About the ELC

- The ELC offers long-day kindergarten for approximately 170 children aged between 2 and 5 years-old.
- The programs are designed, implemented and evaluated by Victorian Institute of Teaching registered early childhood teachers.
- The ELC caters for 89 children per day with 29 children enrolled in the two to three-year-old kindergarten and 60 children enrolled in the four to five-year-old kindergarten.
- Children are allocated a place in either a two to three-year-old or four to five-year-old program, in accordance with their date of birth.
- The ELC does not offer occasional care. Attendance options are set, and once allocation of places has occurred a change of booking is not guaranteed. Families are asked to consider their enrolment preference carefully.
- Families are invoiced for 48 weeks of the year regardless of absences. If families forfeit their enrolment due to unexpected extended absences the ELC is unable to guarantee re-enrolment.
- Places are allocated in accordance with the University of Melbourne and Commonwealth Government priority of entry guidelines.

Operational Hours

The ELC operational hours are 7:30am to 5:30pm, Monday to Friday, 48 weeks per year including Gazetted Victorian School holidays.

Attendance Options

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

2-3 Year Old Program

Children must turn three years of age by the 30th June in the year of entry. All children must be toilet trained prior to attendance.

4-5 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 4 year-old funded Victorian State Government kindergarten elsewhere and are not deemed eligible for a second year of funded kindergarten

Waiting List Application

Waiting List Applications are accepted the year prior to the child’s anticipated entry. The 2020 Waiting List will be open from 4th March – 31st May 2019. **No late applications will be accepted.**

Applications are processed as per Priority of Entry criteria from June onwards. An ‘Offer of Place’ is forwarded to each successful applicant between July and September in the year prior to entry.

Upon acceptance of ‘Offer of Place’ a fee deposit equal to four weeks of full fees is to be paid. Also, a $50 **non-refundable** enrolment processing fee is payable at this time. All deposits are to be paid by credit card. The full amount of the fee deposit is credited to individual accounts at the commencement of the child’s enrolment.

Priority of Entry

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

Please note: In accordance with Australian Government Priority of Access Guidelines, in 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.

Open Day 2019

Waiting List Applicants are warmly invited to the ELC Open Day. Families and children are welcome to tour the centre and meet with teachers on **Saturday 18th May 2019, 11:00am - 12:00pm**.

Please note that the ELC does not offer individual tours.
Waiting List Application – 2020 Entry

Please complete one form for each child and submit to:
The University of Melbourne Early Learning Centre
40 Clarke Street, Abbotsford VIC 3067

APPLICATIONS ACCEPTED BY POST ONLY - NO ELECTRONIC APPLICATIONS ACCEPTED

The ELC prioritises entry based on the information families provide, in accordance with The University of Melbourne Priority of Entry and Australian Government Priority of Access Guidelines. Please answer all questions in full and provide verification as requested.

Child Details

Family Name: .......................................................... Date of Birth: ..........................................................

Given Name: .......................................................... Gender: ☐ Female ☐ Male

What language/s are spoken in the home? ..........................................................

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

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

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

Kindergarten Enrolment Options

2-3 Year-Old Program ☐ Children must turn three years of age by the 30th June in the year of entry

4-5 Year-Old Program ☐ Children must turn four years of age by the 30th April in the year of entry

Attendance Options

2 days: Tuesday, Thursday   3 days: Monday, Wednesday, Friday   5 days: Monday to Friday


Funded Kindergarten

Has the child been previously enrolled in a 4-year-old Victorian State Government funded kindergarten program?

☐ No ☐ Yes

Additional Needs

Does the 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.
Parent/Guardian 1

Family Name: ................................................................. Given Name: .................................................................
Address: .................................................................................................................................
Suburb: ........................................ Postcode: .................. Do you live with the child?  □ Yes □ No
Phone: (H)................................................................. (M)................................................................. (W).................................................................
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 EVIDENCE MUST BE SUPPLIED WITH APPLICATION

Is this parent a current staff member of the University of Melbourne? □ No □ Yes
□ Full time □ Part time
Department Name:
□ Attached is a copy of Parent/Guardian 2 current staff card EVIDENCE MUST BE SUPPLIED WITH APPLICATION

Does this parent have an affiliation with the University of Melbourne? □ No □ Yes, please provide details below.
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Parent/Guardian 2

Family Name: ................................................................. Given Name: .................................................................
Address: ........................................................................................................................................
Suburb: ........................................ Postcode: .................. Do you live with the child?  □ Yes □ No
Phone: (H)................................................................. (M)................................................................. (W).................................................................
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 EVIDENCE MUST BE SUPPLIED WITH APPLICATION

Is this parent a current staff member of the University of Melbourne? □ No □ Yes
□ Full time □ Part time
Department Name:
□ Attached is a copy of Parent/Guardian 2 current staff card EVIDENCE MUST BE SUPPLIED WITH APPLICATION

Does this parent have an affiliation with the University of Melbourne? □ No □ Yes, please provide details below.
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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 $45,114 for 2017-2018, or who/whose partner is 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

Further relevant information to support this application:

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Research and Demonstration: Special Conditions

The University of Melbourne Early Learning Centre is a research and demonstration kindergarten. It is important that parents/guardians are aware that children enrolled at the ELC may participate in ELC, University of Melbourne and State and/or Federal Government based research projects. These projects may involve the collection of various forms of data including children’s learning products, photographs, video of children engaged in play and learning experiences. Children’s artwork, audio commentaries, photographs and videos are also collected for use on the ELC’s website, in University of Melbourne teaching seminars, for the development of educational products and for conference presentations or scholarly publications.

Families who are offered a place at the ELC will be asked to read, initial and sign a Research & Demonstration Consent form. This form constitutes part of the ELC’s Terms and Conditions of enrolment and must be completed by parents/guardians and returned without being altered. Failure to do so may result in a child’s enrolment being cancelled.

Additional written consent will be sought prior to the implementation of ethics approved research projects. Children’s rights and privacy will be respected and protected at all times.

I, _____________________________ have read the above statement and understand that my child will be enrolled in a research and demonstration kindergarten as described.

Parent/Guardian Signature ______________________________________Date ___________________

Please note that failure to complete the Research and Demonstration Special Conditions section of this form will result in your Waiting List form being returned to you unprocessed.