

# Manchester Preschool Inc.



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Mooroolbark VIC 3138

03 9726 9204  
enrol.manchester@kindergarten.vic.gov.au

ABN: 66 405 367 915  
Inc. Assoc. No: 66405367915

## ENROLMENT APPLICATION FORM

Please indicate whether this application is for the 3-year-old or 4-year-old program

3-YEAR-OLD KINDERGARTEN	4-YEAR-OLD KINDERGARTEN
Year: _____ Month: _____ <i>Please tick which session/s you would like your child to attend:</i> <input type="checkbox"/> Tuesday (9:30am – 12:00pm) <input type="checkbox"/> Friday (9:30am – 12:00pm)	Year: _____ <i>Is this application for a 2<sup>nd</sup> year of funded kindergarten?</i> Yes      No

Child's family name: _____	
Child's given names: _____	
Date of birth: _____	Female      Male

Parents'/Guardians' names: _____	
Address: _____	
_____	Postcode: _____
Phone 1: _____	Phone 2: _____
Email: _____	
Language/s spoken at home: _____	

Does your child have additional needs?	Yes      No
If yes, please specify: _____	
You are encouraged to discuss your child's needs with the educator when your child's place is confirmed.	
Is your child registered with a support service or agency?	Yes      No
Name of support service/agency: _____	
<i>You are encouraged to discuss your child's needs with the educator when your child's place is confirmed.</i>	

How did you hear about us? _____
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Name of person submitting form: _____	Date: _____
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### Office use only:

- Copy of child's birth certificate or other suitable evidence
- Copy of Immunisation History Statement

Date Application Received: \_\_\_\_\_

- 'Application Received' letter sent
  - 'Offer of Enrolment' letter sent
  - \$100.00 non-refundable deposit received
- Application Number: \_\_\_\_\_

#### **4-YEAR-OLD KINDERGARTEN ONLY - Kindergarten Fee Subsidy**

DET provides a fee subsidy for eligible families. Supporting documentation will need to be provided upon commencement. Please indicate if you are eligible for one of the following concessions, or meet one of the following criteria:

Aboriginal or Torres Strait Islander	Global Special Humanitarian visa (subclass 202)
Multiple birth child (triplets or more)	Temporary Humanitarian Concern visa (subclass 786)
Commonwealth Health Care Card	Protection visa (subclass 866)
Commonwealth Pensioner Concession Card	Emergency Rescue visa (subclass 203)
Department of Veterans' Affairs Gold Card or White Card	Woman at risk visa (subclass 204)
Refugee visa (subclass 200)	Bridging visas A-E
In-country Special Humanitarian visa (subclass 201)	

#### **Copies of the following items must be attached to process your child's application:**

##### **Birth certificate or other suitable evidence of your child's date of birth**

*3-year-old Program: Your child MUST be 3 years old before commencing. Enrolments for children who have not turned 3 by the beginning of first term will be accepted, but they are UNABLE to attend until after their 3<sup>rd</sup> birthday. If the group you have enrolled in is full, you will be required to pay the term's fees to hold the place for your child.*

*4-year-old Program: Your child MUST turn 4 years old by 30<sup>th</sup> April in the year they commence. Please consider the age your child will be when starting school, as 4-year-old kindergarten is only funded for one year.*

##### **Immunisation History Statement**

The Immunisation History Statement from the Australian Immunisation Register is the only acceptable form of evidence. Immunisation verification is required under the "No Jab, No Play" legislation, which means that prior to confirming a child's enrolment, the kindergarten must first be provided with evidence that the child is:

1. Fully immunised for their age, OR
2. On a vaccination catch-up program, OR
3. Unable to be fully immunised for medical reasons.

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Completed applications and copies of supporting documentation can be submitted to Manchester Preschool either in person, by mail, or via email. For any questions or to notify us of further information please call 9726 9204 or email [enrol.manchester@kindergarten.vic.gov.au](mailto:enrol.manchester@kindergarten.vic.gov.au)

You will be sent notification within 2 weeks that your application has been received. Offers of Enrolment will be sent from June and the enrolment deposit of \$100 will then be collected in order to secure your child's place in the program.

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**Thank you for choosing Manchester Preschool for your child's education.**