



Winston Hills Preschool Association Inc.

"A Joyful Beginning"

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Approved Provider Number PR-00001921
Association Number A0001315N
ABN 55 651 298 057

APPLICATION FORM FOR 3-YEAR-OLD KINDERGARTEN

Year of Attendance: (please circle) 2019 2020 2021

Child's Name: _____ Male Female

Date of Birth: _____

Parent's Names: Mother _____

Father _____

Main Contact Numbers: _____

Email Address: _____

Address: _____

Please tick if you would like to receive information on upcoming events and newsletters

Note: You must include a copy of your child's birth certificate with this application – a child must be 3 years old by the 30th April in the year they commence 3YO Kinder & cannot commence the kinder program until they turn 3 years.

Enrolment Application Fee:

A non refundable \$50.00 enrolment application fee is required to accompany this application. This fee will secure any available place for your child and will be deducted from the first term fees. 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.

The enrolment application fee can be made by EFT (payable to Winston Hills Preschool)

CASH PAYMENTS WILL NOT BE ACCEPTED

Please tick if paying by EFT:

Account name: Winston Hills Preschool
BSB: 704191 (Victoria Teachers Credit Union)
Account number: 224199
Description: YOUR CHILD'S NAME

Child's Name: _____ **Year of enrolment:** _____

Siblings: Please list siblings that have attended Winston Hills Preschool previously

Sibling's Name: _____

Year of Attendance: _____

Notification of Changes to Details:

If you change your address or contact number at any point, please notify the 3-year-old Enrolment Officer (details included below).

4-year-old Enrolment:

Enrolment in the 3-year-old group at Winston Hills Preschool does not automatically guarantee enrolment in the 4-year-old program at this kinder. Banyule Council have a central enrolment system for all 4-year-old enrolments. Please contact Banyule Council for all 4-year-old Enrolment Enquiries.

Children with Additional Needs Information (if applicable):

1. Does your child have additional needs Yes No

2. If yes, please specify: _____

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

3. Is your child registered with a specific agency? Yes No

4. Name of agency: _____

Additional Information: _____

If you have any queries at any time, please feel free to contact the **3-year-old Enrolment Officer** -

Michelle Millen 0411 123 308 Email: winstonhills3yo@gmail.com

Signature of parent or guardian: _____

Date: _____

General Enrolment Procedures

1. Application for a Place

- Enrolment applications will be accepted two (2) years in advance of the year your child will attend the 3-year-old program. (you may enrol your child the year he/she is turning two)
- Enrolment application forms are available from the Preschool or via the website and must be completed in full (this includes payment of the enrolment application fee and providing a copy of the child's birth certificate).
- A separate application form must be completed for each child.
- To facilitate the inclusion of all children into the program (refer to 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 must accompany all applications. Winston Hills Preschool requires children to have turned 3 on or prior to the 30 April (in the year they are commencing) to attend our 3-year-old program.
- Any siblings that currently or have previously attended the Preschool should be listed on the enrolment form.
- All applications must be accompanied by the *non refundable* enrolment application fee (paid via Cheque or EFT).
- Completed enrolment application forms are to be forwarded to the Enrolment Officer, or delegated person, at the Preschool.
- 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.
- Applications will be entered on to the Preschool's waiting list using the eligibility and access criteria.
- The Preschool's Rules (Constitution) states that membership of the Association includes parents or legal guardians of children on the waiting list/has applied to attend the Preschool. All relevant details will be provided to the Secretary to be entered on the Membership Register of Winston Hills Preschool Association Incorporated.

2. Closing dates and Procedure for late applications

- Not Applicable.

3. Allocation within Groups

- Places within our 3-year-old programs will be allocated on confirmation of acceptance by the Enrolment Officer based on preferences stated and availability of places within each group.

4. Offer of Places

- Places will be allocated to enrolled applicants in accordance with the eligibility and access criteria of the Preschool.
- 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 Secretary 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

- Full payment from the first day of Term 1 is required if a place is to be reserved for a child in the three year old kindergarten program. Children can only commence the program when they have turned three

6. No Jab No Play Policy

- Winston Hills Preschool adheres to the "No Jab No Play" policy