

3 YEAR OLD PROGRAM APPLICATION FORM

Please make sure that you complete all sections on this form. Otherwise we will be unable to process your application and this may cause a delay.

CHILD'S DETAILS

First name _____ Family name _____

☐ Male ☐ Female

Date of birth __ / __ / __

☐ Proof of child's DOB attached (eg birth certificate or passport) ☐ Immunisation Status Certificate Attached

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

Is the child known to a child protection agency? ☐ Yes ☐ No

If yes, please specify agency: _____

Is the child currently in an Out of Home Care arrangement including Foster Care or Kinship Care?

☐ Yes ☐ No If yes, please provide details: _____

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

TRY KINDERGARTEN PREFERENCES

Please ensure you consider locations in making your choice.

Please list in order of preference only the TRY kindergartens that you are prepared to accept a place.

(Please list the kindergarten's full name as per the list attached. You can list between 1 and 3 kindergartens.)

1. _____

2. _____

3. _____

OFFICE USE ONLY

Date Received

QK ref no

Comments

Is the child eligible for Early Start Kindergarten? (Must be Aboriginal/ Torres Strait Islander or known to Child Protection) ☐ Yes ☐ No

If yes, please provide details: _____

Please note if your child is eligible for Early Start Kindergarten as per above, you are NOT required to pay the application fee.

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 application form, declare that the information provided in this application 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 Children's Services 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: _____

SUBMISSION OF APPLICATIONS

- Application forms are available at each Kindergarten and can be downloaded from the TRY Australia website www.trycs.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.
- ☐ A copy of the child's up to date Immunisation Status Certificate must accompany all applications. Please see the Application information for acceptable evidence of Immunisation.
- ☐ 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

EMAIL cs@try.org.au	POST TRY CHILDREN'S SERVICES Suite 3, Level 1 88 Ricketts Road Mount Waverly VIC 3149	FAX 03 8545 9599
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Any questions please contact TRY Children's Services Administrators on (03) 8545 9500.

3 YEAR OLD PROGRAM APPLICATION INFORMATION

ELIGIBILITY

- Children must turn 3 years of age on or before 30th April in the year of attendance. Please note children who turn 3 years old between the commencement of Term 1 and 30th 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, even if the child does not attend.
- Please note that the No Jab No Play will be in effect for 2018. An Immunisation Status Certificate will be required with the Application form and the Kindergarten will also require a copy upon commencement. Amendments to the No Jab No Play legislation were passed by Parliament in February 2018 and these tighten the requirements for parents and services.

From 28 February 2018, an Immunisation History Statement from the Australian Immunisation Register (AIR) will be the only documentation accepted by early childhood education and care services for the purposes of confirming a child's enrolment in their service. The statement must show that their child:

- is up to date with vaccinations for their age OR
- is on a recognised vaccine catch-up schedule OR
- has a medical condition preventing them from being fully vaccinated.

Documents produced by GPs or other immunisation providers or copies made from the child's health book will no longer be acceptable as proof of immunisation.

How can parents/carers get an Immunisation History Statement from Australian Immunisation Register?

You can print a copy of your child's Immunisation History Statement from your [myGov account](#). If you have difficulty getting a copy via your myGov account you can:

- call the AIR on phone 1800 653 809
- visit a [visit a Medicare or Centrelink office](#)

Families who do not hold a Medicare card must call the AIR to request an Immunisation History Statement.

A Translating and Interpreting Service is available by calling 131 450, Monday to Friday from 8:30am to 4:45pm

PROCEDURES

- Applications will be accepted from 1st March, the year prior to the child attending. Applications received prior to this date will be dated March 2nd in accordance with our procedures outlined below.
- 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 and to account for possible delays by Australia Post.
- A confirmation email/ letter of your application will be sent within 10 working days of receipt of this application. It is the applicant's responsibility to ensure that current contact details are updated with TRY Children's Services. Please contact us should you not receive any correspondence after 10 working days.
- Places will be allocated in date order of when the application was received by TRY Children's Services. Please note that in line with our Priority of Access guidelines the following children will be given priority:
 - Children at Risk or know to Child Protection or Child FIRST *
 - Children in an Out of Home Care arrangement, including foster care or kinship care *
 - Aboriginal or Torres Strait Islander children *
 - Asylum Seeker or Refugee children
 - Children with Additional Needs

* Please note the Priority of Access categories marked with an * may indicate your child may be eligible for Early Start Kindergarten. Please call us on 8545 9500 to discuss further.

- Letters of Offer will be sent from 1ST AUGUST 2018 onwards. (For services in the Melton City Council area, offers will be made from October 2018). Upon receipt of this letter, you will need to pay a non-refundable deposit of \$75 which will be deducted from the cost of Term 1 fees.
- You will have 14 DAYS to return your Letter of Offer. Failure to respond to this Letter of Offer and pay the deposit fees within the required time frame may 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 or emailing us on cs@try.org.au with your child's name and Kindergarten.
- All applicants who have been unsuccessful in their 1st preference will be notified and offered their 2nd 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 Children's Services.

PLEASE NOTE

Enrolment in the 3 year old program does not guarantee a place in the 4 year old kindergarten program. 4 year old enrolments should be made directly to your Local Council (except Doncaster Gardens Preschool, Beverley Hills Kindergarten, South Yarra Preschool & The Patch).

DEFERRALS

If you apply for a place for 3 year old program for 2019 and then decide not to attend until the following year, we request that notify us in writing via email/ post and your application will be cancelled and you MUST REAPPLY THE FOLLOWING YEAR.


Parents of children applying for a 2nd year of 3 year old program 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

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 from the 1st March at each Kindergarten or can be downloaded from the TRY Children's Services website  www.trycs.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.

A copy of the child's up to date Immunisation Status Certificate must accompany all applications (please see notes above as to acceptable documentation of Immunisation)

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 note those families that are eligible for Early Start Kindergarten are not required to pay the application fee.

Please return your application via

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