



Dame Nellie Melba Kindergarten Inc.

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Office Use Only
Date Entered into System
Rec'd _____
Ack _____

WAITING LIST REGISTRATION FORM

This form is to add your child's name to the waiting list register, it is not a guarantee of a place.

A separate form must be submitted for each child.

Applications are accepted after the child's second birthday.

Proof of residence must be provided with waitlist application.

Name of Child: _____ Date of Application: _____

Date of Birth: _____ Language(s) Spoken at Home: _____

Is there any additional information that we need to know in relation to your child? Yes No

Comments:

Have any of your children previously attended Dame Nellie Melba Kindergarten? Yes No

Name(s): _____ Year(s) _____

Kindergarten Requirements				
3-4 Year Old	Y / N	Year	Extended Hours Interest: (12.00pm – 5.30pm)	Y / N
4-5 Year Old	Y / N	Year	Extended Hours Interest: (12.00pm – 5.30pm)	Y / N

Three Year Old Kindergarten applications

Three year old kindergarten is self funded and receives no government subsidy. It is advisable to consider your child's suitability for 3 year old kindergarten before commencing the kindergarten year. Dame Nellie Melba Kindergarten does not guarantee a second year of three year old kindergarten for an enrolled child. Applications for a second year of 3 year old kindergarten will be considered new applications and processed according to the Kindergarten policy.

Four Year Old Kindergarten applications

Four year old kindergarten is partially funded by a government subsidy. Dame Nellie Melba Kindergarten cannot guarantee a second year of funded kindergarten for an enrolled child. To receive funding for a second year of 4 year old kindergarten a child must exhibit at least two areas of developmental difficulties. Parents/Guardians and the kindergarten teacher must forward relevant documentation to the Department of Education and Early Childhood Development by the end of Term 3 in the year prior to the repeat year. The kindergarten teacher may consult with the City of Yarra Preschool Field Officer to discuss your child's funding application. No child considered young for their chronological age will be granted repeat funding.

Deferred Applications

You may defer your kindergarten position. Three year old kindergarten requests for deferral from 2010 to 2011 must be lodged in writing with the Committee of Management within 10 weeks of commencing the program. Four year old requests for deferral from 2010 to 2011 must be lodged with the Committee of Management by 26 June 2010.

Priority of Access to a kindergarten place at DNMK

1. Children currently enrolled at Dame Nellie Melba Kindergarten.
2. Children who were enrolled to attend in the previous year but deferred from the program within 10 weeks of commencing the 3 year old kindergarten program.
3. Siblings who will be 3 by 30 April of the year they wish to attend DNMK. NB Child must turn 3 before they commence kinder
4. Children who will be 3 by the start of Term 1 of the year they wish to attend DNMK and live in 3002/3121 postcode.

5. Children who turn 3 after the start of Term 1 and prior to 30 April of the year they wish to attend DNМК, and live in 3002/3121 postcode. Proof of residence must be provided with waitlist application. Child must turn 3 before they commence kinder.
6. Children who will be 3 prior to 30 April of the year they wish to attend DNМК and live outside 3002/3121 postcode.

Offer of a Place in the 3/4 or 4/5 Year Old Program

1. First round offers of places for the 3/4 and 4/5 year old program will be posted to applicants early in Term 3, in the year preceding attendance. Applicants will be given two weeks to respond to the offer and forward their deposit of \$50.
2. Second and subsequent round offers will be made immediately following receipt back to the Enrolment Secretary that an offer has been declined. Applicants will be given two weeks to respond to the offer and forward their deposit of \$50.
3. Failure to respond to a letter of offer by the due date will indicate that the applicant does not wish to accept the place and the place will be offered to the next child on the waiting list.
4. A non-refundable deposit of \$50.00 per child is required to confirm the child's place. Any requests for exceptions should be made to the committee in writing.
5. A receipt will be issued and the deposit will be deducted from the Term 4 fees in the year of attendance.
6. Applicants who are not successful in obtaining a place will be notified in writing as soon as possible after all places have been filled. **It is the applicants responsibility to advise DNМК whether or not they wish to remain on the waitlist.**

Allocation of Places within Groups

When accepting an offer of a place in any DNМК program, parents/guardians will be asked to indicate their preference for groups / days of attendance on the acceptance form. Group places will be allocated on a "first come first served" basis according to date of receipt of acceptance form and holding deposit. Whilst every attempt will be made to accommodate requests, a place in the preferred group cannot be guaranteed.

In the event that the number of acceptances received on any given day for a particular group are greater than the number of available places remaining for that group, the places will be balloted. The ballot will be conducted by the President, Enrolment Secretary and one other Committee or staff member.

The final decision regarding group allocations rests with the Director and the Committee

The Committee retains the ultimate discretion to admit a child to the kindergarten without having regard to the above priorities.

Please notify us if your details change.

Parent 1	Parent 2
(Please note that this information will be used as the main contact)	
Name: _____	Name: _____
Address: _____	Address: _____
_____ Postcode: _____	_____ Postcode: _____
Telephone: Home: _____	Telephone: Home: _____
Business: _____	Business: _____
Mobile: _____	Mobile: _____
Email address: _____	Email address: _____