



Developing Every Child's Potential



## Kindergarten Enrolment Handbook

PLEASE KEEP THIS BOOKLET IN A SAFE PLACE, AS YOU MAY WISH TO REFER TO THIS INFORMATION FROM TIME TO TIME

We, Geelong Kindergarten Association wish to acknowledge the Wathaurong People as the Traditional Custodians of the land on which we stand.



We pay our respects to the Elders both Past and Present.

We thank the Traditional Owners for their custodianship of the land, and celebrate the continuing Culture of the Traditional Custodians and also acknowledge the memory of their Ancestors.

This enrolment handbook is designed to help you navigate the kindergarten registration process. More information is available at [www.gka.org.au](http://www.gka.org.au) or contact [enrolments@gka.org.au](mailto:enrolments@gka.org.au) or 5273 0202.

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## How Do I Register For The Pre Kindergarten And/Or Kindergarten Program?

1. Complete **one** GKA Kindergarten Registration form per child for the pre kindergarten and kindergarten program.
2. Kindergarten registration forms are available from the Geelong Kindergarten Association office or website, [www.gka.org.au](http://www.gka.org.au) and from all GKA kindergartens.
3. Completed kindergarten registration forms can be emailed or mailed to [enrolments@gka.org.au](mailto:enrolments@gka.org.au) or Kindergarten Services Coordinator at Geelong Kindergarten Association, 1/2 Waratah Street, Geelong West, 3218.
4. Please include proof of a child's identity and date of birth, you can use a birth certificate, extract of birth certificate, passport or legal papers.
5. Please also include of your eligibility for kindergarten fee subsidy; a copy of Health Care Card, Pension Card or Veteran Affairs card.
6. You can list up to three preferred kindergartens on the registration form. (Please see the list of GKA kindergartens). **Do not list a kindergarten unless you are prepared to accept a place there.**
7. Registrations are entered onto the GKA Central Enrolment Database.
8. You will receive written confirmation of your kindergarten registration by email/mail.
9. The enrolment registration form must reach GKA by the last Friday of Term 2 to be included in the first allocation of places for the following year.
10. Kindergarten places are offered in accordance with the priority of access criteria (detailed in this handbook)
11. The first offers of places will be sent to families by the first week of Term 2 holidays. You must accept your offer by the date indicated on the offer or elect to wait for a place in another kindergarten.

Remember, you can nominate a representative to reply to the letter/email offering their child a kindergarten place, if you will be unable to respond yourself.

**Failure to respond to an offer of a kindergarten place will result in your registration being cancelled.**

12. If there are no available places at your preferred kindergarten/s, your child will remain on a waiting list until a place becomes available.
13. The Victorian Government's No Jab No Play legislation means GKA cannot confirm the enrolment of your child without documentation confirming that your child is fully vaccinated for their age, or is on a recognised catch up schedule and is on track with the catch up schedule, or has a medical reason not to be vaccinated. Further information is available at [www.betterhealth.vic.gov.au](http://www.betterhealth.vic.gov.au).

# GKA Kindergartens

Kindergarten	Address	Phone Number	Pre-Kindergarten program
Allanvale Preschool	28 Allanvale Avenue, Leopold 3224	5250 2193	✓
Beacon Point Preschool	49 Centaurus Avenue, Clifton Springs	5253 1550	✓
Bell Park Kindergarten	Barton Street, Bell Park 3215	5278 5295	✓
Bell Post Hill Kindergarten	58 Ernest Street, Bell Post Hill 3215	5278 3817	✓
Bellevue Preschool	224 Roslyn Road, Highton 3216	5243 7228	✓
Breakwater Preschool	201 St Albans Road, East Geelong 3219	5221 2705	
Drysdale Preschool	13 Eversley Street, Drysdale	5253 1663	✓
Fyans Park Kindergarten	204 West Fyans Street, Newtown 3220	5221 4630	✓
Grovedale Kindergarten	83 Heyers Road, Grovedale 3216	5241 5634	
Herne Hill Early Learning Centre	194-200 Church Street, Herne Hill 3215	5277 1843	✓
Highton Preschool	257 Roslyn Road, Highton 3216	5243 1135	✓
Kirralee Kindergarten	53 Richards Street, Newcomb 3219	5248 1741	
Lara Kindergarten	5 Waverley Road, Lara 3212	5282 1498	✓
Leopold Kindergarten	29 Kanimbla Avenue, Leopold	5250 1477	✓
Normanby Street Preschool	53 Normanby Street, East Geelong 3219	5222 2546	✓
Ocean Grove Preschool	114 The Avenue, Ocean Grove 3226	5255 1940	✓
Portarlington Preschool	Newcomb Street, Portarlington	5259 2793	✓
Rix Street Kindergarten	49 Rix Street, Herne Hill 3215	5278 3384	✓
William Hovell Preschool	28 Hendy Street, Corio 3214	5275 4663	✓
William Parker Memorial Kindergarten	33 Griffen Street, Hamlyn Heights 3215	5278 4875	✓
Woodlands Preschool	15 Wyatt Street, Ocean Grove 3226	5255 2349	✓

## 2018 Important dates

DATE	
June 5, 2017	2018 Session times available on GKA website
June 12, 2017	<p>All families registered for 2018 kindergarten and pre-kindergarten places will receive a letter confirming personal contact details, preferred kindergartens, and asking for updated information regarding children's learning needs.</p> <p><b><u>If you do not receive this letter, please contact GKA on 5273 0200/2 or <a href="mailto:enrolments@gka.org.au">enrolments@gka.org.au</a> to ensure your contact details are up to date.</u></b></p>
June 30, 2017	<p>Enrolment registrations close for inclusion in first round offers of kindergarten places.</p> <p>(Please note that registrations that are not received by this date will be included in subsequent allocations of kindergarten places.)</p>
July 7, 2017	<p>First round offers of places posted or emailed to families. (Families are given at least 10 working days to reply, families who do not respond to an offer of a kindergarten place will be deemed to have declined and removed from the GKA database.)</p>
October to December	<p>Families receive information from their accepted kindergarten regarding commencement procedures.</p>
January 29, 2018	<p>Term 1, 2018</p>

# Kindergarten

## Eligibility

All children are eligible to attend a funded kindergarten program of 15 hours per week for 40 weeks (or 600 hours) in the year before school.

## Eligibility to attend a Funded Four Year Old Kindergarten Program

Children eligible to attend a funded four year old kindergarten program are:

- at least four years old on 30 April of the year in which they are enrolled to attend the funded kindergarten program
- not enrolled in a funded kindergarten place at another kindergarten or daycare.

and

- have not previously attended a funded kindergarten program at another kindergarten or daycare service.

Evidence of a child's identity and date of birth needs to be provided with the enrolment registration. We can accept either:

- a birth certificate or a passport for Australian-born children
- a travel document for non-Australian born children.

## When should my child come to Kindergarten?

All children learn and develop in different ways. Some children may benefit from starting school at a younger age, while other children may benefit from starting later. Families with children born between 1 January and 30 April need to make an informed choice about which year they would like their child to commence school and therefore which year their child will attend a funded kindergarten program.

It is important that children are ready to transition to school and that schools are ready to meet the needs of individual children. Therefore, it is important that from the time the child is eligible to enrol for kindergarten, parents carefully consider the best time for their child to start school, as this will help to determine the best time to start kindergarten.

Families of children with birth dates between 1 January and 30 April have a choice about whether their child will commence school in the year they turn five or the following year, and therefore whether they commence kindergarten in the year they turn four or the year they turn five.

For further advice and information regarding the right time to start kindergarten, please contact GKA ([enrolments@gka.org.au](mailto:enrolments@gka.org.au)/5273 0202), talk to your local kindergarten teacher or go to [www.education.vic.gov.au](http://www.education.vic.gov.au)

Eligible year to attend kindergarten	
Child's Date of Birth	4 year old kindergarten
01/05/2012 – 30/04/2013	<b>2017</b>
01/05/2013 – 30/4/2014	<b>2018</b>
01/05/2014 – 30/04/2015	<b>2019</b>



# Enrolment of children outside the eligible age for kindergarten

## **Children who turn six during the kindergarten year**

Children who turn six at any time during the kindergarten year need to be exempted from attending school. Parents should apply for an exemption before the child starts kindergarten by submitting an [Exemption from school due to attendance in kindergarten program](#) form to the DET regional office.

GKA must sight the approved exemption form and note that it has been sighted on the child's enrolment.

## **Children less than four years of age**

If a child is less than four years of age by 30 April in the year they are to attend a funded kindergarten program, the parents must first request approval for early school entry for their child to attend school in the following year.

Most applications for early school entry are unsuccessful. Children granted early entry to kindergarten are not eligible to apply for another year of funded kindergarten in the following year if the child does not attend school.

Requests must be made in writing to the appropriate Departmental regional office in accordance with government school entry processes, or directly to the non-government school that the child will be attending. It is unlikely that the regional office or the non-government school will be able to determine the outcome of the request for early school entry until closer to the school commencement date.

A copy of the written request for early school entry must accompany the child's kindergarten registration form. GKA must sight this request and include a copy in the child's enrolment record.

Further information regarding early entry to kindergarten is available at [www.education.vic.gov.au](http://www.education.vic.gov.au).

## Second year of funded 4 year old kindergarten

Children are eligible to receive a second funded year of kindergarten if:

- the child is observed as having delays in at least two outcome areas of learning and development (detailed in the *Victorian Early Years Learning and Development Framework* available at [www.education.vic.gov.au](http://www.education.vic.gov.au).)

and

- there is evidence to suggest that the child will achieve better outcomes if he/she attends a second year of kindergarten to strengthen the learning and development of skills in these areas and better facilitate transition to school the following year.

## Children with Additional Learning Needs

GKA Kindergarten provide an inclusive program for all children. You are encouraged to provide details of any additional needs or medical requirements your child may have, in the relevant section on the GKA kindergarten registration form.

We can then ensure families and children have access to available assistance to ensure a smooth transition of children into kindergarten programs, regardless of circumstances or background.



## Priority of access criteria Kindergarten (4yo)

A points-based weighting system is used to allocate places.

<p><b>Priority 1 Criteria</b></p> <p>Children identified as:</p> <ul style="list-style-type: none"> <li>- Children at risk of abuse or neglect, including children in out of home care</li> <li>- Aboriginal and/or Torres Strait Islander children</li> <li>- Children with additional needs, defined as children who:             <ul style="list-style-type: none"> <li>o require additional assistance in order to fully participate in the kindergarten program</li> <li>o require a combination of services which are individually planned</li> <li>o have an identified specific disability or developmental delay</li> <li>o Asylum seeker and refugee children</li> <li>o Children eligible for the Kindergarten Fee Subsidy</li> </ul> </li> </ul>	<p>100 points</p>
<p><b>Priority 2 Criteria</b></p> <p>Children who have a sibling who participated in a GKA member kindergarten within the last five years</p>	<p>40 points</p>
<p><b>Priority 3 Criteria</b></p> <p>Children who live in the City of Greater Geelong</p> <p>Children whose families are in the process of moving to the City of Greater Geelong</p> <p>Children who are cared for in the City of Greater Geelong</p> <p>Children whose families work or study in the City of Greater Geelong</p>	<p>10 points</p>
<p>Families who do not meet criteria 1, 2 or 3</p>	<p>5 points</p>

In the event that all criteria are equal, positions will be determined by computer generated ballot.

## Kindergarten Fee Subsidy

For eligible families, the State Government provides a kindergarten fee subsidy to provide for 15 hours of kindergarten per week. The following families are eligible for the kindergarten fee subsidy:

- the child is identified by a parent, carer or legal guardian as an Aboriginal and/or Torres Strait Islander
- the child individually holds, or has a parent or guardian who holds one of the following:
  - a Commonwealth Health Care Card
  - a Commonwealth Pensioner Concession Card
  - a Department of Veterans' Affairs Gold Card or White Card

- Refugee visa (subclass 200)
  - In-country special Humanitarian visa (subclass 201)
  - Global Special Humanitarian concern visa (subclass 202)
  - Temporary Humanitarian concern visa (subclass 786)
  - Protection visa (subclass 866)
  - Emergency Rescue visa (subclass 203)
  - Woman at risk visa (subclass 204)
  - Bridging visas A-E
- the child is identified on their birth certificate as being multiple birth child (triplets or more).

## Early Start Kindergarten Grants

Early Start Kindergarten Grants provide up to 600 hours of kindergarten presented by a four year degree qualified teacher at no cost to eligible 3 year old children.

### Aboriginal Early Start Kindergarten grant

#### Eligibility

Children who meet **all** of the following criteria:

- the child is at least three years old on or before 30 April in the year in which they are enrolled to attend the funded kindergarten program
- the child has been identified by a parent, carer or legal guardian as being Aboriginal and/or Torres Strait Islander.

### Early Start Kindergarten grant

#### Eligibility

Children who meet all of the following criteria:

- the child is at least three years old on or before 30 April in the year in which they are enrolled to attend the funded kindergarten program
- the child is known to Child Protection (a child known to Child Protection means: a child who has a current, or a history of, involvement with Child Protection, including those in out of home care; or a child who has been referred by Child FIRST, Integrated Family Services or Services Connect.)

If you believe your child may be eligible for either Early Start Kindergarten grant, please contact the Kindergarten Services Coordinator on 5273 0202.

## Late Applications

Applications submitted after the last day of Term 2 are considered late applications and are not included in the first round of allocations. All applications are included in subsequent allocation rounds.

## Kindergarten Registration fee

A kindergarten registration fee of \$25 should accompany your Kindergarten Registration form. This fee is **not refundable** and contributes to administrative costs. The registration fee can be paid in person by cash, by direct debit, cheque, money order or credit card. Cheques/money orders are to be made payable to Geelong Kindergarten Association.

Kindergarten Registration forms without the \$25.00 fee are incomplete and will not be processed until payment is received.

Families who are eligible for Kindergarten Fee Subsidy are not required to pay the enrolment registration fee.

## Four Year Old Kindergarten fees

Funding from the Victorian State Government contributes to the cost of four year old kindergarten and fees received from families make up any shortfall.

### Payment of fees

Fees will be invoiced annually to parents/guardians directly and must be paid by the dates indicated on the invoice. Fees are due to be paid each term in advance of attendance. The first term's fees must be received in full prior to the child commencing at the service. For children enrolled after the commencement of a term, a full term invoice will be issued and fees must be paid according to the specified due dates. Receipts will be provided upon request.

Parents/guardians experiencing difficulty in paying fees are encouraged to contact GKA to arrange a suitable alternative payment plan.

The *Privacy and Confidentiality Policy* of the GKA will be complied with at all times in relation to a family's financial/personal circumstances.

### Payment options

Term fees can be paid in the following ways:

- Direct Payment via internet banking
- In person (EFTPOS, credit card, cheque, money order)
- By mail (cheque or money order made payable to Geelong Kindergarten Association) with a copy of the invoice and addressed to the GKA Fees Officer, 1/2 Waratah Street, Geelong West 3218.
- Over the phone via credit card by phoning, 5273 0200
- Over the counter at any National Australia Bank (using invoice number as a reference)
- Centrepay (through Centrelink) (using invoice number as a reference).

### Refund of Fees

#### Refund for families eligible for the Kindergarten Fee Subsidy

If a family becomes eligible for the Kindergarten Fee Subsidy during the kindergarten year, a full refund of the applicable term's fees (and the Kindergarten Enrolment Fee, where appropriate) will be provided when evidence of this eligibility is provided to the GKA.

For more information regarding fees please refer to the GKA Fee Policy available at [www.gka.org.au](http://www.gka.org.au).

Families experiencing difficulties paying fees are encouraged to contact the Fees Officer on 5273 0200 or [fees@gka.org.au](mailto:fees@gka.org.au)

## Pre-Kindergarten

Our pre-kindergarten programs encourage children to grow and develop into independent learners through providing open ended activities in educational and developmentally appropriate play spaces,. Sessions are typically 2 to 3 hours and children attend once or twice each week.

Not every GKA kindergarten offers a pre-kindergarten program. Please check the kindergarten list or [www.gka.org.au](http://www.gka.org.au) to see where pre-kindergarten sessions are operating.

## Eligibility to attend Pre-Kindergarten Program

Children turning three years old on or before 30 April in the year in which they attend are eligible to attend a Pre-Kindergarten (3 year old) program.

Children who have not turned 3 by the start of the kindergarten year are not able to attend until they have turned three. To hold a Pre-Kindergarten place for a child who is unable to start as they have not turned 3 by the start of Term 1, parents/guardians will need to pay the full term/s fee in advance.

## Early Start Kindergarten Grants

Early Start Kindergarten Grants provide up to 600 hours of kindergarten presented by a four year degree qualified teacher at no cost to eligible 3 year old children.

## Aboriginal Early Start Kindergarten grant

### Eligibility

Children who meet **all** of the following criteria:

- the child is at least three years old on or before 30 April in the year in which they are enrolled to attend the funded kindergarten program
- the child has been identified by a parent, carer or legal guardian as being Aboriginal and/or Torres Strait Islander.

## Early Start Kindergarten grant

### Eligibility

Children who meet all of the following criteria:

- the child is at least three years old on or before 30 April in the year in which they are enrolled to attend the funded kindergarten program
- the child is known to Child Protection (a child known to Child Protection means: a child who has a current, or a history of, involvement with Child Protection, including those in out of home care; or a child who has been referred by Child FIRST, Integrated Family Services or Services Connect.)

If you believe your child may be eligible for either Early Start Kindergarten grant, please contact the Kindergarten Services Coordinator on 5273 0202.

## Priority of access criteria Pre-Kindergarten (3yo)

<p><b>Priority 1 Criteria</b></p> <p>Children eligible for Early Start Funding</p>	100 points
<p><b>Priority 2 Criteria</b></p> <p>Children who have a sibling who participated in a GKA member kindergarten within the last five years</p>	40 points
<p><b>Priority 3 Criteria</b></p> <p>Children who live in the City of Greater Geelong</p> <p>Children whose families are in the process of moving to the City of Greater Geelong</p> <p>Children who are cared for in the City of Greater Geelong</p> <p>Children whose families work or study in the City of Greater Geelong</p>	10 points
Families who do not meet criteria 1, 2 or 3	5 points

In the event that all criteria are equal, positions will be determined by computer generated ballot.

## Late Applications

Applications submitted after the last day of Term 2 are considered late applications and are not included in the first round of allocations. All applications are included in subsequent allocation rounds.

## Pre-Kindergarten Fees

### Pre-Kindergarten Registration Fee

A kindergarten registration fee of \$25 should accompany your Kindergarten Registration form. This fee is **not refundable** and contributes to administrative costs. The registration fee can be paid in person by cash, by direct debit, cheque, money order or credit card. Cheques/money orders are to be made payable to Geelong Kindergarten Association.

Kindergarten Registration forms without the \$25.00 fee are incomplete and will not be processed until payment is received.

Families who are eligible for Kindergarten Fee Subsidy are not required to pay the enrolment registration fee.

## Pre-Kindergarten Fees

The Pre-kindergarten program is funded by parent fees. Fees vary depending on the number of hours offered by the kindergarten your child attends.

## Payment of fees

Fees will be invoiced annually to parents/guardians directly and must be paid by the dates indicated on the invoice. Fees are due to be paid each term in advance of attendance. The first term's fees must be received in full prior to the child commencing at the kindergarten. For children enrolled after the commencement of a term, a full term invoice will be issued and fees must be paid according to the specified due dates. Receipts will be provided upon request.

Parents/guardians experiencing difficulty in paying fees are encouraged to contact GKA to arrange a suitable alternative payment plan.

The *Privacy and Confidentiality Policy* of the GKA will be complied with at all times in relation to a family's financial/personal circumstances.

For more information regarding fees please refer to the GKA Fee Policy available at [www.gka.org.au](http://www.gka.org.au).

## Change of personal details

Please update your contact and other details so we can contact you with your offer of a place. Any changes to personal details need to be advised in writing. You can do this by either

- Emailing [enrolments@gka.org.au](mailto:enrolments@gka.org.au)
- Writing a letter and sending to Kindergarten Services Coordinator, GKA, 1/2 Waratah street, Geelong West 3218.

Changes to personal details are confirmed with you by email/mail when they entered into the GKA Enrolment Database.

## Families unable to be contacted

It is your responsibility to ensure personal contact details are kept up to date with the Geelong Kindergarten Association.

Kindergarten places are either emailed or mailed to families. A response date is included in the offer, when no response is received to an offer of a kindergarten place by that date, the place is offered to the next family on the waiting list. The registration for a kindergarten place in respect of that child is cancelled for that year.

## Grievance Procedure

Complaints and grievances regarding our enrolment processes should be referred in writing to the Kindergarten Services Coordinator. If the complaint/grievance cannot be resolved to the satisfaction of all parties, it will be referred to the Kindergarten Services Manager for resolution.

No child shall be disadvantaged when parents make a complaint or express a grievance. All grievances will be accepted and responded to in a cooperative and reasonable manner that seeks a satisfactory resolution for all parties.

For a copy of the GKA Complaints and Grievances Policy please go to [www.gka.org.au](http://www.gka.org.au) or call GKA on 5273 0200.

## Privacy Statement

The Geelong Kindergarten Association collects personal information to comply with the Education and Care Services National Regulations 2011 and Education and Care Services National Law Act 2010, and also for purposes of registering your child in the GKA Kindergarten Central Enrolment System. GKA considers it is necessary and important to collect this information to ensure that appropriate information is registered for your child. This information will be used for GKA administrative purposes and will be provided to relevant GKA educators for the enrolment of your child at the kindergartens listed in this handbook. This information will not be disclosed to any other party except as required by law.

## Glossary

**ACECQA** -Australian Children's Education and Care Quality Authority

**DEECD** - Department of Education and Early Childhood Development

**Defer**- To decline the offer of an allocated four year old kindergarten place and reserve the place in the next kindergarten year

**GKA** - Geelong Kindergarten Association

**Guardian** - Person entrusted by law with the care of a child

**Parent** - Father or mother of the child

**PSFO** - Preschool Field Officer

**Sibling** - A sister or brother by birth, adoption, step or foster arrangement

**State Government funded program** – Four year old kindergarten program



## Contacts

If you have any questions about the information in this handbook or have a kindergarten enquiry please email [enrolments@gka.org.au](mailto:enrolments@gka.org.au) or contact the Kindergarten Services Coordinator on 5273 0202. If you require kindergarten information in languages other than English please visit [www.education.vic.gov.au/earlychildhood/careandkinder/resources.htm](http://www.education.vic.gov.au/earlychildhood/careandkinder/resources.htm)

The Kindergarten Enrolment & Orientation Policy is available at [www.gka.org.au](http://www.gka.org.au)

GKA is committed to child safety. We want children to be safe, happy and empowered. We have zero tolerance of child abuse. We understand our legal and moral obligations to treat concerns seriously and report allegations, safety and wellbeing concerns to authorities. We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

## Kindergarten Registration Form

### Child:

Surname: \_\_\_\_\_

First Name/s: \_\_\_\_\_

Date of Birth (Please provide proof of age):

\_\_\_/\_\_\_/20\_\_\_

Child's Gender:

Female

Male

Aboriginal or Torres Strait Islander:

Yes

No

Child Lives with:

Parents

Permanent carer

Formal kinship carer

Informal kinship carer

Foster carer

Residential carer

Other living arrangements

Please register my child:

To attend a Pre-kindergarten (3yo) program in 20\_\_\_

To attend a Kindergarten (4yo) program in 20\_\_\_

### Parents/Legal Guardians:

#### Parent/Guardian 1

Title: Dr/Mr /Mrs /Ms /Miss

Surname: \_\_\_\_\_

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

Relationship to child: \_\_\_\_\_

Current residential address: \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

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

**NB: GKA will send all correspondence to the above email address**

AH Phone: \_\_\_\_\_

BH Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Main Languages spoken at home: \_\_\_\_\_

#### Parent/Guardian 2

Title: Dr/Mr /Mrs /Ms /Miss

Surname: \_\_\_\_\_

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

Relationship to child: \_\_\_\_\_

Current residential address: \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

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

AH Phone: \_\_\_\_\_

BH Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Main Languages spoken at home: \_\_\_\_\_

## Preferred Kindergarten/s

**Note:** A list of GKA kindergartens can be found on page 5 of the GKA Enrolment Handbook. Please only include kindergartens on this list.

Please list preferred kindergarten/s


## Siblings who have previously attended a GKA Kindergarten:

Name of Child	Year Attended	Kindergarten Attended

## Children with additional needs:

Does your child have additional needs?  Yes  No

If yes, please specify:

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

Please specify if there are currently any specialist agencies involved with your child or family.

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

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Is your child on a waiting list for a specific service/agency?  Yes  No

## Previous Participation

My child has previously attended:

- an Early Start kindergarten program
- an Access to Early Learning program
- a funded 4yo kindergarten program.

Parents of children who are enrolling to attending a 2<sup>nd</sup> year of a funded kindergarten program should discuss their application with the Kindergarten Services Coordinator before submitting ([enrolments@gka.org.au](mailto:enrolments@gka.org.au) or 5273 0202)

## 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

- the child is identified by a parent, carer or legal guardian as an Aboriginal and/or Torres Strait Islander
- the child individually holds, or has a parent or guardian who holds one of the following: (
  - a Commonwealth Health Care Card
  - a Commonwealth Pensioner Concession Card
  - a Department of Veterans' Affairs Gold Card or White Card
  - Refugee visa (subclass 200)
  - In-country special Humanitarian visa (subclass 201)
  - Global Special Humanitarian concern visa (subclass 202)
  - Temporary Humanitarian concern visa (subclass 786)
  - Protection visa (subclass 866)
  - Emergency Rescue visa (subclass 203)
  - Woman at risk visa (subclass 204)
  - Bridging visas A-E

**Please include copy of your current concession card or bring the original into GKA for an authorised staff member to sight**

- the child is identified on their birth certificate as being multiple birth child (triplets or more)

**Families eligible for the Kindergarten fee subsidy need not pay the Registration Fee.**

## Kindergarten Registration Fee Payment (\$25.00)

### Internet transfer to GKA

National Australia Bank BSB 083-004

Account Number 19-114-1980

Name: GKA Limited Amount: \$25.00

### Credit Card Payment

Card Number:			
Expiry Date:		Visa/Mastercard (please circle)	
Name:		Signature	

### Check List (please tick)

- I have attached a copy of my child's proof of age.
- I have read and understood the information provided in the Geelong Kindergarten Association Enrolment Handbook.
- I have read and understood the information provided regarding kindergarten fees and their payment and undertake to abide by the Geelong Kindergarten Association Fee Policy.
- I have attached a copy of my current concession card or visa
- I have attached all relevant court orders in relation to my child.
- My child has not previously accessed their funded year of kindergarten.

### Declaration

**I declare that all of the information provided by me is true and correct**

Name of parent/legal guardian (please print): \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Signature of parent/legal guardian \_\_\_\_\_

Date:            /            /20\_\_

### Privacy Information

The Geelong Kindergarten Association is collecting this information to comply with the Education and Care Services National Law Act 2010 and Education and Care Services Regulations 2011 and also for the purposes of enrolling your child in the GKA Central Enrolment System. GKA considers it necessary and important to collect this information to ensure that appropriate information is registered for your child. This information will be used for GKA administrative purposes and will be provided to relevant kindergarten staff as required for the enrolment of your child at the kindergarten listed on this form. This information will not be disclosed to any other party except as required by law. You may access this information by contacting GKA on 5273 0200.

Please complete and return to

**GEELONG KINDERGARTEN ASSOCIATION, 1/2 WARATAH STREET, GEELONG WEST, 3218:**

OFFICE USE ONLY	DATE ENTERED:
APPLICATION NUMBER:	By:
<input type="checkbox"/> 3 & 4YO APPLICATION	