We thank you for your recent enquiry regarding our 3yr old Kindergarten program. Please find attached, an enrolment form as requested. Please Note: As of 2022 enrolment intake, Priority of access criteria are used when assigning places as required by our funding body Department of Education and Training. See our Priority of access criteria Policy available on our website for further details.

Enrolment applications must be accompanied by a $15 enrolment processing fee.

Preferred method of payment is via our e-Pay option. Please see the attached invoice for details.

If paying by Cheque, please make payable to “Liberty Avenue Kindergarten Inc”.

The enrolment application fee is non-refundable and covers the cost of processing your enrolment.

Preference will be given in order of receipt of enrolment fee.

**Please note: All children enrolled after 1st January 2016 must now be fully immunised or have a documented medical condition (Listed on their Immunisation History Statement obtainable from the MyGov Website) that prevents them from being immunised; “Conscientious Objection” is not an accepted reason. Families must be able to provide proof of the child’s immunisation status to the service as part of the enrolment process.”**

To be eligible to enrol your child in Three Year Old Kindergarten, they must turn three before they can commence attending sessions. This policy has been set to ensure that we can maintain adult/child ratios required under the ‘Children Services Regulations 2020’. All children must turn three prior to the 30th of April in the year of attendance (in accordance with school commencement requirements) to be eligible for Department of Education and Training per capita 3yr old Kindergarten funding. If positions are available, families can opt to self fund attendance and then access their funding the following year, but priority must be given to funding recipients.

**In 2023, we will be offering 11hrs of funded 3yr old kindergarten across 2 days – The Victorian Government will partially cover the cost of your child’s attendance at 3yr old kindergarten, and then there will be a small out of pocket cost for families to cover. As soon as this information is available, we will post it on our website and a fee policy will accompany your offer of placement if your child is successful in acquiring a position.**

* Payment plan options are available, fees may increase slightly for future years, and are reviewed annually
* You may also be eligible for a Kindergarten fee subsidy if you or your child hold a Commonwealth Health Care card, pension Card or Veteran’s Affairs Card or multiple births (triplets +)

**Session times for 2023 will be as follows:**

**Monday 9am - 2.30pm**

**Thursday 9am – 2.30pm**

Please return your placement application fee or proof thereof (Payment Advice) with the attached enrolment form to:

**The Enrolment Secretary Liberty Avenue 3 Year Old Kinder PO Box 2292**

**Rowville 3178**

Should you have any queries, please do not hesitate to contact us on 9764 4746 or via email at [libertyavenue3yo.enrolments@gmail.com](mailto:libertyavenue3yo.enrolments@gmail.com)

Yours sincerely,

Samara Bodenstaff & Frances Khanna

**ENROLMENT APPLICATION FORM**

1. Intended Year of Attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Child’s Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Child’s DOB: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

5. Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Parent’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Parent's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Contact details Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Does your child have any additional needs or diagnosed disability? YES / NO If yes, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. 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

DVA Gold Card

DVA White Card

Bridging Visas A–F

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

Triplets or Quadruplets

Aboriginal or Torres Strait Islander

Supporting documentation will need to be sighted on commencement at Liberty Avenue Three year Old Kindergarten Inc by the Nominated supervisor and/or 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: <https://www.education.vic.gov.au/parents/child-care-kindergarten/Pages/how-much-kindergarten-cost.aspx>

11. Is your child of Aboriginal / Torres Strait Island decent? YES / NO

12. Is your child fully immunised? YES / NO

**If No**, please state the reason why \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Enrolment and immunisations requirements:**

The Government’s No Jab No Play laws requires children to be age-appropriately immunised before enrolment can be confirmed.

**Parents/guardians offered tentative places will be asked to provide the AIR Immunisation History Statement to Liberty Avenue Three year Old Kindergarten Inc by 01/12 2022,** that shows that their child's immunisations are up to date.

Confirmation of places is finalised after the documentation has been assessed that the child is up to date or that the child has been assessed as being eligible for a 16 week grace period and the eligibility assessment form has been completed.

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)

13. Does your child have:

* allergies YES / NO If yes, what are the known triggers?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child have a medical management plan? YES / NO

* asthma YES / NO If yes, what are the known triggers?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child have a medical management plan? YES / NO

* diagnosed anaphylaxis YES / NO If Yes, does your child have an Epipen YES / NO
* Does your child have a medical management plan? YES / NO

If yes, what are the known triggers? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Note: It is a regulatory requirement to have a medical action plan prepared and signed by your medical practitioner, not more than 12 months old, in place and on premises before your child can commence attendance.

14. Is your family, or your child known to Child protection or Childfirst? YES / NO

15. Do you or your child hold a current Visa that identifies you as a refugee or Asylum Seeker? YES / NO

Do you acknowledge that your child’s acceptance to Liberty Avenue Three year Old Kindergarten Inc is determined by the requirements of priority of access outlined in Liberty Avenue Three year Old Kindergarten Inc’s enrolment policy:  Yes  No

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TAX INVOICE**

**Invoice Date:**

**Invoice Number** PAF2023

**Description Quantity Unit Price GST Amount**

Placement Application Fee 1.00 @ 15.00 (GST Free) $15.00 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Subtotal $15.00 Total GST 0.00 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TOTAL $15.00**

**Payment options:**

**EFT PAYMENT (preferred) Account Name:** Liberty Avenue 3yo Kindergarten

**BSB:** 633 000 **Account Number:** 133447367 **Reference:** Your Child’s Name

**CHEQUE PAYMENT** Please make payable to: “Liberty Avenue 3 Year Old Kindergarten Inc.” Please forward with your Payment Advice.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Please Detach and send with your payment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PAYMENT ADVICE Invoice No:** PAF2023 **Placement Application Fee Amount Due: $**15.00

To: libertyavenue3yo.enrolments@gmail.com

Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Year of Enrolment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents Name/s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Method of Payment EPAY CHQ

E-pay receipt Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Paid\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_