

BPA Children's Services

MARIBYRNONG KINDERGARTEN 3 YEAR OLD POLICY

Maribyrnong Council runs the central enrolment system for three year old kindergarten programs that operate within the Municipality. Please note however that the capacity for 3 year olds at BPA centres within the Maribyrnong City Council area will be reviewed annually.

Enrolment

1. To enrol your child in 3 year old kindergarten, please collect a form from the kindergarten or Maribyrnong City Council who runs the Central Enrolment system.
Specific enquiries can be directed to:
 - Maribyrnong Council Central Registration Officer on 9688 0116 or email@maribyrnong.vic.gov.au.
 - For further information visit the Maribyrnong Council website:
<http://www.maribyrnong.vic.gov.au/Page/Page.aspx>
2. You may register at any time after the birth of your child.
3. What to Include With Your Application Form – Proof of your child's date of birth (e.g. copy of birth certificate, passport, child's Maternal and Child Health booklet)
Details of the first parent/guardian will be used for mail, email and phone contact. This must be the main residence of the child.
4. Your Registration Will Be Acknowledged – Correctly completed forms are entered in CRS and an acknowledgement letter is sent by mail confirming registration details and preferences within two weeks of application. If you have not received this after three weeks, please contact CRS to confirm receipt of your application.
Families are asked to check the details in the letter and keep it as proof of registration. If the information is incorrect or if you wish to make changes to the registration details you should contact the CRS.
5. To be eligible for 3 year old kindergarten a child must turn three (3) years old by 30th April of the three year old kindergarten year.
6. Children CANNOT commence before they turn three years of age.
7. **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.**
8. Places will be offered as per the Maribyrnong CRS guidelines.

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
MARIBYRNONG CITY COUNCIL, PH: 9688 0116
OR EMAIL: email@maribyrnong.vic.gov.au.**