**ENROLMENT APPLICATION FORM FOR 3 & 4 YEAR OLD PRE-SCHOOL**

**Child’s Details**

Surname: Given Names:

Date of Birth: Sex: Male/Female

Address:

 Postcode:

**Enrolment**

Do you wish to enrol in the 3-year-old program: Yes/No Year: 20

Do you wish to enrol in the 4-year-old program: Yes/No Year: 20

**Parent/Guardian Details**

Mother: Father:

Phone: (AH) Phone: (AH)

 (BH) (BH)

Email: Email:

\*\*Preferred email address Mother or Father (Please circle)

**Other Information**

* Please indicate if you have a Health Care Card. HCC holders may be entitled for a fee subsidy for
	+ - 4- year-old program
		- Card Number: Expiry Date:
* Have any children in your immediate family attended Gum Nut Gully Pre-School in the past? Yes/No
	+ - If yes, who & when:
* Do you have any concerns regarding the development of this child? Yes/No
	+ - *(For example, socially, emotionally, verbal, existing conditions, additional needs, etc.)*
		- If yes, please detail:
* Does your child have any allergy or sensitivity? Yes/No If yes, type:
* Is English this child’s main language? Yes/No If no, what is?
* Is your child of Aboriginal or Torres Strait Islander origin? Yes/No
* Are there any special circumstances that should be considered in the processing of this form? Yes/No
	+ - If yes, please detail:

**(IMPORTANT: PLEASE DISCUSS YOUR CHILD’S NEEDS WITH THE TEACHER WHEN YOUR PLACE IS CONFIRMED)**

**Please note:**

* Children applying for the 3-year-old program / 4- year old program must attain the age of 3 / 4 years of age respectively by 30th April in the year of attendance.
* Children may only commence the 3-year-old program when they have turned 3 years of age.
* If a place is to be reserved for a child in the 3-year-old program until they have turned 3 years of age, Term 1 fees are to be **paid in full** if:

a) the child commences the 3-year-old program part way through Term 1 or

b) the child commences the 3-year-old program in Term 2.

* Term fees for the 3- and 4-year-old programs are due and payable one term in advance.

**Kindergarten Fee Subsidy**

DET provides a fee subsidy for eligible families. Please indicate if you are eligible for one of the following concessions, or meet one of the following criteria:

☐ Health Care Card ☐ Pensioner Concession Card ☐Triplets or Quadruplets

☐ DVA Gold Card ☐ Aboriginal or Torres Strait Islander ☐ Bridging Visas A–F

 ☐ DVA White Card

☐ Temporary Protection/Humanitarian Visas 447, 451, 785 or 786

☐ Resolution of Status Visa (RoS) Visa Class CD, Subclass 851

☐ Refugee and Special Humanitarian Visas 200–217

Supporting documentation will need to be sighted on commencement at Gum Nut Gully Pre-School by the Enrolment Officer **except if Aboriginal and Torres Strait Islander identification is selected.**

Note: the eligibility of concessions may vary from time-to-time. Up-to-date information can be found at: [www.education.vic.gov.au/parents/child-care-kindergarten/Pages/how-much-kindergarten-cost.aspx](http://www.education.vic.gov.au/childhood/parents/support/Pages/financialassist.aspx)

**Children with additional needs**

Does your child have additional needs? ☐ Yes ☐ No

If yes, please specify:

**(YOU ARE ENCOURAGED TO DISCUSS YOUR CHILD’S NEEDS WITH THE TEACHER WHEN YOUR PLACE IS CONFIRMED)**

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

Name of support service/agency:

**Declaration**

I/We have made a $20 payment via ☐ Internet Banking (Transaction Description: ……..…………….) *or* ☐ Cheque made payable to ‘Gum Nut Gully Pre-School’.

I/We understand that acceptable immunisation documentation must be provided for the enrolling child prior to commencement ☐.

I/We give permission for Gum Nut Gully Staff and Committee of Management to use the email address(es) provided on this form for receipt of official communications ☐.

The information supplied is true and accurate. I/We understand that no guarantee is given when applying for preschool. I/we further understand the procedures of enrolment and have read the application and fees information on this form ☐.

**Signature of Parent/Guardian:**

**Date:**

*Please advise us promptly if the details on this form alter. Your child’s place could be forfeited if you cannot be contacted on the address and phone number supplied.*

**Office Use Only**

APPLICATION DATA DEPOSIT DATA 3 YEAR OLD DEPOSIT DATA 4 YEAR OLD

Date received: Date received: Date received:

Amount received: Amount received: Amount received:

Receipt number: Receipt number: Receipt number:

**Submitting your application**

Return via email to: enrolments@gumnutgullypreschool.com.au

or

Return via post to: Gum Nut Gully Pre-School

 Attention: Enrolment Officer

 58-60 Larnoo Drive, Doncaster East, Vic 3109

 *For a paper-based reply, please include a stamped, self-addressed envelope,*

 *otherwise please ensure email details have been provided.*

With: Non-refundable $20 Application Fee (GST inclusive)

Payment Options: **Internet Banking**

 Account Name: Gum Nut Gully Pre-School

 BSB: 633 000 Account: 1635 19846

 *Please type your child’s name in the description of the transaction*

 **Cheque**

 Payable to ‘Gum Nut Gully Pre-School’

Complete this enrolment application form and:

* enclose a copy of the child’s birth certificate or suitable evidence of the child’s birth date
* enclose the $20 enrolment application fee, which is not refundable and covers administrative costs
* forward the completed enrolment application form with attachments via email or post (refer above)
* notify the service of any changes to your address or other relevant information by contacting
9841 9556.

**Enrolment and immunisations**

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 documentation to Gum Nut Gully Pre-School within 2 weeks of letter of offer that 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](https://www.betterhealth.vic.gov.au) at.[www.betterhealth.vic.gov.au/campaigns/no-jab-no-play](https://www.betterhealth.vic.gov.au/campaigns/no-jab-no-play)