



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.
- **Proof of the child's age must be supplied with the application.**
- You must provide a residential address.
- **Proof of residential address, the address you actually reside at, must be supplied with the application. Only recent utilities accounts will be accepted. Rates notice is not acceptable.**
- **Proof of up to date immunisation must be supplied with the application. The only acceptable document is AIR history statement (Australian Immunisation Register) which can be downloaded from Medicare online. <http://www.health.vic.gov.au/immunisation/factsheets/no-jab-no-play.htm>**
- If the child individually or parents/guardian have a Health Care Card, Pension Card or similar, a copy must be provided with the application.
- A non-refundable application fee must be included with the application.
- **It is the responsibility of the person lodging the application to ensure all documents are correct and included with the application form. Incorrect or incomplete applications will be returned.**
- Submitting this application is **not** a guarantee of preschool placement.
- Only one application per child will be accepted.
- Applications can only be made for one year each of 3yo and/or 4yo preschool.
- Attendance at a preschool for 3yo does not guarantee placement for 4yo at that same preschool.
- Children will have access to one year only of 3yo preschool prior to 4yo preschool.
- **Applications close 30 June the year prior to entry.** Applications received after this date will be placed on a waitlist.
- 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 3yo or 4yo preschool respectively.
- Please note that your child must be three years of age before commencement in a 3yo program.

SUBMITTING YOUR APPLICATION

Please complete the application form and email to w.p.s.a@bigpond.com or post to:

THE APPLICATIONS OFFICE

WPSA,
P.O. BOX 1194,
BLACKBURN NORTH, 3130

A \$30 per child, non-refundable application fee, payable by paypal via the link on our website '[enrolment forms](#)' page, or cheque or money order payable to WPSA, must accompany the application form. Include an email address or stamped self-addressed envelope, size DL preferred, 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 preschool applications or to notify change of address or preference, contact the Applications Office at w.p.s.a@bigpond.com or on 03 92854854.

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 may 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.

WHITEHORSE EARLY LEARNING SERVICES (WELS)

WELS, consists of five council operated children's services centres that offer state-funded kindergarten programs as well as long day care. The kindergarten program is delivered by a Bachelor trained kindergarten educator and includes transition to school. WELS also provides care and education for children between the ages of 0 to 6 years which helps those families who need to fit a kindergarten program around work commitments. To enrol please contact your preferred centre.



1. CHILD'S DETAILS - PLEASE USE CAPITALS

Child's Name _____
(GIVEN NAME or NAME KNOWN AS) (FAMILY NAME/SURNAME)

Date of Birth: ____/____/____ (DD/MM/YY) Gender: Male Female

Residential Address: _____
STREET NUMBER AND NAME SUBURB POSTCODE

Postal Address: (if different to residential address) _____

Preferred email: _____

2. PARENT'S/GUARDIAN'S DETAILS - PLEASE USE CAPITALS

Parent/Guardian1: _____
Mr/Mrs/Ms/Miss/Dr (GIVEN NAME or NAME KNOWN AS) (FAMILY NAME/SURNAME)

Telephone (preferred) _____ (alternate) _____

Parent/Guardian2: _____
Mr/Mrs/Ms/Miss/Dr (GIVEN NAME or NAME KNOWN AS) (FAMILY NAME/SURNAME)

Telephone (preferred) _____ (alternate) _____

Are you a Whitehorse resident? Yes No

Do both parents have parental responsibility? Yes No If yes please ensure you complete both parent details

Are there any court orders relating to this child? Yes No If yes please provide relevant 'additional details'

3. PRESCHOOL DETAILS

Year of Entry i.e. 2019 Preschool Preference and Alternatives (alternatives are considered equal, not 2nd & 3rd choice)

3 y/o year of entry - 20____ Preference.....

3 y/o alternatives -OR.....

4 y/o year of entry - 20____ Preference.....

4 y/o alternatives -OR.....

Have siblings previously attended the preference preschool? Child's Name: Year:.....

4. ADDITIONAL DETAILS - you may need to attach supporting documentation for this section

- Does your child have additional needs? Yes No

If YES supporting documentation is required to be considered under DET priority of access guidelines

- Is this child known to a child protection agency due to risk of abuse or neglect? Yes No
- Including in Out-of-Home or Kinship Care? Yes No

If YES supporting documentation is required to be considered under DET priority of access guidelines

- Does a family member have additional needs? Yes No

If YES supporting documentation must be provided with application for consideration

- Is this child of Aboriginal or Torres Strait Islander descent? Yes No
- Does the child individually or parents/guardians hold a Health Care Card, Pension Concession Card or Veterans Affairs Card or Asylum Seeker or Refugee Visa? (If 'yes' copy must be provided)

Yes No Card or Visa Type Expiry.....

- Child's country of birth and Language spoken at home

Australia or other English or other

5. DECLARATION

I/We have made \$30 payment via paypal (paypal transaction ID).....) or enclosed a cheque or money order made payable to WPSA (please circle payment method used). I/We have attached proof of the child's date of birth, proof of residential address and relevant immunisation information

The information supplied is true and accurate. I/We understand that no guarantee is given when applying for preschool. I/we further understand the procedures of enrolment and have read the application information on this form.

Signed..... Date.....

PRESCHOOL APPLICATION FORM