



3 YEAR OLD KINDERGARTEN REGISTRATION FORM

Application Date:

Year of attendance:

Child Details:

Family Name

Given Names

Date of Birth*:

Male:

Female:

**A copy of the child's birth certificate must accompany the expression of interest form.*

Language/s spoken at home:

Is the child of Aboriginal and/or Torres Islander decent? Yes

No

Does your child have a disability or additional needs? Yes

No

If yes please specify:

(you are encouraged to discuss your child's needs with the teacher when your child's place is confirmed)

Parent Details:

Name Parent/Guardian 1

Name Parent/Guardian 2

Address

Post Code

Home Phone ()

Mobile

Email

Centre Preferences:

You should ONLY list those centres you are prepared to accept a place.

1st Preference:

2nd Preference:

3rd Preference:

Payment Details:

A \$10.00 non-refundable administration fee must accompany this form. Forms and payment can be lodged by Cash at the BPA office, Level 1/459 Ballarat Road, Sunshine between the hours of 9.00am and 4.00pm Monday to Friday, via the mail by Cheque or Money Order made out to BPA and posted to PO Box 215, Sunshine 3020 or at your 1st preference kindergarten. If paying via the internet payment details are; Payee: BPA BSB: 083 893 Account No.: 6169 75260 Description: 3yo CE.

If paying by Credit Card please complete the details below.

Credit Card No. Expiry Date:

Card Holders Name:

VISA MASTERCARD OTHER SIGNATURE

OFFICE USE ONLY: RECEIPT NO: DATE: INITIALS:



BPA Children's Services

3YO KINDERGARTEN POLICY

BPA Children's Services runs a Central Registration System for the three (3) year old kindergarten programs within our Early Years Management Group. Please note however that the capacity for 3 year olds at all BPA centres is reviewed annually.

ENROLMENT

1. An expression of interest can be lodged on or any time after the child's first birthday by completing the BPA 3 Year Old Expression of Interest form. An administrative fee of \$10 and a copy of the child's birth certificate must accompany the Expression of Interest form. Lodging an Expression of Interest form does not guarantee a 3 year old place at a service. Three year old places will only be confirmed should there be sufficient numbers to run a 3 year old program.
2. To be eligible for 3 year old kindergarten a child must be three years old (3) by 30th April of the year of attendance.
3. Children CANNOT commence at a service before they turn 3 years of age.
4. Registration is open to all children who meet the eligibility and priority of access criteria.
5. A confirmation of your Expression of Interest will be sent once your form has been received by the BPA. You will be given a reference number and your preferences confirmed. Should any information be incorrect please contact BPA immediately.
6. The form allows for 3 preferences, please only put down preferences at centres you are prepared to attend.
7. Parents will be notified in September/October if the 3 year kindergarten program will proceed. This is dependent on the number of Expressions of Interest received for each service as BPA need to ensure the financial viability of the program.
8. Should the 3yo kindergarten program be offered, a Letter of Offer will be sent out to eligible families who will need to accept or decline the offer and return to BPA by the required date.
9. Kindergarten places will be offered as per the relevant municipality eligibility and priority of access criteria.
10. If you wish to alter your preferences, cancel your registration, defer or change any other personal details you will need to fill in an alteration form and forward it to BPA.
11. As per the Federal Government No Jab, No Play Legislation, acceptable immunisation status documentation **MUST** be provided to the allocated service upon accepting a 3 year old kindergarten offer. Enrolment into the service will not be complete until all relevant immunisation documentation is received – please refer to the No Jab No Play brochure link on our website, or for further information visit: <https://www.betterhealth.vic.gov.au/campaigns/no-jab-no-play> and the *BPA Enrolment and Orientation Policy* (a copy is available at the service or on the BPA website – www.bpachildrengservice.com).
12. **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.**

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.

FOR FURTHER DETAILS CONTACT
RAYLEE WATERS – 3YO ENROLMENT OFFICER
ON 9312 3689 OR EMAIL: enrol@bpachildrengservices.com