



THREE-YEAR-OLD KINDERGARTEN PROGRAM APPLICATION FORM 2021

A child **must** be three prior to starting the three-year-old kindergarten program.
Applications will not be accepted before 9AM on Monday 2nd March 2020. Applications are not time stamped.

CHILD'S DETAILS

First Name: _____ Family Name: _____

Male / Female / Gender Neutral (*Please circle*) Date of Birth: __ / __ / __

Proof of child's DOB attached (e.g. birth certificate or passport) YES / NO

Immunisation Status Certificate Attached YES / NO

Is the child of Aboriginal or Torres Strait Islander descent? YES / NO

Does your child have any additional needs or medical conditions? Please state below or attach documents if needed. _____

(If yes, you are encouraged to discuss your child's needs with the teacher when your enrolment is confirmed)

PARENT'S/GUARDIAN'S DETAILS

Parent/Guardian (*Please circle*)

Mr / Mrs / Ms

Given Name: _____ Family Name: _____

Address: _____

Suburb: _____ Postcode: _____

Telephone Home: _____ Work: _____ Mobile: _____

Email: _____

Parent/Guardian (*Please circle*)

Mr / Mrs / Ms

Given Name: _____ Family Name: _____

Address: _____

Suburb: _____ Postcode: _____

Telephone Home: _____ Work: _____ Mobile: _____

Email: _____

Are there any court orders in relation to this child? YES / NO

If YES, please attach a copy of the relevant document/s.

**Correspondence between the kindergarten and yourself by way of email is preferred. Please add the following email addresses to your address book to prevent emails being diverted into your spam folder:*

fairy.hills.kin@kindergarten.vic.gov.au

Do you have a sibling/s currently attending Fairy Hills Kindergarten? YES / NO

If YES, please provide their name/s: _____

Note: You must include a copy of your child's birth certificate or passport and immunisation history statement with this application. A child must be three years old by the 30th April in the year they commence the three-year-old program and cannot commence the program until they turn three years old.

ENROLMENT APPLICATION FEE:

A non-refundable \$30.00 enrolment application fee is required to accompany this application. This fee will secure any available place for your child. If there are no positions available, your child's name will be placed on our waiting list and you will be notified as soon as a place becomes available.

DIRECT DEPOSIT

Payment by direct deposit to:

BSB: 633 000 Account number: 130223464

Please include your child's first initial followed by their surname as the reference (eg. A Smith)

Please specify the following details relating to the direct deposit:

Date of direct deposit: _____

Reference:

Amount:

Checklist:

- *Payment of the \$30 non-refundable application fee (Direct Deposit?)? YES / NO*
- *Have you included a photocopy of legal document showing child's date of birth (Birth Certificate/Passport)? YES / NO*
- *Have you included an up to date copy of the Child's Immunisation History Statement? YES / NO*

PLEASE RETURN YOUR APPLICATION TO:

Enrolment Officer Fairy Hills Kindergarten

7 Thyer Road

Ivanhoe VIC 3079

CHILDREN WITH ADDITIONAL NEEDS INFORMATION *(If applicable)*

Does your child have additional needs

YES

7

NO

7

1. If yes, please specify: _____

Note: You are encouraged to discuss your child's needs with the teacher when your child's place is confirmed.

2. Is your child registered with a specific agency?

YES

7

NC

7

3. Name of agency:

Additional information:

DECLARATION AND CONSENT

I, _____ (*Print full name*), a person with lawful authority of the child referred to in this enrolment form:

- Declare that the information provided in this enrolment form is true and correct and undertake to immediately inform the children's service in the event of any changes to this information
- Acknowledge that payment of fees is required by the due date to confirm my child's enrolment, and that a late fee will be charged for outstanding fees in accordance with Fairy Hills Kindergarten Association Inc. Fees Policy.
- I declare that I have read and understood the enrolment procedures of Fairy Hills Kindergarten Association Inc. and understand that in lodging this application, an offer of enrolment is not guaranteed.

Signature of Parent/Guardian (*Please circle*)

Date: _____

PAPERLESS COMMUNICATION

I agree to all correspondence from A-S-K to be sent via email, to the email address provided below (including invoices/statements for fees, newsletters, and other notices etc.) unless otherwise specified.

Email address for correspondence: _____

THREE-YEAR-OLD KINDERGARTEN 2021 APPLICATION INFORMATION

GENERAL ENROLMENT PROCEDURES

1. Application for a Place

- Enrolment applications will be accepted one (1) year in advance of the year your child will attend the three-year-old program. You may enrol your child the year he/she is turning two.
- Enrolment application forms are available from the Kindergarten or via the website and must be completed in full and include:
 - Copy of the child's Birth Certificate or Passport;
 - Immunisation History Statement; and
 - Payment of the enrolment application fee.
- A separate application form must be completed for each child.
- To facilitate the inclusion of all children into the program (refer to the Inclusion and Equity Policy), enrolment applications should clearly identify any additional or specific needs of your child.
- A copy of your child's birth certificate or passport must accompany all applications. Fairy Hills Kindergarten Association Inc, requires children to have turned three years old on or prior to the 27th January 2021 (the year they commence the program) to attend the three-year-old program. Children turning three-years-old between the commencement of Term 1 and 30th April will only be able to commence the program upon their third birthday.
- Siblings that are currently attending the Kindergarten should be listed on the enrolment form. Due to demand for places we no longer consider siblings that have attended previously.
- All applications must be accompanied with the **non-refundable** enrolment application fee (paid via direct deposit).

- Completed enrolment application forms are to be forwarded to the Enrolment Officer at the Kindergarten.
- Access to completed enrolment application forms will be restricted to the Enrolment officer (or delegated person), Staff, President and Secretary, unless otherwise specified by the Committee of Management.
- Applications will be entered on to the Kindergarten waiting list using the eligibility and access criteria.

2. Closing dates and Procedure for late applications

- Not applicable.
- Due to the high volume of applications received we do not send out individual confirmation notifications.

3. Allocation within Groups

- Places within our three-year-old programs will be allocated on confirmation of acceptance by the Enrolment Officer these are preferences only; the ultimate decision is made by the Kindergarten and will be final.

4. Offer of Places

- Places will be allocated to enrolled applicants in accordance with the eligibility and access criteria of the Kindergarten.
- All enrolment applications that are successful will be notified (in writing) of the confirmed place.
- Parents/Guardians who do not wish to accept the offer of a place, or intend to withdraw their enrolment, will be requested to notify the Enrolment Officer in writing as soon as possible.
- Second and Third round enrolment offers will be made 2 and 4 weeks after First round offers respectively.

5. Children turning three during the year

- Children can only commence the program when they have turned three years old. Children who turn three after 31st January 2021 will be offered a place if a vacancy is available.

6. No Jab No Play Policy

- Fairy Hills Kindergarten adheres to the “No Jab No Play” policy. Further information can be found at <https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play>

7. Toileting

- We strongly encourage children to have commenced toilet training and be out of nappies and pull-ups prior to attending kindergarten.

Fairy Hills Kindergarten Enrolment and Fees policies can be found on the Kindergarten website

<https://www.fairyhills.com.au/policies>

Signature of Parent/Guardian (please circle):

Date: _____