



MARYMEDE EARLY LEARNING CENTRE ENROLMENT POLICY

3 YEAR OLD KINDERGARTEN

Children applying to attend the 3 Year Old Kindergarten Program at Marymede Early Learning Centre (ELC) must be 3 years of age before they can commence the program. Children must turn 3 on or prior to April 30 the year of commencement.

Children enrolled in the 3 Year Old Kindergarten Program at Marymede ELC will not need to complete a separate application to progress to the 4 Year Old Program. A re-enrolment form will be sent to all families enrolled in the 3 Year Old Program in Term 3.

4 YEAR OLD KINDERGARTEN

Children applying to attend the 4 Year Old Kindergarten Program at Marymede Early Learning Centre must turn 4 years of age on or prior to April 30 the year of commencement.

APPLICATION PROCESS

To apply for a position at Marymede Early Learning Centre, parents will need to complete and return the following documentation:

- Marymede Early Learning Centre Enrolment Application Form;
- Child's Birth Certificate;
- Child's Immunisation History Statement;
- \$33 Application Fee

Enrolment at Marymede Early Learning Centre does not guarantee enrolment at Marymede Catholic College. Enrolment applications at Marymede Catholic College will be accepted based on the individual enrolment policy of Marymede Catholic College.

CONDITIONS OF ENROLMENT

- Children shall comply with any requirements the Centre may make regarding dress, general appearance, behaviour and participation in the Centre's programme of activities.
- Parent / Guardians making applications for their child to be admitted as a child of Marymede Early Learning Centre will support the Centre and its policies

- From the 1 January 2016 the Victorian State Government requires children attending Early Childhood Services to have up-to date immunisation. Should parent/s accept an offer for their child to commence at Marymede Early Learning Centre, commencement is subject to an up-to-date Immunisation Status Certificate being provided. The certificate must be sourced and dated to be within 2 months of the child commencing at Marymede Early Learning Centre. For more information visit <https://www.betterhealth.vic.gov.au/campaigns/no-jabno-play>

PRIORITY OF ACCESS CRITERIA

In instances where more eligible children apply for a place at a kindergarten service than there are places available, applications will be prioritised based on the criteria below:

- Children at risk of abuse or neglect, including children in Out-of-Home Care;
- Aboriginal and/or Torres Strait Islander children;
- Asylum seeker and refugee children;
- Children eligible for the Kindergarten Fee Subsidy;
- Children with additional needs, defined as children who require additional assistance in order to fully participate in the kindergarten program, or children who require a combination of services which are individually planned, or children who have an identified specific disability or developmental delay.

The Marymede Early Learning Centre will actively collaborate with the City of Whittlesea's enrolment office to assist in ensuring that all eligible children have access to a kindergarten place.