



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 at 3pm 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.

SUBMITTING YOUR APPLICATION

Please complete the application form and return it to:

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

A \$25 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 a stamped self-addressed envelope, size DL preferred, 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 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 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.

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) (FAMILY NAME/SURNAME)

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

Residential Address: _____ 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) (FAMILY NAME/SURNAME)

Telephone (preferred) _____ (alternate) _____

Parent/Guardian2: Mr/Mrs/Ms/Miss/Dr _____
(GIVEN NAME) (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. 2016 Preschool Preference and Alternatives

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
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
- Do the child or parents/guardians hold a Health Care Card, Pension Concession Card or Veterans Affairs Card?
 Yes/No Card Type Expiry.....

Are there any additional details you wish to add to this application that may be considered?
 e.g. family needs, child/family day care, language.

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5. DECLARATION

I/We have made \$25 payment via paypal (paypal transaction ID).....) or enclosed a cheque or money order made payable to WPSA (please circle payment method used), and a DL business sized stamped self addressed envelope or email address if I wish to receive an acknowledgement of this application. 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.....