccessful applicants and you must contact the WPSA for alternatives.
- Applications for alternatives will only be considered if vacancies exist after preference offers.

### **ELIGIBILITY/YEAR OF ENTRY**

- To be eligible for preschool your child must turn 3 or 4 years of age on or before April 30 the year in which they will attend 3 or 4 year old preschool respectively.
- Please note that your child must be three years of age before commencement in a 3 year old program.
- The Department of Education and Early Childhood Development policy allows funding for **one year only** of preschool per child in the year prior to school entry.

### **SUBMITTING YOUR APPLICATION**

Please complete the application form and return it to:

**THE APPLICATIONS OFFICE  
WPSA,  
P.O. BOX 1194,  
BLACKBURN NORTH, 3130**

A \$20 per child, non-refundable application fee, payable by cheque, money order or paypal to WPSA, must accompany the application form. Include a stamped self-addressed envelope or email address to receive a reply in 5 business days.

Please retain the confirmation letter, together with this information sheet as your record of application.

Any enquiries about pre-school applications or to notify change of address or preference, contact the Applications Office at [w.p.s.a@bigpond.com](mailto:w.p.s.a@bigpond.com) or on 03 92854854.

### **WHITEHORSE EARLY LEARNING SERVICES (WELS)**

WELS, a service of the City of Whitehorse, operates six children's services centres, five offering long day care, with a funded Kindergarten Program and one offering occasional care. The Centres provide care and education for children between the ages of 0 and 6 years.

To enrol please contact your preferred centre in the first instance. If you have any further enquiries regarding any of the children's services centres, please contact the Centre or the Children's Services Administration Officer of 03 92626476.

The personal information requested is being collected by the WPSA for preschool services in Whitehorse and will be used by the WPSA for that primary purpose or directly related purposes. The WPSA will disclose this information to preschool committees of management. The WPSA will not divulge this information to any other organisation or authority. Requests for access and/or correction of applications should be made to the Applications Office on 03 92854854.