

Enrolment Waitlist Application Form

Email application to civic.enrolment@kindergarten.vic.gov.au

***Incomplete applications will not be entered into the waitlist.**



Civic Kindergarten Sessional Kindergarten Program Hours

The 3 year old program operates Wednesdays and Fridays 8.45am to 1pm during the school term.

The 4 year old program operates Monday, Tuesday and Thursdays 8.45am to 2pm during the school term.

Office use only
Date Full Application Received: _____
Fee in Account: _____
Confirmation Sent: _____
LOO: _____
Accepted/Declined: _____

Select the kindergarten program waitlist that corresponds to your child's age:

*Children must be 3 years of age by 30th April the year they attend our 3 year old program-**contact the kindergarten to discuss.**

2026 ☐ Just 3 Year Old Program ☐ Just 4 Year Old Pre-Prep Program ☐ Both 3 year old program in 2026 & 4 year Pre-Prep program 2027

2027 ☐ Just 3 Year Old Program ☐ Just 4 Year Old Pre-Prep Program ☐ Both 3 year old program in 2027 & 4 year Pre-Prep program 2028

2028 ☐ Just 3 Year Old Program ☐ Just 4 Year Old Pre-Prep Program ☐ Both 3 year old program in 2028 & 4 year Pre-Prep program 2029

Child Information

First Name		Family Name	
Date of Birth		Residential Address	
Gender			

Parent / Guardian #1

First Name		Family Name	
Mobile		Email	

Parent / Guardian #2

First Name		Family Name	
Mobile		Email	

Have siblings attended Civic Kindergarten?	Y/ N	If Y, provide name(s) & year of attendance	
Does your child have additional needs?	Y/N	If Y, provide information	
Does your child hold a valid concession card?	Y/N	If Y, list type of card & expiry date	
Does your child identify as Aboriginal, Torres Strait Islander, from a refugee or asylum seeker background, had contact with child protection or identify as vulnerable?	Y/N	If Y, provide information	

Checklist. Each Application must include clear copies of the following:

Completed Enrolment Waitlist Application		Child's Birth Certificate	
Latest Medicare Immunisation Certificate History stating 'up to date' (from Medicare Express App)		Proof of Residency in City of Port Phillip ie. utilities bill or rates notice	
Payment of \$50 non-refundable registration waitlist fee. Provide copy of receipt with this application.			
Make payment to PAYID: civic.kin@kindergarten.vic.gov.au Add REF: your child's name			

Important Considerations:

If a place becomes available, a Letter of Offer will be emailed to Parent/Guardian #1. The Letter of Offer will include information about the 'Free Kindergarten Funding', Fee Payment Agreement, refunds and 'service event' co-payments here at Civic Kindergarten.

With a Letter of Offer, to accept a place, families will need to:

1. Nominate to either Opt-in or Opt-out of your 'Free Kindergarten Funding' to Civic Kindergarten within a timeframe. 'Opt-in' will entitle your child to **free term fees** for the applicable program at Civic Kindergarten only. Opt-out will revert to the Fee Payment Agreement.
2. Pay an Enrolment Deposit; \$700 for the 3yo program OR \$780 for the 4yo program, within a set timeframe to secure your child's place.
3. Where families 'opt-in' to the 'Free Kindergarten Funding', you are entitled to an Enrolment Deposit refund when your child commences with us at the start of their enrolled year. *We DO NOT refund for change of mind. ie. your child does not commence in our program.
4. Civic Kindergarten schedule 'service event's' which are adhoc incursions/excursions throughout the year. These 'service event's' are co-funded by families as 'Free Kindergarten Funding' does not cover the costs of 'service event's'. The co-payment fee is collected via direct debit two weeks prior to the 'service event'. These programs are an integral component of Civic Kindergarten's program.
5. Cancellation of enrolment requires one terms notice.
6. No refunds of any paid fees apply.

Refer to our Enrolment Policy on our website: <https://www.civic.kindergarten.vic.gov.au/>

Privacy Statement

Preschool Association Middle Park Inc.
Service Name – Civic Kindergarten
256 Richardson Street, Middle Park Vic 3206
ABN 5946 6515 416



Your privacy is important.

Civic Kindergarten has developed a *Privacy and Confidentiality Policy* that illustrates how we collect, use, disclose, manage and transfer personal information, including health information. This policy is available on request.

To ensure ongoing funding and licensing, our service is required to comply with the requirements of privacy legislation in relation to the collection and use of personal information. If we need to collect health information, our procedures are subject to the [Health Records Act 2001](#).

The Child Information and Family Violence Information Sharing Scheme allows Early Childhood Services to freely request and share relevant information with Information Sharing Entities to support a child or group of children's wellbeing and safety when the threshold test has been met.

Purpose for which information is collected

The reasons for which we generally collect personal information are given in the table below.

Personal information and health information collected in relation to:	Primary purpose for which information will be used:
Children and parent/guardian	- To enable us to provide for the education and care of the child attending the service - To manage and administer the service as required
The Approved Provider if an individual, or members of the Committee of Management/Board if the Approved Provider is an organisation	- For the management of the service - To comply with relevant legislation requirements
Job applicants, employees, contractors, volunteers and students	- To assess and (if necessary) to engage employees, contractors, volunteers or students - To administer the individual's employment, contracts or placement of students and volunteers

Please note that under relevant privacy legislation, other uses and disclosures of personal information may be permitted, as set out in that legislation.

Disclosure of personal information, including sensitive and health information

Some personal information, including health information, held about an individual may be disclosed to:

- government departments or agencies, as part of our legal and funding obligations
- local government authorities, for planning purposes
- organisations providing services related to employee entitlements and employment
- insurance providers, in relation to specific claims or for obtaining cover
- law enforcement agencies
- health organisations and/or parent/guardian in circumstances where the person requires urgent medical assistance and is incapable of giving permission
- anyone to whom the individual authorises us to disclose information.
- information sharing entities to support a child and a group of children's wellbeing and safety.

Laws that require us to collect specific information

[The Education and Care Services National Law Act 2010](#) and the [Education and Care Services National Regulations 2011](#), [Associations Incorporation Reform Act 2012 \(Vic\)](#) and employment-related laws and agreements require us to collect specific information about individuals from time-to-time. Failure to provide the required information could affect:

- a child's enrolment at the service
- a person's employment with the service
- the ability to function as an incorporated association.

Access to information

Individuals about whom we hold personal, sensitive or health information can gain access to this information in accordance with applicable legislation. The procedure for doing this is set out in our *Privacy and Confidentiality Policy*, which is available on request.