

BPA Children's Services

BOTANICA SPRINGS KINDERGARTEN 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 Botanica Springs 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 Botanica Springs Kindergarten, therefore placements for 3 year olds at Botanica Springs 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: RAYLEE WATERS, BPA, PH: 9312 3689
OR EMAIL: enrol@bpachildrenservices.com**



BPA Children's Services

3 YEAR OLD KINDERGARTEN BOTANICA SPRINGS ENROLMENT APPLICATION

DATE: ____ / ____ / ____

YEAR OF ATTENDANCE: 2015

PLEASE WRITE CLEARLY IN BLOCK LETTERS

CHILD'S DETAILS:

Child's Family Name: _____ Child's First Name: _____

Child's Date of Birth: ____ / ____ / ____ Male: Female:

Copy of Birth Certificate Attached: Language spoken at home: _____

Is the child of Aboriginal and/or Torres Islander descent? Yes No

Does your child have a disability or additional needs? Yes No

If yes, please specify: _____
(If yes, you are encouraged to discuss your child's needs with the teacher when your child's place is confirmed)

PARENT/GUARDIAN DETAILS:

Parent/Guardian Family Name: _____ First Name: _____

Home Address: _____ Postcode: _____

Phone No: (H) _____ (B) _____ (Mob) _____

Email: _____

****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 3.00pm Monday to Friday, via the mail by Cheque or Money Order made out to BPA and posted to P.O. Box 215, Sunshine 3020, or at your 1st preference Kindergarten, via the Internet; Payee: BPA BSB: 083 893 Account No.: 6169 75260 Description: 3yo CE,

or via Credit Card: Credit Card No.: _____ Exp. Date: ____ / ____

Card Holders Name: _____ Signature: _____

Visa Mastercard Other

Office Use Only:-	Admin Fee Paid:- <input type="checkbox"/>	Ack. Sent:- <input type="checkbox"/>	Date:- ____ / ____ / ____
Proof DOB:- <input type="checkbox"/>	Rec. No.:- <input type="text"/>	Entered:- <input type="checkbox"/>	Initials:-