Early Learning Centre
40 Clarke Street
Abbottsford VIC 3067
Telephone: 03 9419 4089
Email: education-ELC@unimelb.edu.au
Website: www.unimelb.elc.unimelb.edu.au

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 three 4 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. For 2018, children must have a date of birth from 1 May 2014 and 31 January 2015.

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. For 2018, children must have a date of birth from 1 May 2013 and 30 April 2014.

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.

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.

For more information regarding eligibility for second year funded kindergarten visit the Department of Education and Training (DET) website: www.education.vic.gov.au/childhood/parents/kindergarten

Priority of Entry (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

For more information visit the Australian Government Guidelines website: www.education.gov.au/priority-allocating-places#priorities

Open Day 2017
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 22nd April 2017, 11:00am - 12:00pm.

Please note that the ELC does not run individual tours.
Waiting List Application – 2018 Entry

Please complete one form for each child and submit along with the $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 note that all sections of this form need to be completed. Compliance with the format is required to maintain the integrity of the ELC data base. Please answer all questions in full and provide verification as requested.

Child Details

<table>
<thead>
<tr>
<th>Family Name:</th>
<th>Date of Birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td>……………….</td>
<td>………………</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Given Name:</th>
<th>Gender:</th>
</tr>
</thead>
<tbody>
<tr>
<td>……………….</td>
<td>□ Female □ Male</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Has a sibling previously attended the ELC?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes</td>
<td>□ No</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sibling’s Full Name:</th>
<th>Year/s of Attendance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>……………….</td>
<td>………………</td>
</tr>
</tbody>
</table>

Attendance Options (fixed)

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

Preference 1: Preference 2: Preference 3: 

Funded Kindergarten

Has the 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.

<table>
<thead>
<tr>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ No</td>
<td>□ Yes</td>
</tr>
</tbody>
</table>

Additional Needs

Does the child have identified additional needs?

<table>
<thead>
<tr>
<th>No</th>
<th>Yes, please provide details below.</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ No</td>
<td>□ Yes, please provide details below.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>No</th>
<th>Yes, please provide details below.</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ No</td>
<td>□ Yes, please provide details below.</td>
</tr>
</tbody>
</table>

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?

<table>
<thead>
<tr>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ No</td>
<td>□ Yes</td>
</tr>
</tbody>
</table>
**Parent/Guardian 1** (Primary contact)

<table>
<thead>
<tr>
<th>Family Name</th>
<th>First Name</th>
<th>Address</th>
<th>Suburb</th>
<th>Post Code</th>
<th>Do you live with the child?</th>
<th>Phone (H)</th>
<th>Phone (W)</th>
<th>Mobile</th>
<th>Email</th>
</tr>
</thead>
</table>

Do you live with the child?  
- [ ] Yes  
- [ ] No

Is this parent a current **student** at the University of Melbourne?  
- [ ] No  
- [ ] Yes

Student Number:  

- [ ] Full time  
- [ ] Part time  
- [ ] UGrad  
- [ ] Grad  
- [ ] RHD

- 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

Department Name:  

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Staff Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Attached is a copy of Parent/Guardian 1 current **staff card**.

Does this parent have an affiliation with the University of Melbourne?  
- [ ] No  
- [ ] Yes

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**Parent/Guardian 2**

<table>
<thead>
<tr>
<th>Family Name</th>
<th>First Name</th>
<th>Address</th>
<th>Suburb</th>
<th>Post Code</th>
<th>Do you live with the child?</th>
<th>Phone (H)</th>
<th>Phone (W)</th>
<th>Mobile</th>
<th>Email</th>
</tr>
</thead>
</table>

Do you live with the child?  
- [ ] Yes  
- [ ] No

Is this parent a current **student** at the University of Melbourne?  
- [ ] No  
- [ ] Yes

Student Number:  

- [ ] Full time  
- [ ] Part time  
- [ ] UGrad  
- [ ] Grad  
- [ ] RHD

- 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

Department Name:  

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Staff Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Attached is a copy of Parent/Guardian 2 current **staff card**.

Does this parent have an affiliation with the University of Melbourne?  
- [ ] No  
- [ ] Yes

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**Commonwealth Priority of Access Guidelines**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the child of Aboriginal or Torres Strait Islander descent?</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
</tr>
<tr>
<td>Is there a member in the household with a disability?</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
</tr>
<tr>
<td>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?</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
</tr>
<tr>
<td>Is the child from a non-English speaking background?</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
</tr>
<tr>
<td>Is the child of a single parent family?</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
</tr>
<tr>
<td>Is the child of a socially isolated family?</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
</tr>
<tr>
<td>Has the child arrived from country Victoria, interstate or another country in the past 12 months?</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
</tr>
</tbody>
</table>
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 will participate in ELC and University of Melbourne based projects. These projects involve the collection of various forms of data including children's learning products, photographs and transcribed observations. Children's artwork, audio commentaries, photographs and videos are also collected for use on the ELC’s website, in teaching seminars, for educational products and presentations or publications.

Families who are offered a place at the ELC will be asked to read and initial a 'Declaration & 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 is always sought prior to the undertaking of research projects, publication, or use of a child’s image. Children’s rights and privacy will be respected and protected at all times.

I, _____________________________ have read the above statement and understand that the ELC is 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.

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>
<th>Purpose: 2018 Waiting List Application Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount: $50.00</td>
<td>Card Type:</td>
</tr>
<tr>
<td></td>
<td>Card Number</td>
</tr>
</tbody>
</table>

Card Holder Name ........................................ Signature: ........................................

Email: .................................................................

☐ 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..”