

BPA Children's Services

BLACKDOG DRIVE 3 YEAR OLD POLICY

BPA Children's Services runs a central enrolment system for their 3 year old kindergarten programs. Please note however, BPA cannot guarantee the ongoing provision of a 3 year old program at Blackdog Drive Kindergarten, as it is the Melton Shire's commitment to provide as a priority a kindergarten place to all 4 year old children within the community, which may at times restrict the ability to provide a 3 year old program at Blackdog Drive Kindergarten, therefore placements for 3 year olds at Blackdog Drive will be reviewed annually.

Enrolment

1. A child can be registered on or any time after their first birthday by completing the BPA Expression of Interest form. Enrolment Forms will be mailed out to families the year prior to attendance, who have expressed an interest once approval has been given to the BPA by the Melton Shire. An administrative fee of \$10, a copy of the child's birth certificate, proof of residency (i.e. rate notice, utility bill) and drivers licence must accompany the enrolment form.
2. To be eligible a child must be three years old (3) by 30th April of the three year old kindergarten year.
3. Children CANNOT commence before they turn three years of age.
4. **THOSE CHILDREN OFFERED A PLACE BUT TURN THREE AFTER THE START OF TERM 1 (AND PRIOR TO 30TH APRIL), MAY HOLD A PLACE FOR THAT CHILD BY PAYING THE TERM 1 FEES IN FULL.**
5. Registration is open to all children who meet the eligibility requirements.
6. Places will be offered in the following priority order:
 - Priority 1:** Children of residents and residential ratepayers of the Shire, this includes families in the process of moving to the area.
 - Priority 2:** Non-residents of the Shire, but is limited to:
 - Parents or guardians that work/volunteer within the Shire for a minimum of three days per week or;
 - A child attending a minimum of three days child car per week in the Shire.
 - Priority 3:** All other applications that do not qualify as:
 - Priority one or
 - Priority two
7. Places will be offered in order of date of application.
8. A confirmation of enrolment and application number will be sent once your enrolment form has been received by the BPA. Should any information be incorrect please contact the BPA immediately.
9. If you wish to cancel your registration, defer or change any other personal details you will need to fill in an alteration form and forward it to the BPA.

Fees

1. All fees to be paid one term in advance.
2. Term 1 fees are to be paid on or prior to the Information Night (held later in year).
3. Terms 2, 3 and 4 fees are payable as per the BPA's Fee Payment Structure, which will be provided to you by your child's teacher before commencement.
4. Failure to pay fees by the due date will result in the forfeiting of your child's place (as per BPA Fee Policy).
5. If a child commences during a term, fees will be calculated on a pro-rata basis.
6. There is no reduction in fees, e.g. Health Care Card Holders. Three year old kindergarten is not a Government funded program.

**FURTHER DETAILS CONTACT : DEBORAH BRIGGS, BPA, PH: 9312 3689
OR EMAIL: enrol@bpachildrenservices.com**



Level 1 459 Ballarat Road
PO Box 215
Sunshine VIC 3020
abn | 25 722 360 940
p | 9312 3689 f | 9312 4754
e | info@bpachildrenservices.com

**EXPRESSION OF INTEREST FOR 3 YEAR OLD KINDERGARTEN AT
BLACK DOG DRIVE KINDERGARTEN**

Year of Attendance: _____

Child's Name: _____

DOB: _____

Parents Name: _____

Address: _____

Phone: _____

Email: _____

Parents signature: _____

Date: _____

PLEASE NOTE:

You can register your Expression of Interest on or after your child's 1st birthday.

You are required to notify the kindergarten or BPA in writing of any changes to the above details.

This Expression of Interest form is not a guarantee of a place at Blackdog Drive Kindergarten. 3 year old places will be confirmed once all 4 year old places have been allocated. We anticipate this to be in August / September of the year prior to attendance.