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## Enrolment Application Form All Saints Pre School Yarra Junction Inc

REG. No: - A0030063M

Date of birth range for eligibility	3yo Year of attendance: <i>(Please tick)</i>	4yo Year of attendance: <i>(Please tick)</i>
Born between 01/05/2015 - 30/04/2016	2019 <input type="checkbox"/>	2020 <input type="checkbox"/>
Born between 01/05/2016 - 30/04/2017	2020 <input type="checkbox"/>	2021 <input type="checkbox"/>
Born between 01/05/2017 - 30/04/2018	2021 <input type="checkbox"/>	2022 <input type="checkbox"/>
Born between 01/05/2018 - 30/04/2019	2022 <input type="checkbox"/>	2023 <input type="checkbox"/>
Born between 01/05/2019 - 30/04/2020	2023 <input type="checkbox"/>	2024 <input type="checkbox"/>

\*Children who turn 3yo between 1 January and 30 April are eligible to attend 3-4yo kinder in that year but are not allowed to start until they have actually turned 3 years of age. This is a legal requirement of our licence with DET. Payment of term 1 fees hold the place in the program for the child. If a child enrolling turns 3 years old after the 30<sup>th</sup> April, special consideration may be exercised. If a place becomes available priority is given to children who turn 3 years old before the 30<sup>th</sup> April. All other circumstances are at the discretion of the educational leader and the committee of management.

\*\*Children turning 4 years of between 1 January and 30 April are eligible to attend even if they haven't turned 4 years of age at the beginning of the year. They may be significantly younger than other enrolled children and this is where deferral may be of use.

### CHILD'S DETAILS:

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: Male  Female  *(please tick)*

### PARENT/CARER'S CONTACT DETAILS: *(address must be current)*

Title: \_\_\_\_\_ *(e.g. Mr/Mrs/Ms/Miss)*

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Postal address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post code: \_\_\_\_\_

Residential address (if different from postal address): \_\_\_\_\_

Suburb: \_\_\_\_\_ Post code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

## KINDERGARTEN APPLICATION FEE:

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If you are enrolling more than one child in the same year, only one application fee is required.

\$15.00 application fee payable

(NOTE: This fee covers administrations costs processing your application. Refund of the application fee is only available if you move 20km away from the centre and would like to withdraw your child. This fee is Non-Refundable in all other circumstances).

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### Payment Options (✓ tick and complete):

You can pay the \$15 application fee by the following methods.

**Cash** in person only

**Cheque/money order** payment of \$15.00 is enclosed made payable to **All Saints Pre School Yarra Junction**

**Direct Deposit** payment of \$15.00 sent to:

**Account Name: All Saints Pre School Fees**

**Account Number: 135 505 303**

**BSB: 633-000**

- Reference (please use your child's first initial and surname): \_\_\_\_\_
- Date of Deposit: \_\_\_\_\_

## FUNDING ELIGIBILITY:

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All Saints Pre School is a Victorian Department of Education and Training licensed service that runs an approved and funded program.

The Victorian Government offers fee subsidies in the 4yo 15hr Kindergarten program. You may be eligible for these subsidies if you are a health care or pensioner concession card holders, Aboriginal or Torres Strait islander descent, Department of Veterans' Affairs Gold or White card, special entry visas and parents enrolling multiple births (triplets or more).

✓ **Please tick relevant card and/or exemption (provide copy of card/document for shaded section only)**

- |  |  |
|--|--|
| <input type="checkbox"/> Health Care Card                        | <input type="checkbox"/> Refugee and Special Humanitarian Visas holders 200 to 202   |
| <input type="checkbox"/> Pensioner Concession Card               | <input type="checkbox"/> Emergency Rescue Visa (subclass 203) or Protection visa 866 |
| <input type="checkbox"/> Bridging Visas A to E                   | <input type="checkbox"/> Department of Veterans Affairs Gold or White Card           |
| <input type="checkbox"/> Temporary Humanitarian Concern Visa 786 | <input type="checkbox"/> Woman at Risk visa (subclass 204)                           |

Aboriginal or  Torres Strait Islander

One of triplets or quadruplets, all attending in the same year

The family has received support from Child Protection/Child FIRST/DHHS

Eligible for Early Start Kindergarten funding, see below for details

**Early Start Kindergarten** eligibility includes children who are Aboriginal or Torres Strait Islander or the family has had contact with Child Protection or been referred by them to Child FIRST. (See *Department of Education and Training website below for details*)

<http://www.education.vic.gov.au/childhood/parents/kindergarten/Pages/earllystart.aspx>

## ADDITIONAL NEEDS FOR THE CHILD:

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You are encouraged to discuss your child's needs with our teaching team. We ask you to provide the following details in order for us to anticipate inclusion services that may be required. Enrolments are not discriminated against under any circumstances.

Does your child have a disability or delay?  Yes  No

If yes, please provide details: \_\_\_\_\_

Has your child been diagnosed at risk of anaphylaxis?  Yes  No

If yes, is there a Care Plan in place?  Yes  No

Is your child registered with a specific support service/agency?  Yes  No

Name of support service/agency: \_\_\_\_\_

Is your child enrolled at another preschool? If so, where? \_\_\_\_\_

## IMMUNISATION

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The Government's No Jab No Play laws require all children to be age-appropriately immunised before enrolment can be confirmed.

**Parents/guardians offered tentative places will be asked to provide Immunisation History Statement to All Saints Pre-School Yarra Junction Inc by 1<sup>st</sup> November, of the previous year attending,** which shows that their child's immunisations are up to date for their age or that an exemption applies.

Confirmation of places is finalised after the documentation has been assessed that the child is up to date or that the child is on a recognised catch-up schedule if they have fallen behind with their vaccinations, or that the child has a medical reason not to be vaccinated or that the child has been assessed as being eligible for a 16 week grace period.

Further information on immunisation requirements for enrolment in early childhood services is available on the State Government's [Better Health Channel](http://www.betterhealth.vic.gov.au/campaigns/no-jab-no-play) at [www.betterhealth.vic.gov.au/campaigns/no-jab-no-play](http://www.betterhealth.vic.gov.au/campaigns/no-jab-no-play)

## CHECKLIST: ✓ PLEASE TICK CHECKLIST TO ENSURE YOUR APPLICATION IS COMPLETE

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- Copy of birth certificate**
- Copy of proof of eligible concession/exemption** attached if applicable
- \$15.00** non-refundable application fee payment made
- Immunisation History Statement** if application is received after 1<sup>st</sup> November of the year prior to attending

## AUTHORISATION

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As the parent/guardian of the child named above, I am authorised to enrol this child and do so in accordance with the Enrolment and Orientation Policy of All Saints Pre School Yarra Junction Inc, copies of which I am entitled to receive upon request. I also agree to ensure the payment of all fees and charges relating to the enrolment of this child. I understand that all the information on this enrolment application is true correct and will remain confidential in accordance with the Privacy and Confidentiality Policy.

Name of Parent/Legal Guardian: \_\_\_\_\_

Signature of Parent/Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## HOW TO SUBMIT YOUR APPLICATION

**Email:** admin.all.saints.kin@kindergarten.vic.gov.au

**Mail:** All Saints PreSchool Yarra Junction Inc, PO BOX 205, Yarra Junction 3979

**In person:** 2438, Warburton Highway, Yarra Junction, 3797

## *Keep this page for your records*

### **SUBMITTING YOUR APPLICATION**

Application forms will be accepted anytime after the birth of the child. A non refundable \$15 fee is required upon submission of the enrolment application form as well as a copy of the enrolled child's birth certificate.

**Note:** The \$15 fee is only refundable to local families who relocate more than 20km from Yarra Junction.

### **CONFIRMING RECEIPT OF YOUR APPLICATION**

Once the application form has been processed, communication will be sent out to confirm your child is listed at our preschool. If there are no places available, you will be notified. You have the option to either remain on a waiting list or accept a placement at another kindergarten.

### **CHANGES TO YOUR APPLICATION**

Changes to your application details (e.g. address or cancellation) must be made in writing.

It is not uncommon for a family to be unsure if their child is ready for preschool. Families will need to take into account their child's readiness for preschool as well as being eligible by age. If you are concerned, we recommend that you discuss your child's development and readiness with our preschool teaching staff or your Maternal and Child Health Nurse. You may choose to wait or defer a year before your child starts preschool.

You can email any required changes to [admin.all.saints.kin@kindergarten.vic.gov.au](mailto:admin.all.saints.kin@kindergarten.vic.gov.au)

### **KINDERGARTEN PLACEMENT OFFERS**

A letter of placement will be sent out at the end of August of the year prior to commencement of the program. This letter will offer your child a place and have detailed information about the program. You will be required to send a confirmation slip with an enrolment payment to accept the place in the program (following immunisation status to be confirmed) by the date specified in your offer letter. Second round offers will be sent out a month before the Annual General Meeting.

### **ATTENDING THE ANNUAL GENERAL MEETING**

It is strongly recommended that families who are attending the subsequent year at All Saints Preschool should attend the Annual General Meeting. At the AGM new families will be able to collect the information booklet and choose allocation of group preferences (if applicable). **The fees for term 1 and the maintenance levy must be paid at or prior to the AGM to allow the centre to plan for the subsequent year.**

### **IMMUNISATION – 'NO JAB, NO PLAY' LEGISLATION**

Parents/guardians offered tentative places will be asked to provide immunisation documentation to All Saints Pre-School Yarra Junction Inc by 1<sup>st</sup> November, of the previous year attending, which shows that their child's immunisations are up to date for their age or that an exemption applies.

Confirmation of places will be finalised after the documentation has been assessed that the child is up to date or that the child is on a recognised catch-up schedule if they have fallen behind with their vaccinations, or that the child has a medical reason not to be vaccinated or that the child has been assessed as being eligible for a 16 week grace period.

### **ENROLMENT FINALISATION**

In January of the year of the program (over the summer school holidays), an enrolment pack will be sent to each family. This pack will include an orientation interview time, a blue enrolment form and various other forms for your family to fill in and complete before the start of the program.

**Note:** Please inform us if you will be away over this holiday period.

### **ORIENTATION**

An orientation interview will be conducted in the first days of Term 1. Staff will be able to meet parents, conduct interviews, collect all completed enrolment forms, discuss centre policies and be available to answer any questions you may have. This will also be an opportunity for you child to meet the educators.

### **ENROLMENT POLICY**

If you require a copy of All Saints Pre School's Enrolment and Orientation Policy, please contact Administration on Ph: 5967 1117 or Email: [admin.all.saints.kin@kindergarten.vic.gov.au](mailto:admin.all.saints.kin@kindergarten.vic.gov.au)