



Application Form Notes

Baw Baw Pre Kindergarten Central Enrolment for 3 year old unfunded programs

Submitting this form:

Please complete, **sign** and submit this form together with:

- Proof of child's date of birth (copy of Birth Certificate, **or** extract of birth, **or** passport **or** Immunisation History Statement from Medicare, **or** Statutory Declaration confirming your child's date of birth).
- Non-refundable application fee of \$20.00. This is an administration fee and does not guarantee a kindergarten place.

Please submit your form to a Baw Baw Shire Council Customer Service Centre at:

- 33 Young Street, Drouin
- 61 Smith Street, Warragul, or
- 107 Princes Highway, Trafalgar.

If you require further assistance with completing this form, please contact the Kindergarten Enrolment Coordinator on ph: 56242540.

How do I know if my child is ready for pre kindergarten?

Areas to consider when thinking about sending your child to pre kindergarten include emotional maturity and social confidence. Speak to a Maternal Child Health Nurse, Kindergarten Teacher, Child Care Educator or Pre-School Field Officer if you are unsure of your child's readiness.

How do I know which year to send my child to kindergarten?

These dates are the earliest year a child can attend school and kindergarten

If your child was born between	Year eligible to attend school	Year eligible to attend funded 4 year old Kindergarten	Year eligible to attend unfunded 3 year old Pre Kindergarten
1.5.2009 – 30.4.2010	2015	2014	2013
1.5.2010 – 30.4.2011	2016	2015	2014
1.5.2011 – 30.4.2012	2017	2016	2015
1.5.2012 – 30.4.2013	2018	2017	2016

Please note:

- Children are required to start school by the time they turn 6.
- Children are funded for one year of kindergarten in the year before they commence school.
- You need to work back from the year your child will start school.
- If your child is born between January to April 30th you may choose to defer sending them until the following year.
 - For example: If your child was born on April 1st 2010 you may choose to have them attend three year old kindergarten in 2014, instead of 2013. Contact the Kindergarten Enrolment Coordinator on 5624 2540 for further information about deferral.

Criteria for attending an 3 year old pre kindergarten program

Children must be three years of age before attending a pre kindergarten program. Children turning three after the commencement of Term 1 can apply, but will not be allocated a place until after their 3rd birthday, subject to availability of places.

Application Process - How do I apply?

- 1: Read through the application form
- 2: Complete personal details on the application form
- 3: Choose preferences
 - There is a high demand for pre kindergarten places and parents are advised to nominate preferences for more than one centre (minimum of 3 preferred)
 - Council cannot guarantee your first selection

Application Forms can be completed and submitted from a child's second birthday.

First round offer applications close on 30th June the year before your child will be attending Kindergarten. Applications will remain open after this date, and will be dealt with in order of receipt.

Preference of Kindergarten – How do I know which centre to choose?

Twelve Community Kindergartens in Baw Baw municipality are currently part of the Central Enrolment process, with eleven operating an unfunded three year old program (see below). The application process allows you to state your order of preference for Kindergartens. If a form is received without these details, Baw Baw Shire Council Officers will allocate preferences to the applicant.

Each year parents are able to attend Kindergarten Open Sessions to visit centres. When considering which Kindergartens to choose, please note that teachers may change location from year to year.

Kindergartens Covered By This Application Form
Warragul Community Preschool
Bowen Park Kindergarten (Warragul)
Grace Berglund Kindergarten (Warragul)
Drouin Kindergarten
Oak Street Kindergarten (Drouin)
Longwarry Preschool
Mary Beck Preschool (Neerim South)
Yarragon Preschool
Trafalgar Kindergarten
Thorpdale and District Kindergarten
Erica Preschool

Checklist

- Have you attached a copy of your child's birth certificate, Immunisation History Statement from Medicare, passport photo page or Statutory Declaration confirming your child's date of birth? Yes
- Have you signed this form? Yes
- Have you attached a letter to prove that your child is known to Child Protection? Yes N/A
- Have you attached a letter from a registered Childcare provider to prove that your child is in a minimum of 3 days a week of care in Baw Baw Shire? Yes N/A
- Have you attached a Statutory Declaration and proof of residency of an informal carer? (e.g. grandparent that the child is in care for a minimum of 3 days a week) Yes N/A



Baw Baw Pre Kindergarten Central Enrolment Application Form for 3 year old unfunded programs

Acceptance of application will not be considered unless the following is submitted with this form:

- Proof of child’s date of birth - your child must have turned 3 prior to attending a 3 year old program
- Application fee of \$20.00

Child Details

CHILD’S GIVEN NAME: _____ DATE OF BIRTH ____ / ____ / ____

CHILD’S FAMILY NAME: _____ MALE FEMALE

What year will your child attend an unfunded 3 year old program? _____

Do you identify your child as Aboriginal or Torres Strait Islander descent Yes No

Parent / Guardian Details

Mrs Ms Mr Miss (Please circle)

Given Name: _____ Family Name: _____

Address _____

Town: _____ Post Code: _____

Postal Address (if different from above): _____

Town: _____ Post Code: _____

Telephone: Home _____ Work _____ Mobile _____

Email: _____ Relationship to Child: _____

Language/s spoken at home: _____ Do you require an interpreter? . Yes No

Are you a resident/ratepayer of Baw Baw Shire? Yes No
(Proof may be required if you are not a ratepayer – e.g. utilities bill)

If No, please note: Non Baw Baw Shire residents will not be considered for first round offers unless they can show evidence their child is in care a minimum of 3 days a week, and the carer resides in Baw Baw Shire.

Proof required for child care if you are not a resident of the Baw Baw Shire municipality: A current letter from a registered childcare provider or a Statutory Declaration if the care is informal, along with proof of carers residency.

Preschool / Kindergarten preferences

A minimum of three preferences is preferred

1.	2.	3.
4.	5.	6.

Other Details

Does your child have additional /special needs or disability? Yes No

Supporting documentation required: a letter or referral from an early years professional such as Early Childhood Intervention Service, Pre School Field Officer or a Maternal & Child Health Nurse or by a Child Disability Health Care Card or evidence that the child has been approved for a Kindergarten Inclusion Package.

Are you deferring your child from attending in the earliest year eligible? Yes No

Does your child have a sibling who was previously enrolled or attended your preferred kindergarten in the last 5 years? Yes No

Child's name _____ Year attended _____

Are there any siblings applying for 3 year old kindergarten in the same year as this child? Yes No

(e.g. multiple birth)

Is your child known to Child Protection? Yes No

(Supporting documentation required: a referral from Child Protection, Child First/Family Services, Maternal & Child Nurse or attendance at Early Start Kindergarten.)

Consent by Enrolling Parent/ Guardian

_____ (enrolling parent/guardian) _____ (child's name)

In making this application you are:

- Acknowledging that the Council accepts this application on behalf of participating kindergartens but gives no guarantee that a place will be available in the kindergarten nominated or in any other kindergarten in the municipality.
- Confirming that if a previous application has been made to Baw Baw Shire Council you agree that your most recent (last) application will be considered only.
- Acknowledging that the Council will be using data from this application for future planning which may include comparing waiting lists between kindergartens.

_____ (Signature) Date ____/____/____

(Please Note: This form must be signed by a parent/legal guardian before the enrolment will be accepted)

Privacy Notification: The personal and health information collected on this form is being collected by Council for the purposes of planning current and future kindergarten services in Baw Baw Shire. The information will be used solely by Council and its contract service providers for that purpose or a directly related purpose. The information shall remain private and confidential within Council and will only be disclosed to other persons or agencies as consented by the enrolling parent or the authorised parent/guardian. The applicant understands that the personal and health information provided is for the placement of children in kindergarten services in Baw Baw Shire and that they may apply to Council's Privacy Officer in writing for access to and /or amendment of the information.

Office Use Only:	Date application received:	Fee receipt no:	Name of Council Officer
KINDERAPPLICATIONFEE Source Code GL Receipt Application fee \$20.00	Proof of Birth attached: Yes/No	Form signed? Yes/No	Signature of Council Officer