



DAME NELLIE MELBA
KINDERGARTEN
EST 1915

Enrolments and Orientation Policy

Mandatory – Quality Area 6



PURPOSE

This policy outlines:

- the criteria for enrolment at DNMK
- the process to be followed when enrolling a child at DNMK
- the basis on which places within the programs will be allocated
- procedures for the orientation of new families and children into DNMK
- processes to ensure compliance with legislative and DET funding requirements in relation to the enrolment of children in early childhood education and care services.

POLICY STATEMENT

1. VALUES

DNMK is committed to:

- equal access for all eligible children
- meeting the needs of the local community
- supporting families to meet the requirements for enrolment through the provision of information
- maintaining confidentiality in relation to all information provided for enrolment
- ensuring all families are welcomed and receive an effective orientation into the service.

2. SCOPE

This policy applies to the Approved Provider, Persons with Management and Control, Nominated Supervisor, early childhood teachers, Persons in Day to Day Charge, educators, staff and parents/guardians who wish to enrol or have already enrolled their child at DNMK.

2. BACKGROUND AND LEGISLATION

Background

The *Education and Care Services National Regulations 2011* require approved services to have a policy and procedures in place in relation to enrolment and orientation (Regulation 168(2) (k)).

It is intended that all eligible children (refer to *Definitions*) will have access to one year of kindergarten before commencing school. However, a shortage of places in some areas can limit choices for parents/guardians. Where demand is higher than availability, Approved Provider's must adhere to their eligibility and priority of access criteria (refer to *Definitions* and *Attachment 1*) policy in order to allocate the available places. The criteria used to determine the allocation of places takes account of the requirements set out in *The Kindergarten Guide* (refer to *Sources*), the service's philosophy, values and beliefs, and the provisions of the *Equal Opportunity Act 2012*. The Victorian Government requires funded organisations to ensure that their policies and procedures promote equal opportunity for all children. Services participating in central enrolment schemes are required to comply with the enrolment procedures of that scheme.

Immunisations are an effective means of reducing the risk of vaccine preventable diseases. Early childhood education and care services which are regulated under the *Education and Care Services National Law Act 2010* have legislative responsibilities under the *Public Health and Wellbeing Act 2008* to only offer a confirmed place in their programs to children with acceptable immunisation documentation (refer to *Definitions*).

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *A New Tax System (Family Assistance) Act 1999*
- *Charter of Human Rights and Responsibilities Act 2006* (Vic)
- *Children, Youth and Families Act 2005* (Vic)
- *Child Wellbeing and Safety Act 2005* (Vic)
- *Disability Discrimination Act 1992* (Cth)
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*: Regulations 160, 161, 162, 168, 177, 183
- *Equal Opportunity Act 2010* (Vic)
- *Family Assistance Legislation Amendment (Child Care Rebate) Act 2011*
- *National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities*
- *Public Health and Wellbeing Act 2008* (Vic)
- *Public Health and Wellbeing Amendment (No Jab, No Play) Regulations 2015* (Vic)
- *Sex Discrimination Act 1984* (Cth)

3. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Acceptable immunisation documentation: documentation as defined by the *Immunisation Enrolment Toolkit for early childhood education and care services* as acceptable evidence that a child is fully vaccinated for their age, or is on a recognised catch-up schedule if their child has fallen behind their vaccinations; or has a medical reason not to be vaccinated; or has been assessed as being eligible for a 16 week grace period.

Approved child care: Approved child care services are services that have Australian Government approved to receive Child Care Subsidy (refer to Definitions) on behalf of eligible parents. Approved child care includes centre based day care, including long day care and occasional care, family day care, outside school hours care and in home care. DNMK is an approved child care however it is not registered as a Child Care Subsidy service.

Authorised nominee: (In relation to this policy) is a person who has been given written authority by the parents/guardians of a child to collect that child from the education and care service. These details will be on the child's enrolment form.

Child Care Subsidy (CCS): A Commonwealth Government means tested subsidy to assist eligible families with the cost of child care. Payments are paid directly to approved child care providers. DNMK is not registered as a Child Care Subsidy service.

Further information can be found at: <https://www.education.gov.au/child-care-subsidy-0>

Children with additional needs: Children whose development or physical condition requires specialist support or children who may need additional support due to language, cultural or economic circumstances (refer to *Inclusion and Equity Policy*).

Deferral: When a child does not attend in the year when they are eligible for a funded kindergarten place, or is officially withdrawn from a service prior to the April data collection. DET considers that this child has not accessed a year of funded kindergarten and is therefore eligible for DET funding in the following year.

Eligible child: A child attending an early childhood education and care service as described in the *Immunisation enrolment toolkit for early childhood education and care services* or a child in a kindergarten program who meets the requirements of both *The Kindergarten Guide* and the *Immunisation enrolment toolkit for early childhood education and care services*.

Waiting List Registration form: A form to apply for a place at the service with \$25 filing fee (see *Attachment 3: Waiting list Registration form*). This form is accessible on the DNМК website <https://dnmk.com.au/waiting-list-registration-form/>, emailed to the family or hardcopy for collection at the front gate of the kindergarten.

Commitment fee deposit: A non-refundable \$100 charge to secure a place that has been offered in a program at the service. Essentially this covers the enrolment of the child at the service (over 1-2 years).

Confidential Enrolment form: A form that collects contact details, and personal and medical information from parents/guardians about their child. The information on this form is placed on the child's enrolment record (see below) and is kept confidential by the service.

Enrolment record: The collection of documents which contains information on each child as required under the National Regulations (Regulations 160, 161, 162) including the enrolment form; details of any court orders; and immunisation documentation as specified in the *Immunisation Enrolment Toolkit for early childhood education and care services*. Enrolment records are stored securely in the service due to their confidential nature.

Fee: A charge for a place within a program at the service.

Priority of access: in instances where more eligible children apply for a place at a service than there are places available, the service must allocate spaces using the criteria outlined in *The Kindergarten Guide* (refer to *Sources*), or if in receipt of the CCS, comply with the Commonwealth Government's policy for allocating places.

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – Federal Register of Legislation: <https://www.legislation.gov.au/>

3. SOURCES AND RELATED POLICIES

Sources

- Australian Childhood Immunisation Register: www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register
- The Family Assistance Law as the basis for Commonwealth child care fee assistance including the Child Care Subsidy (CCS) and Additional Child Care Subsidy (ACCS): <https://www.education.gov.au/child-care-legislation>
- *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011*: www.acecqa.gov.au/
- *Guide to the National Quality Standard*: www.acecqa.gov.au/
- *The Kindergarten Guide (Department of Education and Training)*: www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx

- Department of Health and Human Services, *Immunisation enrolment toolkit for early childhood education and care service*: <https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/immunisation-enrolment-toolkit>
- Victorian Department of Health: www.health.vic.gov.au/immunisation

Service policies

- *Acceptance and Refusal of Authorisations Policy*
- *Complaints and Grievances Policy*
- *Dealing with Infectious Disease Policy*
- *Fees Policy*
- *Inclusion and Equity Policy*
- *Privacy and Confidentiality Policy*

PROCEDURES

The Approved Provider or Persons with Management and Control is responsible for:

- determining the criteria for priority of access to programs at DNMK, based on funding requirements and the service's philosophy (refer also to Attachment 1 – Eligibility and priority of access criteria)
- considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access, an early childhood program
- complying with the *Inclusion and Equity Policy*
- appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy (refer also to Attachment 2 – General enrolment procedures and Attachment 3 – Waiting list registration form)
- providing opportunities (in consultation with the Nominated Supervisor and educators) for interested families to attend the service during operational hours to observe the program and become familiar with the service prior to their child commencing in the program
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- ensuring parents/guardians are only offered a tentative place until the child's immunisation documentation is assessed as being acceptable
- assessing the child's immunisation documentation as defined by the *Immunisation Enrolment Toolkit for early childhood education and care services* **prior to enrolment** to determine if the child's vaccination status complies with requirements or whether the child is eligible for the 16 week grace period
- ensuring that only children who have acceptable immunisation documentation have a confirmed place in the program
- advising parents/guardians who do not have acceptable immunisation documentation that their children are not able to attend the service and referring them to immunisation services.
- taking reasonable steps to obtain acceptable immunisation documentation from a parent/guardian of a child enrolled under a grace period within the 16 weeks from when the child begins attending (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained).
- ensuring that the enrolment form (refer to *Definitions*) complies with the requirements of Regulations 160, 161, 162 and that it effectively meets the management requirements of the service

- ensuring that enrolment records (refer to *Definitions*) are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the service (Regulation 183)
- ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DET funding criteria
- reviewing the orientation processes for new families and children to ensure the objectives of this policy are met
- ensuring that parents/guardians of a child attending the service can enter the service premises at any time whilst the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157).

The Nominated Supervisor, Persons in Day to Day Charge and early childhood teachers are responsible for:

- reviewing enrolment applications to identify children with additional needs (refer to *Definitions* and the *Inclusion and Equity Policy*)
- responding to parent/guardian enquiries regarding their child's readiness for the program that they are considering enrolling their child in
- discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the program
- encouraging parents/guardians to:
 - stay with their child as long as required during the settling in period
 - make contact with educators and carers at the service, when required
- assisting parents/guardians to develop and maintain a routine for saying goodbye to their child
- sharing information with parents/guardians concerning their child's progress with regard to settling into the service
- discussing support services for children with parents/guardians, where required.

All educators are responsible for:

- responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process, as required
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- developing strategies to assist new families to:
 - feel welcomed into the service
 - become familiar with service policies and procedures
 - share information about their family beliefs, values and culture
 - share their understanding of their child's strengths, interests, abilities and needs
 - discuss the values and expectations they hold in relation to their child's learning
- providing comfort and reassurance to children who are showing signs of distress when separating from family members
- complying with the service's *Privacy and Confidentiality Policy* in relation to the collection and management of a child's enrolment information.

Parents/guardians are responsible for:

- reading and complying with this *Enrolment and Orientation Policy*

- completing the enrolment application form and the enrolment form prior to their child's commencement at the service and providing acceptable immunisation documentation of their child's immunisation status
- where a child is on an immunisation catch-up schedule, ensuring that the child's immunisations are updated in line with the schedule and providing acceptable immunisation documentation to the service
- ensuring that all other required information is provided to the service
- updating information by notifying the service of any changes as they occur.

Volunteers and students, while at the service, are responsible for following this policy and its procedures

EVALUATION

- In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:
 - regularly seek feedback from everyone affected by the policy regarding its effectiveness
 - monitor the implementation, compliance, complaints and incidents in relation to this policy
 - keep the policy up to date with current legislation, research, policy and best practice
 - revise the policy and procedures as part of the service's policy review cycle, or as required
 - notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

ATTACHMENTS

- Attachment 1: Eligibility and priority of access criteria
- Attachment 2: General enrolment procedures
- Attachment 3: Sample Enrolment Application Form
- Attachment 4: Letter for parents/guardians without acceptable immunisation documentation

AUTHORISATION

This policy was adopted by the Approved Provider of DNМК November 2020

REVIEW DATE: NOVEMBER 2021

ATTACHMENT 1

1. Eligibility and priority of access criteria for the funded kindergarten program

The following children are eligible for attendance in the funded kindergarten program:

- children who have been granted approval to receive funding for a second year of kindergarten in accordance with *The Kindergarten Guide* available at:
www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx
- children who were eligible to attend in the previous year, but:
 - deferred
 - withdrew from the service prior to the April data collection
- children who turn four years of age by 30 April in the year they will attend kindergarten
- children turning six years of age at kindergarten who have been granted an exemption from school-entry age requirements by the regional office of DET (refer to *The Kindergarten Guide*, available at: <http://www.education.vic.gov.au/childhood/providers/funding/Pages/default.aspx>)
- children who are younger than the eligible age, but whose parents/guardians have submitted an early age entry request for their child to attend school the following year. This written request is to be directed to the regional office of DET, or the non-government school the child will be attending. A copy of the approval must be attached to the kindergarten application. Parents/guardians should note that very few requests are approved by DET. If the child attends kindergarten early, but does not proceed to school in the following year, they will be unable to access a second year of kindergarten unless they are deemed eligible by DET for having recognised developmental needs
- three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection may be eligible for the Early Start Kindergarten program. This scheme provides funding to enable children to attend a kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours. Details are available at:
www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.

When demand exceeds availability, the Approved Provider will refer to the service's values, philosophy and *Inclusion and Equity Policy* to determine the priority of access. This will include:

- children who have received funding for a second year of kindergarten
- children who were eligible to attend in the previous year but deferred or withdrew from the service prior to the April data collection.
- priority of access criteria as outlined in *The Kindergarten Guide* available at:
www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx

Other considerations may include date of application, siblings already enrolled at the service, attendance in the three-year-old program and local community zoning.

If participating in a central enrolment scheme, the priority of access for that scheme will be implemented. Childcare services providing approved child care (refer to *Definitions*) must abide by the *Family Assistance Legislation Amendment (Child Care Rebate) Act 2011* (refer to *Legislation and standards*) and the Commonwealth Government's *Priority for allocating places in child care services* (refer to *Sources*).

2. Eligibility and access criteria for the three-year-old kindergarten program

3. Children are eligible for attendance in the three-year-old kindergarten program provided they have turned three prior to commencement.

The Approved Provider must determine eligibility and access criteria applicable to the service. Considerations may include:

- children recommended by an educator for an additional year in the three-year-old program

- date of application – for example, families can enrol for the program when their child has turned two, or applications for the three-year-old program can open at the start of Term 1 in the year prior to commencement
- siblings attending the service
- places allocated by the service for transient families e.g. RAAF, seasonal workers and tourism workers
- local community zoning.

4. Allocation within groups

Where the service provides more than one funded kindergarten program or three-year-old program, places within the programs will be allocated to groups by the service in line with the eligibility and priority of access criteria.

Considerations may include:

- Needs of individual children
- Needs of the group
- Parental wishes.

ATTACHMENT 2

General enrolment procedures

1. Application for a place

- Enrolment applications will be accepted from the birth of a child.
- Waiting list registration forms are available at dnmk.com.au/waiting-list-registration-form/ and from the kindergarten and one is attached to this policy.
- A separate application form must be completed for each child, and for each proposed year of attendance at the centre.
- A \$25 non-refundable application fee applies.
- Proof of residence must be provided along with the waiting list application.
- To facilitate the inclusion (refer to *Inclusion and Equity Policy*) of all children into the program; enrolment applications should clearly identify any additional or specific needs of the child.
- Parents/guardians of children applying for a second year of funded kindergarten or currently attending a three-year-old program must submit an enrolment application form for the following year.
- A copy of the child's birth certificate may be requested. Completed enrolment application forms are to be forwarded to the enrolment secretary, or designated person, at the centre.
- Access to completed enrolment application forms will be restricted to the enrolment secretary (or delegated person), staff, president and secretary, unless otherwise specified by the committee.
- Applications will be entered in the waiting list using the eligibility and access criteria.
- Relevant details will be provided to the Public Officer/Secretary to enter on the membership register of the Dame Nellie Melba Kindergarten Association.

2. Closing dates for applications

Applications must be made by 30 April of the year preceding the attendance year.

3. Allocation within groups

When accepting an offer of a place in any Dame Nellie Melba Kindergarten program, parents/guardians will be asked to indicate their preference for groups / days of attendance on the acceptance form. Group places will be allocated on a "first come first served" basis according to the date of receipt of acceptance form and holding commitment fee deposit. Whilst every attempt will be made to accommodate requests, a place in the preferred group cannot be guaranteed.

In the event that the number of acceptances received on any given day for a particular group is greater than the number of available places remaining for that group, the places will be balloted. The ballot will be conducted by the President, Enrolment Secretary and one other Committee or staff member.

The final decision regarding group allocations rests with the Director and the Committee.

The Committee and staff may resolve at a Committee Meeting to admit a child to the kindergarten without having regard to the above priorities.

5. Offer of places

- Places will be allocated to eligible children who are on the waiting list in accordance with the *eligibility and access criteria* of the centre.
- First round offers of places for the 3 year old program and 4 year old funded program will be posted to applicants by early Term 3, in the year preceding attendance. Applicants will be given two weeks to respond to the offer and forward their deposit of \$100 (cheque / cash / EFT only). Parents/guardians, who do not wish to accept the offer of a place, or withdraw their enrolment, will be requested to notify the committee/board in writing within 2 weeks of the letter of offer being received.
- Enrolment forms and other relevant information will be provided along with an offer to be completed and returned with deposit.
- Second and subsequent round offers will be made immediately following receipt back to the Enrolment Secretary that an offer has been declined. Applicants will be given two weeks to respond to the offer and forward their deposit of \$100 (cheque / cash / EFT only).
- Failure to respond to the notice of offer by the due date will indicate that the applicant does not wish to accept the place and the place will be offered to the next child on the waiting list.
- A non-refundable deposit of \$100 per child is required to confirm the child's place. Any requests for exceptions should be made to the committee in writing.
- A receipt will be issued and sent with a Notice of Confirmation of a place.
- Applicants who are unsuccessful will be notified in writing as soon as possible after all places have been filled. It is the applicant's responsibility to advise Dame Nellie Melba Kindergarten whether or not they wish to remain on the waiting list.
- Applicants who are successful will be notified, in writing, of a confirmed place.

Note: Places will not be allocated to children until any substantial debt owed by the family to the centre is paid, or a payment plan is agreed to between the family and the centre. (Refer to the Fees policy.)

ATTACHMENT 3

Waiting List Registration Form

Thank you for your interest in the Dame Nellie Melba Kindergarten (DNMK) Community. At DNMK we pride ourselves in providing a positive and supportive educational environment where your child can flourish and grow. For further information please visit www.dnmk.com.au

Waiting List Registry

Please complete the form overleaf and return to DNMK with a \$25 non-refundable application fee and proof of residency (i.e. proof of utility bill). This form is to add your child's name to the waiting list register; it is not a guarantee of a place. You will receive an email acknowledging your child's details have been added to our waiting list registry and receipt for your application fee. Our enrolment process commences in August the year before commencing kindergarten, so we will be in touch again then.

Offer of a Place in the 3yo and 4yo Program

1. First round offers of places will be posted to applicants by early Term 3, in the year preceding attendance. Applicants will be given two weeks to respond to the offer and return required forms and deposit.
2. Second and subsequent round offers will be made immediately following receipt back to the Enrolment Secretary that an offer has been declined. Applicants will be given two weeks to respond to the offer and return required forms and deposit.
3. Failure to respond to a letter of offer by the due date will indicate that the applicant does not wish to accept the place and the place will be offered to the next child on the waiting list.
4. A non-refundable holding deposit of \$100 per child is required to confirm a child's place. Any requests for exceptions should be made to the committee in writing.
5. Confirmation of placement and a receipt of deposit will be posted within 3 weeks of receipt.
6. Applicants who are not successful in obtaining a place will be notified in writing as soon as possible after all places have been filled. It is the applicant's responsibility to advise DNMK whether or not they wish to remain on the waitlist.

Priority of Access

1. Children currently enrolled at Dame Nellie Melba Kindergarten requiring a second year of 3yo kindergarten due to exceptional circumstances.
2. Children who were enrolled to attend in the previous year but deferred from the program before the last day of Term 2.
3. Siblings who will be 3 (or 4) by the DEECD cut-off date (currently 30 April) of the year they wish to attend DNMK.
4. Children who will be 3 (or 4) by the DEECD cut-off date (currently 30 April) of the year they wish to attend DNMK who live within the "DNMK neighbourhood zone".
5. Children who will be 3 (or 4) by the DEECD cut-off date (currently 30 April) of the year they wish to attend DNMK and live in the 3121 postcode but outside the "DNMK neighbourhood zone".
6. Children who will be 3 (or 4) by the DEECD cut-off date (currently 30 April) of the year they wish to attend DNMK and live outside the 3121 postcode.
7. Applications received prior to 30 April of the year preceding commencement at DNMK.
 - Date of Application (DOA) received for each of the above priorities will be applied. DOA is the date the Waiting List Registration Form, proof of residence and deposit payment are received by DNMK.
 - Children must be three years of age before commencing kindergarten. Children who turn three after the first day of Term 1 can commence kindergarten only after their third birthday and will only be guaranteed a place with full term fee payment.

Allocation of Places within Groups

When accepting an offer of a place in any DNMK program, parents/guardians will be asked to indicate their preference for groups / days of attendance on the acceptance form. Group places will be allocated on a "first come first served" basis according to date of receipt of acceptance form and holding deposit. Whilst every attempt will be made to accommodate requests, a place in the preferred group cannot be guaranteed.

In the event that the number of acceptances received on any given day for a particular group is greater than the number of available places remaining for that group, the places will be balloted. The ballot will be conducted by the President, Enrolment Secretary and one other Committee or staff member. The final decision regarding group allocations rests with the Director and the Committee. The Committee retains the ultimate discretion to admit a child to the kindergarten without having regard to the above priorities.

3yo Kindergarten Funding

3yo kindergarten is self-funded and does not receive any government subsidy. It is important to consider your child's age and suitability for 3yo kindergarten before commencement. Due to the volume of applicants for 3yo kindergarten, a second year is not necessarily secured as equal consideration must be given to all applicants

4yo Kindergarten Funding

4yo kindergarten is partially funded by a government subsidy and every 4yo child is allowed to access one year of funded kindergarten. To receive funding for a second year of 4yo kindergarten a child must exhibit at least two areas of developmental difficulties. The kindergarten teacher will monitor your child's development and discuss any concerns and the possibility of applying for a second year of kindergarten. The teacher may consult with the City of Yarra Preschool Field Officer to discuss your child's funding application and with permission will forward relevant documentation to the Department of Education and Early Childhood Development (DEECD) by the end of Term 3 in the year prior to the repeated year.

Deferred Applications

You may defer your kindergarten position. Requests for deferral must be lodged in writing with the Committee of Management by the last day of Term 2.

DNMK Waiting List Registration Form – Personal Details

This form is to add your child’s name to the waiting list register; it is not a guarantee of a place.

Applications must be received by 30 April the year preceding kindergarten entry.

Please tick for enclosed

- One form per child
- Proof of residence (copy of utility bill)
- \$25 non-refundable application fee (cash, cheque or proof of EFT)

EFT payments can be made to: **DNMK, BSB: 033 120 Account: 199596**, Description: Child's name eg JSmith WList)

Date: _____

Name of Child: _____

Date of Birth: _____

Language(s) Spoken at Home: _____

Is there any additional information that we need to know in relation to your child? Yes No

Comments: _____

Have any of your children previously attended Dame Nellie Melba Kindergarten? Yes No

Siblings Name(s): _____ Year(s) _____

Kindergarten Requirements				
3-4 Year Old	Y / N	Year	Extended Hours Interest: (12.00pm – 5.30pm)	Y / N
4-5 Year Old	Y / N	Year	Extended Hours Interest: (12.00pm – 5.30pm)	Y / N

Parent 1	Parent 2
(Please note that this information will be used as the main contact)	
Name: _____ Address: _____ _____ Postcode: _____ Telephone: Home: _____ Mobile: _____ Email address: (please PRINT clearly) _____	Name: _____ Address: _____ _____ Postcode: _____ Telephone: Home: _____ Mobile: _____ Email address: (please PRINT clearly) _____

Please return form to DNMK, 18 Goodwood St, Richmond Vic 3121 or email form with proof of residency and payment to admin@dnmk.com.au

Office Use Only Ack _____ \$25 Paid _____ List _____

Kindergarten Fee Subsidy (for 4 year old program enrolments)

Please indicate if you are eligible for one of the following concessions:

Health Care Card	<input type="checkbox"/>	Pensioner Concession Card	<input type="checkbox"/>
DVA Gold Card	<input type="checkbox"/>	Bridging Visas A–F	<input type="checkbox"/>
Triples or Quadruplets	<input type="checkbox"/>	Aboriginal or Torres Strait Islander	<input type="checkbox"/>
Temporary Protection/Humanitarian Visas 447, 451, 785 or 786			<input type="checkbox"/>
Resolution of Status Visa (RoS) Visa Class CD, Subclass 851			<input type="checkbox"/>
Refugee and Special Humanitarian Visas 200–217			<input type="checkbox"/>

Concession Number of above concession _____

Expiry Date of above concession _____ / _____ / _____

Name on above concession _____

The supporting documentation will need to be sighted at the kindergarten on commencement and prior to the start of each term by the Administrator. If your eligible card status changes over the year you will be invoiced for any outstanding amount.

Note: the eligibility of concessions may vary from time-to-time. Up-to-date information can be found at www.education.vic.gov.au/ecsmangement/careankinder/funding/subsidy.htm