

4 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 this may cause a delay.

CHILD'S DETAILS

First name _____ Family name _____

☐ Male ☐ Female

Date of birth __ / __ / __

☐ Proof of child's DOB attached (e.g. 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.

PARENTS/ GUARDIANS DETAILS

Parent/ Guardian1: Please circle: Mr / Mrs / Ms

Given Name _____ Family Name _____

Address _____

Suburb _____ Postcode _____

Telephone Home _____ Work _____ Mobile _____

Email _____

Parent/ Guardian 2: Please circle: Mr / Mrs / Ms

Given Name _____ Family Name _____

Address (if different) _____

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 documentaton.

TRY KINDERGARTEN PREFERENCE Please note, you can apply for the following TRY kindergartens using this form. For all other kindergartens, please contact your local Council office to apply through central enrolment.

Please indicate which TRY kindergarten you wish to submit your application for:

☐ The Patch Kindergarten – 4 year old kindergarten program

OFFICE USE ONLY

Date Received

QK ref no.

Comments

Is the child eligible for Early Start Extension Kindergarten Funding? (Must be Aboriginal/ Torres Strait Islander or known to Child Protection AND have accessed Early Start Kindergarten in the previous year) ☐ Yes ☐ No

If yes, please provide details: _____

Please note if your child is eligible for Early Start Extension Kindergarten funding 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 circle 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 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 to be downloaded from the TRY Children's Services website 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.
- 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, Building 2 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

4 YEAR OLD KINDERGARTEN APPLICATION INFORMATION 2019

ELIGIBILITY

- Children must turn 4 years of age on or before 30th April in the year of attendance.
- 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 Australian Immunisation Register 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 delay 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.
- Parents/ Guardians who do not wish to remain on the application list are requested to notify us as soon as possible.

DEFERRALS

- If you apply for a place for 4 year old kindergarten for 2019 and then decide not to attend until the following year, we request that notify us as soon as possible. Your application will be cancelled and you MUST REAPPLY THE FOLLOWING YEAR.

PLEASE NOTE

Enrolment in the 3 year old kindergarten program does not guarantee a place in the 4 year old kindergarten program.

PRIORITY OF ACCESS

Please note that in line with our Priority of Access guidelines the following children will be given priority:

- Children at Risk or known 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.

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 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:

EMAIL cs@try.org.au	POST TRY CHILDREN'S SERVICES Suite 3, Building 2 88 Ricketts Road Mount Waverley VIC 3149	FAX (03) 8545 9599
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Any questions please contact TRY Children Services Administrators on phone (03) 8545 9500

Please note, you can apply for the following TRY kindergartens using this form.

For all other kindergartens, please contact your local Council office to apply through central enrolment.

KINDERGARTEN	ADDRESS	PHONE	EMAIL
MANNINGHAM CITY COUNCIL			
Beverley Hills Kindergarten	2 Damala Street, Doncaster East	9842 6411	beverleyhills@try.org.au
Doncaster Gardens Preschool	53 Victoria Street, Doncaster	9848 7569	doncastergardens@try.org.au
CITY OF STONNINGTON			
South Yarra Preschool	259 Malvern Road, South Yarra	9804 7569	southyarra@try.org.au
YARRA RANGES SHIRE			
The Patch Kindergarten	33 Kallista-Emerald Road, The Patch		cs@try.org.au

