



Waiting List Registration Form

Thank you for your interest in the Dame Nellie Melba Kindergarten (DNMK) Community. At DNMK we pride ourselves in providing a positive and supportive educational environment where your child can flourish and grow.

For further information please visit www.dnmk.com.au

Waiting List Registry

Please complete the form overleaf and return to DNMK with a \$25 non-refundable application fee and proof of residency (i.e. proof of utility bill). This form is to add your child's name to the waiting list register; it is not a guarantee of a place. You will receive an email acknowledging your child's details have been added to our waiting list registry and receipt for your application fee. Our enrolment process commences in July the year before commencing kindergarten, so we will be in touch again then.

Offer of a Place in the 3yo and 4yo Program

1. First round offers of places will be posted to applicants by early Term 3, in the year preceding attendance. Applicants will be given two weeks to respond to the offer and return required forms and deposit.
2. Second and subsequent round offers will be made immediately following receipt back to the Enrolment Secretary that an offer has been declined. Applicants will be given two weeks to respond to the offer and return required forms and deposit.
3. Failure to respond to a letter of offer by the due date will indicate that the applicant does not wish to accept the place and the place will be offered to the next child on the waiting list.
4. A non-refundable holding deposit of \$50 per child is required to confirm a child's place. Any requests for exceptions should be made to the committee in writing.
5. Confirmation of placement and a receipt of deposit will be posted within 3 weeks of receipt.
6. Applicants who are not successful in obtaining a place will be notified in writing as soon as possible after all places have been filled. It is the applicant's responsibility to advise DNMK whether or not they wish to remain on the waitlist.

Priority of Access

1. Children currently enrolled at Dame Nellie Melba Kindergarten requiring a second year of 3yo kindergarten due to exceptional circumstances.
2. Children who were enrolled to attend in the previous year but deferred from the program before the last day of Term 2.
3. Siblings who will be 3 (or 4) by the DEECD cut-off date (currently 30 April) of the year they wish to attend DNMK.
4. Children who will be 3 (or 4) by the DEECD cut-off date (currently 30 April) of the year they wish to attend DNMK who live within the "DNMK neighbourhood zone".
5. Children who will be 3 (or 4) by the DEECD cut-off date (currently 30 April) of the year they wish to attend DNMK and live in the 3121 postcode but outside the "DNMK neighbourhood zone".
6. Children who will be 3 (or 4) by the DEECD cut-off date (currently 30 April) of the year they wish to attend DNMK and live outside the 3121 postcode.
7. Applications received prior to 30 April of the year preceding commencement at DNMK.
 - Date of Application (DOA) received for each of the above priorities will be applied. DOA is the date the Waiting List Registration Form, proof of residence and deposit payment are received by DNMK.
 - Children must be three years of age before commencing kindergarten. Children who turn three after the first day of Term 1 can commence kindergarten only after their third birthday and will only be guaranteed a place with full term fee payment.
 - The DNMK neighbourhood zone covers the 3121 area between Bridge Road, Punt Road, Richmond Terrace and Waltham Street. Both sides of the streets are included within the zone. A copy of this map can be viewed at DNMK as well as on the website.

Allocation of Places within Groups

When accepting an offer of a place in any DNMK program, parents/guardians will be asked to indicate their preference for groups / days of attendance on the acceptance form. Group places will be allocated on a "first come first served" basis according to date of receipt of acceptance form and holding deposit. Whilst every attempt will be made to accommodate requests, a place in the preferred group cannot be guaranteed.

In the event that the number of acceptances received on any given day for a particular group is greater than the number of available places remaining for that group, the places will be balloted. The ballot will be conducted by the President, Enrolment Secretary and one other Committee or staff member. The final decision regarding group allocations rests with the Director and the Committee. The Committee retains the ultimate discretion to admit a child to the kindergarten without having regard to the above priorities.

3yo Kindergarten Funding

3yo kindergarten is self-funded and does not receive any government subsidy. It is important to consider your child's age and suitability for 3yo kindergarten before commencement. Due to the volume of applicants for 3yo kindergarten, a second year is not necessarily secured as equal consideration must be given to all applicants.

4yo Kindergarten Funding

4yo kindergarten is partially funded by a government subsidy and every 4yo child is allowed to access one year of funded kindergarten. To receive funding for a second year of 4yo kindergarten a child must exhibit at least two areas of developmental difficulties. The kindergarten teacher will monitor your child's development and discuss any concerns and the possibility of applying for a second year of kindergarten. The teacher may consult with the City of Yarra Preschool Field Officer to discuss your child's funding application and with permission will forward relevant documentation to the Department of Education and Early Childhood Development (DEECD) by the end of Term 3 in the year prior to the repeated year.

Deferred Applications

You may defer your kindergarten position. Requests for deferral must be lodged in writing with the Committee of Management by the last day of Term 2.

Open Day

DNMK holds an annual open day for which prospective families will be welcomed and shown around the kindergarten. Please check www.dnmk.com.au for details of the date.

DNMK Waiting List Registration Form – Personal Details

This form is to add your child's name to the waiting list register; it is not a guarantee of a place.

Applications must be received by 30 April the year preceding kindergarten entry.

Please tick for enclosed

- ☐ One form per child
☐ Proof of residence (copy of utility bill)
☐ \$25 non-refundable application fee (cash, cheque or proof of EFT)

EFT payments can be made to: **DNMK, BSB: 033 120 Account: 199596**, Description: Child's name eg JSmith WList)

Date: _____

Name of Child: _____

Date of Birth: _____ Language(s) Spoken at Home: _____

Is there any additional information that we need to know in relation to your child? Yes No

Comments:

Have any of your children previously attended Dame Nellie Melba Kindergarten? Yes No

Siblings Name(s): _____ Year(s) _____

Kindergarten Requirements				
3-4 Year Old	Y / N	Year	Extended Hours Interest: (12.00pm – 5.30pm)	Y / N
4-5 Year Old	Y / N	Year	Extended Hours Interest: (12.00pm – 5.30pm)	Y / N

Parent 1	Parent 2
(Please note that this information will be used as the main contact)	
Name: _____	Name: _____
Address: _____	Address: _____
_____ Postcode: _____	_____ Postcode: _____
Telephone: Home: _____	Telephone: Home: _____
Business: _____	Business: _____
Mobile: _____	Mobile: _____
Email address: (please PRINT clearly)	Email address: (please PRINT clearly)
_____	_____

Please return form to DNMK, 18 Goodwood St, Richmond Vic 3121
or email form with proof of residency and payment to admin@dnmk.com.au

Office Use Only

Ack _____

\$25 Paid _____

List _____

Revised Dec, 2016