

Yarra Ranges Kindergartens Inc

Early Years Manager

ABN 34172849274 Inc. Regn. A0032608B

PO Box 47, Woori Yallock 3139

Phone: 03 59 662 225 Fax: 03 59 669 515 Email: enrol@yrkinders.com



Dear Parent,

Thank you for your enquiry. Enclosed is an Application for Preschool. Please complete it and return as soon as possible to:

enrol@yrkinders.com or send to Yarra Ranges Kindergartens Inc. PO Box 47 Woori Yallock 3139

Applications for enrolment are accepted from birth. Below is a table to help you determine when your child is eligible for preschool.

- Deferral for one year is not uncommon for parents who aren't sure if their child is ready for kinder.
- Early entry is very rare and the Education Department must authorise early entry to school before a kindergarten can accept an early enrolment. Parents need to apply to DET for early entry.

If you realise that your child might be better waiting another year for kinder but has already started, you have until March to make a decision to withdraw your child and re-enrol the next year. You should talk to the teacher who will give you good advice about this. If you do defer, you must contact us before you stop bringing your child to kinder so we can make arrangements for a place in the following year.

Please note that the cut-off dates for kinder eligibility are different for 4/5yos and 3/4yos.

BORN BETWEEN:	4/5yo GROUPS	BORN BETWEEN:	3/4yo GROUPS
1/5/12 and 30/4/13	2017	1/1/14 and 31/12/14	2017
1/5/13 and 30/4/14	2018	1/1/14 and 31/12/15	2018
1/5/14 and 30/4/15	2019	1/1/16 and 31/12/16	2019
1/5/15 and 30/4/16	2020	1/2/17 and 31/12/17	2020
1/5/16 and 30/4/17	2021	1/1/18 and 31/12/18	2021
1/5/17 and 30/4/18	2022	1/1/19 and 31/12/19	2022
1/5/18 and 30/4/19	2023	1/1/20 and 31/12/20	2023

4/5yo GROUPS:

Children turning four 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 benefit.

3/4yo GROUPS:

Please note the cut-off date for enrolment. This differs to 4/5yo children because no child can commence sessions until they have turned three. In certain circumstances, parents will need to pay term fees in advance to hold a place until their child turns three years of age. Additional age criteria may also apply at some centres.

PARENTS SHOULD GIVE SERIOUS CONSIDERATION BEFORE ENROLLING THEIR CHILDREN TO ATTEND KINDERGARTEN AT A VERY YOUNG AGE.

Parents are reminded to take into account their children's *readiness* for preschool as well as simply being eligible by age. Children born between January and April benefit from starting kindergarten a year later. Preschool teaching staff or your Maternal & Child Health nurse may also recommend waiting for the benefit of a child's development and readiness for school.

CHILDREN WITHOUT AUTHORISED MEDICAL EXEMPTION MUST BE FULLY IMMUNISED BEFORE THEIR ENROLMENT WILL BE CONFIRMED

YARRA RANGES KINDERGARTENS INC. PRIVACY POLICY: Appendix 1
PRIVACY POLICY COLLECTION STATEMENT

We believe your privacy is important. We have put in place a Privacy Policy that illustrates how we will collect, use, disclose, manage and transfer personal information including health information. This policy is contained in the policy manual at each preschool and is available on request.

Our service is, in some of its activities, bound by privacy legislation. If we need to collect health information, we are subject to the Health Records Act (Vic). If we have collected information as a service provider to the state government, we are covered by the Information Privacy Act (Vic). Otherwise, for all other transactions involving personal information, we are not covered by privacy legislation and our Privacy Policy may not apply. If you are unsure about this, please contact us.

Purpose for which information is collected

The reasons for which we generally collect personal information are:

<i>Personal information and health information collected in relation to:</i>	<i>Primary purpose for which information will be used</i>
Children and parents/guardians	To enable us to provide for the education and care of the child/ren attending the service and to enable us to manage and administer the services as we are required.
Board and Parent Group members	For the management of the service by the Board and Committees
Job applicants, employees, contractors, volunteers and students	To assess (and if necessary, engage), employees, contractors, volunteers or students, as the case may be. To administer the individual's employment, contracts or placement of students and volunteers.

You should be aware that under relevant privacy legislation, other uses and disclosures of personal information are permitted, as set out in that legislation.

Disclosure of personal information, including health information

We may disclose some personal information, including health information, held about an individual to:

- Government departments or agencies as part of our legal and funding obligations;
- Local government in relation to enrolment details for planning purposes;
- Organisations providing services related to employee entitlements and employment;
- Anyone to whom the individual authorises us to disclose information.

Laws that require us to collect specific information

The Education and Care National Law 2010 and Regulations 2011, Associations Incorporation Reform Act 2012 and employment related laws and agreements require us to collect specific information. Failure to provide the required information could affect:

- A child's enrolment at the service;
- An employee's employment;
- Management's ability to function as an incorporated association.

Access to information

Individuals for whom we hold personal or health information are able to gain access to this information in accordance with applicable legislation. The procedure for doing so is set out in our Privacy Policy, which is available on request.

For information on the Privacy Policy please contact the Management Office.

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Office Use Only	
Date Received:	<input type="text"/>
Payment Processed:	<input type="checkbox"/>
Email/Letter Sent:	<input type="checkbox"/> On file:
Vaccination check:	<input type="checkbox"/> <input type="checkbox"/>
HCC/PCC sighting:	<input type="checkbox"/> <input type="checkbox"/>

Preschool Application Form

Please complete, sign and date this application to register your child on our central enrolment system. One form per child. Send pages 3 & 4 along with **\$20 Preschool Application Fee**. **If you are enrolling more than one child at a time, only one Preschool Application Fee is required.** This fee covers the cost of processing your application and is non-refundable. Our preferred payment methods are by direct deposit to Yarra Ranges Kindergartens Inc. **Bendigo Bank BSB 633 000 Acc. 146 421 953**, with 'PAF' + Parent/Guardian name as reference (eg: PAFSmith) or by Visa & Mastercard. We will notify you when we have recorded your enrolment on the waiting list. **Incomplete information may result in delayed processing.**

Please number preschools in order of preference and note the year/s required. We will always offer first choice places if possible. Where vacancies do not exist, a place at the next closest centre may be offered.

	Belgrave Preschool (5 Hayes Place)	I wish my child to attend:	
	Chirnside Park Preschool (1 Meadowgate Drive)		
	Coldstream Preschool (12 Kelso Street)	3/4 year old preschool in:	20.....
	Fernhill Preschool (9 Fernhill Road, Mount Evelyn)		
	Joy Avenue Preschool (1 Joy Ave, Mount Evelyn)		
	Lancaster Preschool (31-33 Lancaster Road, Mooroolbark)	and/or	
	Launching Place Preschool (via Mathers Ave)	4/5 year old preschool in:	20.....
	Millgrove Preschool (via Moore Crescent)		
	Montrose Preschool (1a Leith Road, via Montrose Rd)	<i>(Please check eligibility and readiness table on cover letter)</i>	
	Mount Dandenong Preschool (1343 Mt Dandenong Tourist Rd)		
	Warburton Preschool (Cnr Kellys Road & Riverside Drive)		
	Woori Yallock Preschool (Cnr View Street & Symes Road)		

CHILD'S DETAILS:

First Name: Legal Surname: M / F (please circle)

Date of birth: / / Name child is called: (e.g. abbreviation or nickname)

ENROLLING PARENT/GUARDIAN* DETAILS:

First name: Legal Surname:

Relationship to child: Primary Contact Phone:

Name/Relationship of Secondary Contact: Secondary Contact Phone:

Postal Address (for correspondence):

..... Post Code:

Home Address (if different):

..... Post Code:

Email: (Important! Used for invoicing and registration)

Please write neatly and use an email address that will be checked regularly

Main Language Spoken at Home (if not English):

All our 4/5yo preschools are approved and funded by the Victorian Department of Education & Training (DET). Our kindergarten programs are carried out under all departmental guidelines and requirements.

Yarra Ranges Kindergartens Inc. is an independent not-for-profit, community association.

Children must be fully immunised for age or hold authorised medical exemption before enrolment can be confirmed. Conscientious objection is not an acceptable reason for exemption from immunisation under No Jab, No Play legislation.

My child is up to date with his/her childhood vaccinations: YES NO → Copy of doctor's letter of exemption attached
Please attach the Aust. Childhood Immunisation Register (ACIR). ↩

Please note that Maternal Child & Health book pages are no longer considered acceptable proof of Immunisation Status.

OR

Evidence of commencement of an authorised catch-up program attached (Please tick)

Special subsidies are available to all eligible 3/4yo and 4/5yo children of Aboriginal &/or Torres Strait Islander descent or who are known to Child First or Child Protection.

Have you previously received Early Start Kindergarten (ESK) or Access to Early Learning (AEL) funding? ESK / AEL No

We ask you to provide the following details in order that assessment or inclusion services may be anticipated or additional assistance arranged:

Has your child been identified as of Aboriginal descent?..... NO YES

Has your child been identified as of Torres Strait Islander descent?..... NO YES

Is the enrolled child in your care known to Child First, Child Protection, Integrated Family Services or Services Connect?

NO YES

Has your child been diagnosed at risk of anaphylaxis? NO YES

Does your child have a developmental delay, medical condition, disability or are there special circumstances we need to know about?

NO YES

If yes, please indicate below and include any specialist services currently involved:

Subsidies also exist for eligible Health Care and Pensioner Concession card holders as well as holders of Special Entry Visas, parents enrolling triplets and quadruplets. Conditions apply. Please provide a copy of your concession card.

I hold an eligible concession card and intend to claim the 4/5yo Kindergarten Fee Subsidy: NO YES- Copy attached.

ALL FAMILIES OF CHILDREN ATTENDING 3/4yo MUST PAY FEES.

3/4yo PROGRAMS RECEIVE NO STATE GOVERNMENT FUNDING SO NO FEE SUBSIDIES ARE AVAILABLE FOR HEALTH CARE, PENSIONER CONCESSION OR SPECIAL ENTRY VISA CARD HOLDERS. EXEMPTIONS EXIST FOR ELIGIBLE APPLICANTS.

I have paid the \$20 Preschool Application Fee (PAF) as follows:

Deposit (Electronic or over the counter) Banked to Yarra Ranges Kindergartens BSB 633 000 Account 1464 21953
> Reference (Please use 'PAF<parent surname>'):..... Date of deposit...../...../.....

Cheque/Money Order enclosed

For credit card payment please complete the following. Card type: VISA MASTERCARD (please circle)

Name on card:..... Expiry:/.....

Card Number: CVV: Amount: \$.....

In line with current business practice, receipts will not be sent. Please check your bank statement.
Please note that incomplete details will delay processing of your enrolment and declined payments may incur financial charges.

As the Parent/Guardian* named above, I am authorised to apply to enrol this child and do so in accordance with the official policies of Yarra Ranges Kindergartens Inc., copies of which I am entitled to receive upon request. I also agree that all fees and charges relating to the enrolment of this child will be paid and that any overdue fees must be paid before enrolment confirmation. I understand that all information provided in this enrolment application will remain confidential.

*Relative carers who may not be legal guardians but who are the principal carers of the enrolling child need an Informal Relative Carer's form. Contact us on 03 59662225 or enrol@yrkinders.com to request a copy.

SIGNATURE..... DATE/...../.....

Yarra Ranges Kindergartens – aiming to remove barriers to preschool participation. In certain circumstances, eligible families are exempt from all fees and charges. Further details on our website www.yrkinders.com or by calling 03 59662225