

## 3 YEAR OLD KINDERGARTEN APPLICATION FORM

Please make sure that you complete all sections on this form. Otherwise we will be unable to process your application and it will be returned.

**CHILD'S DETAILS**

First name \_\_\_\_\_ Family name \_\_\_\_\_

Male       Female      Date of birth \_\_ / \_\_ / \_\_

Proof of child's DOB attached (eg birth certificate or passport)

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

Does your child have any additional needs or medical conditions? Please state below or attach documents if needed.

\_\_\_\_\_

**PARENT'S/GUARDIAN'S DETAILS**

**Parent/Guardian 1**       Mr /     Mrs /     Ms

Given name \_\_\_\_\_ Family name \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

**Parent/Guardian 2**       Mr /     Mrs /     Ms

Given name \_\_\_\_\_ Family name \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Are there any court orders in relation to this child?

Yes     No    If yes, please provide a copy of relevant documentation

**3 YEAR OLD GROUP PROGRAM PREFERENCES – Please tick which program/s you wish to apply for (This is just a preference and does not confirm enrolment into the specific programs)**

English only programs

Introductory Italian program

Both English and Introductory Italian Programs

OFFICE USE ONLY			
Date Received	Payment Processed	QK ref no	Comments

**APPLICATION FEES** (\$15.00 per child) **Non-refundable**

Payment can be made by either:

- Credit card (provide details below) or
- Cheque/money order (made payable to TRY Australia)

**Credit card details**

Visa /  Master Card (Please tick one)

Name of cardholder \_\_\_\_\_

Card Number \_\_\_\_\_ Expiry date \_\_ / \_\_

**Please provide any additional information you would like to include with your application.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DECLARATION AND CONSENT**

I \_\_\_\_\_ (print full name), a person with lawful authority of the child referred to in this enrolment form, declare that the information provided in this enrolment form is true and correct. I declare that I have read and understood the enrolment procedures of TRY Children’s Services and understand that in lodging this application, an offer of enrolment is not guaranteed.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PAPERLESS COMMUNICATION**

I agree to all correspondence from TRY Australia to be sent via email, to the address provided below (including invoices/ statements for fees, newsletters and other notices etc.) unless I specifically request to be sent via mail.

Email address for correspondence: \_\_\_\_\_

*Note: Please print off this form, sign and date, and then return to TRY Children’s Services as per the options listed below*

**SUBMISSION OF APPLICATIONS**

- Application forms are available at each Kindergarten and can be downloaded from the TRY Australia website [www.try.org.au](http://www.try.org.au) or by calling our head office on 8545 9500.
- A copy of a legal document with the child’s date of birth, such as a birth certificate or passport must accompany all applications.
- The enrolment application fee of \$15.00 is an administration charge and non-refundable and does not guarantee the applicant a place at the Kindergarten.

**Please return your application via**

<p><b>EMAIL</b> <b>cs@try.org.au</b></p>	<p><b>POST</b> TRY CHILDREN’S SERVICES Building 2, First Floor 88 Ricketts Road Mount Waverly VIC 3149</p>	<p><b>FAX</b> 03 8545 9599</p>
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**Any questions please contact TRY Children’s Services Administrators on (03) 8545 9500.**



# 2016

## children's services

### **3 YEAR OLD KINDERGARTEN APPLICATION INFORMATION**

#### ELIGIBILITY

- Children must turn 3 years of age on or before 30<sup>th</sup> April in the year of attendance. Please note children who turn 3 years old between the commencement of Term 1 and 30<sup>th</sup> April will be allocated a position but cannot attend without a parent or guardian present during the entire session until they turn 3 years old.
- Parents accepting a position for a child, who will not have turned 3 years by the commencement of Term 1, are still required to pay the full term fees to secure the place.

#### PROCEDURES

- Applications will be accepted from 1<sup>st</sup> March, the year prior to the child attending. Applications will not be accepted prior to this date.
- All applications will be date stamped when received by TRY administration. Applications received via postal mail will be stamped the day they are received. Applications received via fax or email will be date stamped the following business day to ensure all applications are treated equitably for those families who do not have access to fax or scan/email).
- A confirmation letter of your application will be sent within 10 days of receipt of this application. It is the applicant's responsibility to ensure that current contact details are updated with TRY Australia.
- Places will be allocated in date order of when the application was received by TRY Australia.
- Letters of Offer will be sent from 1<sup>ST</sup> AUGUST 2015. (For services in the Melton City Council area, offers will be made 1<sup>st</sup> November 2015) Upon receipt of this letter, you will need to pay a non-refundable deposit of \$50 which will be deducted from the cost of Term 1 kindergarten fees.
- You will have 14 DAYS to return your Letter of Offer. Failure to respond to this Letter of Offer and pay the application fees within the required time frame will result in loss of placement.
- Parents/Guardians who do not wish to accept the offer of a place are requested to notify us by returning the Letter of Offer with the decline box ticked within 14 days.

- All applicants who have been unsuccessful in their 1<sup>st</sup> preference will be notified and offered their 2<sup>nd</sup> preference where applicable.
- Group allocation is undertaken in accordance with the requirements of the kindergarten you will be attending. This information may be advised in your letter of offer or at a later date by TRY Australia.

#### PLEASE NOTE

Enrolment in the 3 year old kindergarten program does not guarantee a place in the 4 year old kindergarten program. 4 year old enrolments should be made directly to Moreland City Council.

#### DEFERRALS

If you apply for a place for 3 year old kindergarten for 2016 and then decide not to attend until the following year, we request that notify us by returning the Letter of Offer with the defer box ticked within 14 days. Your application will be cancelled and you MUST REAPPLY THE FOLLOWING YEAR.



Parents of children applying for a 2<sup>nd</sup> year of 3 year old kindergarten must submit a new application form the following year. Please note that children undertaking a second year are not automatically guaranteed a position.

#### CONDITION OF ENROLMENTS

Kindergarten Term Fees MUST be paid by the due date in order to secure your child's enrolment.

Group timetables are subject to change and may be altered if necessary, at any time.

#### SUBMISSION OF APPLICATIONS

Application forms are available at each Kindergarten or can be downloaded from the TRY Australia website  [www.try.org.au](http://www.try.org.au) or by calling our head office on  8545 9500.


If completing this form electronically, please note you will still need to print, sign and date the form and then return to TRY Australia Children's Services as per options listed below

A copy of a legal document with the child's date of birth, such as a birth certificate or passport must accompany all applications.

The enrolment application fee of \$15.00 is an administration charge and non-refundable and does not guarantee the applicant a place at the Kindergarten.

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