About the ELC

- The ELC offers long-day kindergarten for approximately 170 three to five year old children.
- The ELC caters for 89 children per day – 60 four and five year old children and 29 three year old children.
- There are two 3 year-old playrooms and 3 four year-old playrooms.
- Children are allocated a place in either a three year old or four year old program, in accordance with their date of birth.
- The kindergarten program at the ELC is designed, implemented and evaluated by Victorian Institute of Teaching registered early childhood teachers.
- Attendance options are fixed and after allocation of places change of booking is difficult, therefore families are asked to consider their enrolment preference carefully.
- Families are invoiced for 48 weeks of the year regardless of absences.
- Places are allocated in accordance with the University of Melbourne and Commonwealth Government priority of entry guidelines.

Operational Hours

The ELC operational hours are 8:30am to 5:30pm, Monday to Friday, 48 weeks per year including Gazetted Victorian School holidays. All children are entitled to attend for the 48 weeks.

Attendance Options

- **2 days** Tuesday, Thursday.
- **3 days** Monday, Wednesday, Friday.
- **5 days** Monday to Friday.

3 Year Old Program

Children must turn three years of age by the 31st January in the year of entry. All children must be toilet trained prior to entry.

4 Year Old program

Children must turn four years of age by the 30th April in the year of entry. Children must not be enrolled in a Victorian Government funded kindergarten program at any other centre.

Please note: the ELC does not offer places to children who have attended a 4 year old year of funded kindergarten elsewhere and are not deemed eligible for a second year of funded kindergarten.


Waiting List Application

The Waiting List is open the year prior to the child’s anticipated entry from: 1st **February** to 30th **April**.

Applications attract a **$50.00** non-refundable, enrolment and processing fee.

Applicants are processed according to priority from June to July. An ‘Offer of Place’ is forwarded to each successful applicant between July and September of the year prior to entry.

A deposit equal to four weeks of full fees is to be paid upon enrolment and acceptance of ‘Offer of Place’. All deposits are to be paid by credit card. The full amount of the deposit is deducted from final accounts at the conclusion of the child’s enrolment at the ELC.

**NB:** Under certain circumstances the ELC reserves the right to allocate places outside of the priority of entry guidelines to ensure that the needs of families and the centre are met.

Priority of Entry

**(in accordance with the Commonwealth Priority of Access Guidelines)**

1. Currently enrolled children
2. Current Employees of the University of Melbourne
   - Current Students of the University of Melbourne
3. Affiliation to the University of Melbourne
4. Siblings of currently enrolled children.
   - Siblings of previously enrolled children.
5. New Families


Open Day 2016

Waiting List Applicants are warmly invited to the ELC Open Day. Families and children are able to tour the centre and meet the teachers on **Saturday 16th April 2016, 11:00 am - 12:00 pm.**
Waiting List Application – 2017 Entry

Please complete and return one form for each child and return with a $50.00 application fee to:

The University of Melbourne Early Learning Centre
40 Clarke Street, Abbotsford VIC 3067
Telephone: 03 9419 4089
Email: education-ELC@unimelb.edu.au

The ELC prioritises entry based on the information families provide, in accordance with the University of Melbourne and Victorian Government Guidelines. Please ensure that you read the details on priority allocation and the enrolment process contained in the Enrolment Information Brochure and DEECD brochures included with this application. Please answer all questions in full and provide verification as requested.

Child Details

Family Name: ........................................................................................................ Date of Birth: ..........................................................
Given Name: ........................................................................................................ Gender: ☐ Female ☐ Male

Has a sibling previously attended the ELC? ☐ Yes ☐ No

Sibling’s Full Name: ............................................................................................. Year/s of Attendance: ..................................................................................

Attendance Options (fixed)

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<thead>
<tr>
<th>2 days:</th>
<th>Tuesday, Thursday</th>
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<tbody>
<tr>
<td>3 days:</td>
<td>Monday, Wednesday, Friday</td>
</tr>
<tr>
<td>5 days:</td>
<td>Monday to Friday</td>
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Funded Kindergarten

Has your child been previously enrolled in a 4-year-old funded kindergarten program?
Please note: the ELC does not offer places to children who have attended a 4 year old year of funded kindergarten elsewhere.

☐ No ☐ Yes

Additional Needs

Does your child have identified additional needs?

☐ No ☐ Yes, please provide details below.

Is this child receiving specialist care / ongoing review? (E.g. paediatrician, speech pathologist, psychologist).

☐ No ☐ Yes, please provide details below.

Other Information

What language/s are spoken in the home?

Does either Parent/Guardian work or live within a 2km radius of the centre (Abbotsford)?

What are the child’s current child-care arrangements?

Is each parent working, studying or looking for work for at least 30 hours per fortnight?

☐ No ☐ Yes
Parent/Guardian 1 (Primary contact)

Family Name: ........................................... First Name: ...........................................
Address: ........................................................................................................................................
Suburb: ........................................... Post Code: ........................................... Do you live with your child?  ❑ Yes ❑ No
Phone: (H). ........................................... (W) ........................................... Mobile: ............................................
Email: ........................................................................................................................................

Is this parent a current student at the University of Melbourne? ❑ No ❑ Yes
❑ Full time ❑ Part time ❑ UGrad ❑ Grad ❑ RHD
Student Number: ............................................
❑ Attached is a copy of Parent/Guardian 1 current student card.

Is this parent a current staff member of the University of Melbourne? ❑ No ❑ Yes
❑ Full time ❑ Part time ❑ Staff Number: ............................................
Department Name: ............................................
❑ Attached is a copy of Parent/Guardian 1 current staff card.

Does this parent have an affiliation with the University of Melbourne? ❑ No ❑ Yes

Parent/Guardian 2

Family Name: ........................................... First Name: ...........................................
Address: ........................................................................................................................................
Suburb: ........................................... Post Code: ........................................... Do you live with your child?  ❑ Yes ❑ No
Phone: (H). ........................................... (W) ........................................... Mobile: ............................................
Email: ........................................................................................................................................

Is this parent a current student at the University of Melbourne? ❑ No ❑ Yes
❑ Full time ❑ Part time ❑ UGrad ❑ Grad ❑ RHD
Student Number: ............................................
❑ Attached is a copy of Parent/Guardian 2 current student card.

Is this parent a current staff member of the University of Melbourne? ❑ No ❑ Yes
❑ Full time ❑ Part time ❑ Staff Number: ............................................
Department Name: ............................................
❑ Attached is a copy of Parent/Guardian 2 current staff card.

Does this parent have an affiliation with the University of Melbourne? ❑ No ❑ Yes

Commonwealth Priority of Access Guidelines

Is the child of Aboriginal or Torres Strait Islander descent? ❑ Yes ❑ No

Is there a member in the household with a disability? ❑ Yes ❑ No

Does the annual combined family adjusted taxable income not exceed the lower income threshold of $43,727 for 2015-2016, or who/whose partner on income support? ❑ Yes ❑ No

Is the child from a non-English speaking background? ❑ Yes ❑ No

Is the child of a single parent family? ❑ Yes ❑ No

Is the child of a socially isolated family? ❑ Yes ❑ No

Has the child arrived from country Victoria, interstate or another country in the past 12 months? ❑ Yes ❑ No

Any additional information to support this application: ........................................................................................................................................

NB: The ELC reserves the right to allocate places outside of the priority of entry guidelines to ensure that the needs of families and the centre are met.
Credit Card Payment

Please complete this form in full. Proof of transaction will be forwarded upon receipt. The University of Melbourne does not accept American Express.

<table>
<thead>
<tr>
<th>Child’s Full Name:</th>
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Card Holder Name …………………………………………………………………….. Signature: ……………………………………………………………………

Email: ………………………………………………………………………………………………………………………………………………………………………

☐ I confirm this is a valid charge to my credit card.

“The University of Melbourne complies with all PCI rules and regulations in regards to credit card information.”