



ENROLMENT FORM

ENROLMENT PROCEDURE FOR 3 and 4 YEAR OLD PRE-SCHOOL

- *Enrolments must be made within a month of the child's 2nd birthday to receive maximum priority.
- *All children attending this pre-school for 3 and 4 year old kinder will receive a funded kindergarten program.
- *3 year old funded up to 7.5 hours (from 2023) – 4 year old funded up to 15 hours

A copy of the child's [Birth Certificate and the Non-Refundable Application Fee of \\$25.00](#) must be included with your application (if either of these is not received, your application will be deemed invalid)

This enrolment form is **NOT** a guarantee that the child has secured a placement at the pre-school. Letters of Offer shall be sent out in the year prior to year of entry.

ALL SECTIONS MUST BE COMPLETED WITH AS MUCH INFORMATION AS POSSIBLE

CHILD'S DETAILS

SURNAME: _____ GIVEN NAMES: _____

ADDRESS: _____ Post Code: _____

DATE OF BIRTH: _____ GENDER: Female / Male (Please circle)

HEALTHCARE CARD HOLDER: YES / NO (circle) *Please provide copy of current Healthcare Card & forward copy of updates as received

Healthcare Card _____ Expiry Date: _____

PARENT'S/GUARDIAN'S DETAILS

Mother's Name: _____ Father's Name: _____

Contact No's: A/H _____ Contact No's: A/H _____

B/H _____ B/H _____

Mobile _____ Mobile _____

Email Address: _____ Email Address: _____

ENROLMENT DETAILS FOR 3 YEAR OLD – Child must be 3 years of age by the 30th April in the year of attendance.

YEAR OF ENTRY: _____ GROUP: C (2022 Thursday 9.30am to 3.00pm) (From 2023 Thursday 8.30am to 4.00pm)

ENROLMENT DETAILS FOR 4 YEAR OLD – Child must be 4 years of age by the 30th April in the year of attendance.

Group 'A' (Monday & Wednesday 8.30am to 4.00pm) Group 'B' (Tuesday & Friday 8.30am to 4.00pm)

YEAR OF ENTRY: _____ GROUP: _____ (Pick one only)

ADDITIONAL NEEDS (ie. speech delay, cognitive delay, fine/gross motor delay)

Please provide details: _____

THIS MUST BE COMPLETED BY PARENT/GUARDIAN (This is a condition of enrolment)

I have read and understood the conditions of the enrolment policy as indicated overleaf:

Signature: _____ Date: _____

Payment Details: Direct Transfer - BSB 033130 ACC No. 890487

Office Use Only:

Date Received: _____ Time Received: _____ No. of days from 2nd Birthday: _____

Deferral - _____ Repeat- _____



ENROLMENT POLICY

Enrolments must be made within a month of your child's 2nd birthday to receive maximum priority. This is not a guarantee of a placement.

Enrolments will not be accepted prior to your child's 2nd birthday

3 YEAR OLD PRE-SCHOOL SELECTION PROCEDURE

An eligible child must turn three (3) years of age by the 30th April in the year of attendance. Children cannot attend until after their 3rd birthday.

The following order of preference shall be adhered to in the selection of children to be granted a place at the kindergarten.

1. One vacancy will be held until the end of Term 2 for a child repeating at Templestowe Heights Preschool.
2. Children who have been enrolled in the prescribed manner, in order of date and time of enrolment.

Should there be an excess of applications received all with the same no. of days from child's 2nd birthday, the following will take place:

- a. siblings will be given first preference
- b. a ballot will be held at a Committee Meeting to determine the positions offered.
- c. those who do not receive a position through the ballot will be given preference on our waiting list.

1. Enrolments received after 30th April in the year prior to attendance are allocated a place subject to vacancies.
2. Children other than those listed above shall be admitted at the discretion of the committee.
3. The total number of 3 year old acceptances should not exceed one group of 20.

4 YEAR OLD PRE-SCHOOL SELECTION PROCEDURE

An eligible child must turn four (4) years of age by the 30th April in the year of attendance.

The following order of preference shall be adhered to in the selection of children to be granted a place at the kindergarten.

1. Children deferred from previous year at Templestowe Heights Preschool.
2. Two placements in each group will be held for children repeating at Templestowe Heights Preschool until the end of Term 3.
3. One vacancy will be held until the start of October of the year prior to four year old kindergarten for a child with additional needs.
4. Children who attended Templestowe Heights Preschool three year old group and have enrolled in four year old kinder.
5. Children who have been enrolled in the prescribed manner, in order of date and time of enrolment.

Should there be an excess of applications received all with the same no. of days from child's 2nd birthday, the following will take place:

- a. siblings will be given first preference
- b. a ballot will be held at a Committee Meeting to determine the positions offered.
- c. those who do not receive a position through the ballot will be given preference on our waiting list.

6. Enrolments received after 30th April in the year prior to attendance are allocated a place subject to vacancies.
7. Children other than those listed above shall be admitted at the discretion of the committee.
8. The total number of 4 year old acceptances should not exceed two groups of 22.