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## ENROLMENT AND ORIENTATION POLICY

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Mandatory – Quality Area 6

### PURPOSE

This policy will outline:

- the criteria for enrolment at Bonbeach Pre-School
- the process to be followed when enrolling a child at Bonbeach Pre-School, and the basis on which places within the programs will be allocated
- procedures for the orientation of new families and children into Bonbeach Pre-School.

### POLICY STATEMENT

#### 1. VALUES

Bonbeach Pre-School is committed to:

- equal access for all children
- meeting the needs of the local community
- complying with DEECD funding requirements relating to the enrolment of children in government-funded kindergarten places
- maintaining confidentiality in relation to all information provided on expression of interest and enrolment forms
- ensuring smooth, effective orientation to the Pre-School
- ensuring all families are welcomed and receive an effective orientation into the service.

#### 2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff and parents/guardians who wish to enrol or have already enrolled their child at Bonbeach Pre-School.

#### 3. 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, a priority system for access must be determined by the Approved Provider in order to allocate the available places. The criteria used to determine the allocation of places will vary from service to service, but is generally based on a 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. Criteria for access and inclusion are outlined in *The*

*Kindergarten Guide* (refer to *Sources*). Services participating in central enrolment schemes are required to comply with the enrolment procedures of that scheme.

Childcare services providing approved 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*).

### 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, 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
  - Standard 6.1: Respectful and supportive relationships with families are developed and maintained
    - Element 6.1.1: There is an effective enrolment and orientation process for families
- *Sex Discrimination Act 1984* (Cth)

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

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

## 4. 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.

**Application fee:** A payment to cover administrative costs associated with the processing of a child's expression of interest for a place in a program at the service.

**Approved care:** Care given by a service provider that has been approved by the Family Assistance Office to receive Child Care Benefit payments on behalf of eligible families. Most long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services are approved providers. Details are available at: [www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/](http://www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/)

**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.

The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. Each service will need to determine if a person under the age of 18 is able to be an authorised nominee and, if so, what constitutes the minimum acceptable age at that service.

**Child Care Benefit (CCB):** A Commonwealth Government payment to help families who use either approved or registered childcare services. All eligible families can receive some Child Care Benefit.

Details are available at:

[www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/](http://www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/)

**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. DEECD considers that this child has not accessed a year of funded kindergarten and is therefore eligible for DEECD funding in the following year.

**Eligible child:** A child who meets the criteria outlined in *The Kindergarten Guide*.

**Enrolment form:** A form to apply for a place at the service.

**Enrolment application fee:** A payment to cover administrative costs associated with the processing of a child's enrolment application for a place in a program at the service. This fee is not refundable, although if your child commences at the Pre-School, this application fee will be converted to a levy which will be refunded if you participate in the required number of activities.

**Enrolment form:** A form that collects contact details, and personal and medical information from parents/guardians about their child. This is completed after a place has been offered by the service and accepted by the applicant. The information on this form is placed on the child's enrolment record (see below) and is kept confidential by the service.

**Expression of interest form:** A form to express an interest for a place at the service. A form that collects contact details, and personal information from parents/guardians about their child. The information on this form is kept until the enrolment application form is received and then it is destroyed.

**Enrolment record:** Contains information on each child, as required under the National Regulations, including contact details, names of authorised nominees (refer to *Definitions*), names of persons authorised to consent to medical treatment or to authorise administration of medication, names of persons authorised to take the child outside the service, details of any court orders, personal and health information including specific healthcare needs, medical management plans and dietary restrictions etc. (Regulations 160, 161, 162). This information is kept confidential by the service.

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

## 5. SOURCES AND RELATED POLICIES

### Sources

- Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000:  
<http://www.comlaw.gov.au/Series/F2006B01541>
- *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011*:  
[www.acecqa.gov.au/](http://www.acecqa.gov.au/)
- *Guide to the National Quality Standard*:  
[www.acecqa.gov.au/](http://www.acecqa.gov.au/)
- *Priority for allocating places in child care services*:  
<http://education.gov.au/priority-allocating-places>
- *The Kindergarten Guide (Department of Education and Early Childhood Development)*:  
<http://www.education.vic.gov.au/childhood/providers/funding/Pages/default.aspx>

### Service policies

- *Acceptance and Refusal of Authorisations Policy*
- *Complaints and Grievances Policy*

- *Fees Policy*
- *Inclusion and Equity Policy*
- *Privacy and Confidentiality Policy*

## PROCEDURES

### **The Approved Provider is responsible for:**

- determining the criteria for priority of access to programs at Bonbeach Pre-School, based on funding requirements and the service's philosophy
- developing procedures that ensure all eligible families are aware of, and are able to access, an early childhood program, and considering any barriers to access that may exist
- 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
- 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
- ensuring that enrolment forms (refer to *Definitions*) comply with the requirements of Regulations 160, 161, 162
- reviewing the enrolment form to determine its effectiveness in meeting the regulatory and 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 DEECD 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 that 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 person responsible for the enrolment process is accountable for the following:**

- providing enrolment application forms (refer to Attachment 2 – Sample Enrolment Application Form)
- collating enrolments
- maintaining a waiting list
- offering places in line with this policy and criteria for priority access, and providing relevant paperwork to families in accordance with this policy
- providing a monthly report to the Approved Provider regarding the status of enrolments and any difficulties encountered
- storing completed enrolment application forms in a lockable file (refer to *Privacy and Confidentiality Policy*) as soon as is practicable
- complying with the *Privacy and Confidentiality Policy* of the service
- advising parents of termination of enrolment due to not attending at least one of the orientation days
- ensuring an up to date copy of the *Enrolment and Orientation Policy* is available on the Pre-School's internet site.

**The Bonbeach Primary School and Pre-School Business Manager and office staff are accountable for the following:**

- collecting, receipting and banking enrolment fees

**The Nominated Supervisor, Certified Supervisor and other 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
- 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
- ensuring that enrolment forms are completed prior to the child's commencement at the service
- ensuring that parents/guardians of a child attending the service can enter the service premises at any time that 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)
- 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
- organising orientation days to facilitate a smooth transition into 3 and 4 year old kindergarten
- advising parents of the dates of the orientation days
- 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
- providing comfort and reassurance to children who are showing signs of distress when separating from family members
- sharing information with parents/guardians regarding their child's progress with regard to settling in to the service
- discussing support services for children with parents/guardians, where required
- 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 enrolment forms prior to their child's commencement at the service
- ensuring that all required information is provided to the service
- ensuring they attend a minimum of one of the two orientation days. Failure to attend at least one of the orientation days may result in termination of enrolment. The onus is on the parent to organise an alternative orientation day/time with the teacher if they are unable to attend the provided orientation dates. If the parent has failed to attend both orientation days and fails to book an alternative orientation day/time with the teacher within 2 days of the second orientation day enrolment will be cancelled.
- 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: General enrolment procedures – 3 year old program
- Attachment 2: General enrolment procedures – 4 year old funded program
- Attachment 3: 3 year old Expression of Interest Form
- Attachment 4: 3 year old Enrolment Form
- Attachment 5: 4 year old Enrolment Form

## **AUTHORISATION**

This policy was adopted by the Approved Provider of Bonbeach Pre-School on 10/3/2015.

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Ken Jones, Principal

**REVIEW DATE:** 01/08/2018

## ATTACHMENT 1

General enrolment procedures – 3 year old program

### 1. Eligibility and access criteria for three-year-old children

Children are eligible for attendance in the three-year-old program provided they have turned three prior to 1 February in the year of enrolment.

Children will only be able to attend a second year of three-year-old kindergarten in exceptional circumstances (after consideration by the three year old teacher and Director) or when all eligible children on the waiting list have been offered a place.

Where more expressions of interest are received than places available then the following order is used to allocate places:

1. Children currently enrolled in the 3 year old preschool program that an educator has recommended for an additional year in the three-year-old program
2. A sibling currently enrolled at Bonbeach Preschool or Primary School.
3. Children residing in Bonbeach, within a 2 km radius\*.
4. All other applications received by the end of term two in the year prior to enrolment.
5. Applications received after the end of term 2 in the year prior to enrolment, in date of receipt order.

### Children turning 3 after 1 February in the year of enrolment

Families wishing to enrol a child turning 3 after 1 February, but that will be eligible to attend 4yo kinder the following year (ie with a birthdate between 1 February and 30 April) may submit an expression of interest with the following considerations:

- Expressions of interest forms for children that turn 3 between 1 February and 30 April may be submitted after 1 Feb in the year of enrolment
- These applications received will be placed at the end of the waiting list.
- Offers will only be made for the child to attend where a position in the three year old program becomes available, and after they have turned three.
- Children applying to the pre-school in this clause will be assessed on a case by case basis by the three year old teacher and the Director.

### 2. Expression of Interest in a place

- Expression of Interest Forms for enrolments will be accepted any time after the beginning of March the year prior to commencement.
- Expression of Interest Forms are available from the service.
- A separate Form must be completed for each child, and for each proposed year of attendance at the service.
- To facilitate the inclusion of all children into the program, Expression of Interest Forms should clearly identify any additional or specific needs of the child (refer to *Inclusion and Equity Policy*).
- All Expression of Interest Forms must be accompanied by a cash Application fee of \$10.00. This fee is to cover administrative costs associated with the processing of a child's application and is not refundable.
- Completed Expression of Interest Forms are to be forwarded to the Bonbeach Primary School Office Breeze St, Bonbeach Vic 3196.
- Access to completed Expression of Interest Forms will be restricted to the person responsible for the enrolment process, the Approved Provider, Nominated Supervisor and educators at the service, unless otherwise specified by the Approved Provider.

- Expressions of Interest will be entered on the waiting list using the eligibility and priority of access criteria.
- There is no 'closing date' for expressions of interest. Families are advised its best to get forms in before the end of Term 2 to be consider for first round offers. We will accept Expression of Interest Forms after Term 2 and these will be used to form a waiting list, in line with our eligibility and priority of access criteria.



### **3. Offer of places**

- Places will be allocated and offered to applicants in accordance with the eligibility and priority of access criteria of the service.
- Applicants who are successful will be notified in writing and offered a place at the end of Term 2.
- Second-round offers will be made one week after first-round offers. Third-round offers will be made one weeks after second-round offers.
- Parents/guardians who do not wish to accept the offer of a place, or intend to withdraw their enrolment, are requested to notify the 3 Year Old Enrolment Officer or Preschool educators, in writing as soon as possible.
- Relevant enrolment information will be provided after the place is accepted and the deposit has been paid.

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

### **4. Acceptance of Offer and Enrolment**

- To confirm acceptance of a place applicants will need to complete and return a 3 year old Enrolment Application Form together with an enrolment application fee equivalent to the maintenance levy amount. The enrolment application fee must be paid within 7 days of the offer by cash, electronic funds transfer or EFTPOS at the Bonbeach Primary School Office to hold the place for the following year. This fee is not refundable, although if your child commences at the Pre-School this enrolment application fee will be converted to a maintenance levy which is refundable if you participate in the required number of activities.
- A separate 3 year old Enrolment Application Form must be completed for each child, and for each proposed year of attendance at the service.
- Completed 3 year old Enrolment Application Forms are to be forwarded to the Bonbeach Primary School Office Breeze St, Bonbeach Vic 3196.
- Access to completed Enrolment Application Forms will be restricted to the person responsible for the enrolment process, the Approved Provider, Nominated Supervisor and educators at the service, unless otherwise specified by the Approved Provider.

### **5. Allocation within groups**

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

## ATTACHMENT 2

### General enrolment procedures – funded, 4 year old program

#### 1. Kingston City Council's Central Enrolment Scheme

Bonbeach Preschool's 4 year old preschool program enrolments are managed through Kingston City Council's Central Enrolment Scheme. To enrol in four year old preschool, complete and return a 'Central Enrolment Scheme for Funded Kindergarten Application Form' (located at the link below).

Children can be enrolled for four year old preschool from 1<sup>st</sup> May in the year prior to your child attending kindergarten. Enrolment forms are also available from Council Offices.

<http://www.kingston.vic.gov.au/Services-and-Support/Family-Youth-and-Children/Kindergarten-Preschool>

#### 2. Acceptance of offer of place

- To confirm acceptance of a place applicants will need to complete and return a 4 year old Enrolment Application Form together with an enrolment application fee equivalent to the maintenance levy amount. The enrolment application fee must be paid within 7 days of the offer by cash, electronic funds transfer or EFTPOS at the Bonbeach Primary School Office to hold the place for the following year. This fee is not refundable, although if your child commences at the Pre-School this enrolment application fee will be converted to a maintenance levy which is refundable if you participate in the required number of activities.
- Relevant enrolment information will be provided after the place is accepted and the deposit has been paid.
- Note: Places will not be allocated to children until any substantial debt owed to the service by the family is paid, or a payment plan is agreed to between the family and the service (refer to Fees Policy).



## 3 YEAR OLD PRE-SCHOOL EXPRESSION OF INTEREST INFORMATION SHEET

### Eligibility

Children are eligible for attendance in the three-year-old program provided they have turned three prior to 1 February in the year of enrolment.

### Information about the 3 year old program

The Pre-school offers two 3 year old groups. Both groups run for a total of 7 hours per week; consisting of two 3 ½ hour sessions. Session days and times are subject to change each year. The sessions currently run from 8.30 am to 12-noon four mornings a week. Further information about session days and times will be provided after enrolment has been confirmed.

### How to apply

This Expression of Interest Form, together with a \$10 non-refundable cash Application Fee, will be accepted at the Bonbeach Primary School Office from the beginning of March the year before your child is due to commence 3 year old kinder. Expressions of Interest received by the last day of term one, will be considered for first round offers.

### How the Pre-School allocates places

Where more expressions of interest are received than places available then the following order is used by the Pre-School to allocate places:

1. Children currently enrolled in the 3 year old preschool program that an educator has recommended for an additional year in the three-year-old program
2. A sibling currently enrolled at Bonbeach Preschool or Primary School.
3. Children residing in Bonbeach, within a 2 km radius.
4. All other applications received by the end of term two in the year prior to enrolment.
5. Applications received after the end of term 2 in the year prior to enrolment, in date of receipt order.

The above priority is also used to form the waiting list if one is required, and for any subsequent offers.

### Offer of places

- Applicants who are successful will be notified in writing and offered a place at the end of Term 2.
- It is important that you let the Pre-school know if your address changes.
- Parents/guardians who do not wish to accept the offer of a place, or intend to withdraw their enrolment, are requested to notify the 3 Year Old Enrolment Officer or Preschool educators, in writing as soon as possible.
- Relevant enrolment information will be provided after the place is accepted and the deposit has been paid.

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

### 4 Year Old Application Process through City of Kingston

Please take a moment to familiarise yourself with the City of Kingston Central Enrolment Scheme for 4 year old kindergarten as it may affect which kindergarten your child is allocated to the year they attend 4 year old pre-school. This information can be found at: <http://www.kingston.vic.gov.au/Services-and-Support/Parents-and-Children/Kindergarten-Preschool>



# 3 YEAR OLD EXPRESSION OF INTEREST FORM

## SECTION 1 – INFORMATION ABOUT YOUR CHILD

<b>Child's full name:</b>		
<b>Date of birth:</b>		<b>Gender:</b> Male/Female
<b>Address:</b>		
Does the child have a sibling/s currently enrolled at Bonbeach Pre-school or Primary School? If so, please provide their name and grade.		

## SECTION 2 – INFORMATION ABOUT YOU

<b>Your name:</b>		
<b>Relationship to Child:</b>		
<b>Phone</b>		
<b>Postal Address (if different to above):</b>		

## SECTION 3 – DECLARATION

I declare that:	
<ul style="list-style-type: none"> <li>• The information I have supplied is true and correct.</li> <li>• I understand that the \$10 application fee is non-refundable.</li> <li>• I understand that I need to contact the pre-school if there are any changes to information supplied on this form.</li> <li>• I have read and understood the policy for allocating places in the 3 year old program (see "How the Pre-School allocates places" on the Information Sheet).</li> </ul>	
<b>Name:</b>	_____
<b>Signature:</b>	_____ <b>Date:</b> _____

## OFFICE USE ONLY

Date Application Received:	Time:
Fee paid: Y/N	

**ATTACHMENT 4**



**3 YEAR OLD  
ENROLMENT FORM**

**SECTION 1 – INFORMATION ABOUT YOUR CHILD**

<b>Child's full name:</b>		
<b>Date of birth: *</b>		<b>Gender: Male/Female</b>
<b>Address:</b>		
<b>Does your child have any additional needs or requirements?</b>		

*\* Please note, your child must turn 3 prior to 1 February in the year of enrolment.*

**SECTION 2 – INFORMATION ABOUT YOU**

**Parent/Guardian #1:**

<b>Your name:</b>		
<b>Relationship to Child:</b>		
<b>Phone</b>		
<b>Postal Address</b> <i>(if different to above):</i>		

**Parent/Guardian #2:**

<b>Your name:</b>		
<b>Relationship to Child:</b>		
<b>Phone</b>		
<b>Postal Address</b> <i>(if different to above):</i>		

**How to Accept the offer of a place:-**

1. To confirm acceptance of a place applicants will need to complete and return this Enrolment Application Form together with an enrolment application fee of \$75 to the Bonbeach Primary School Office Breeze St, Bonbeach Vic 3196 **within 7 days of the offer**. This fee may be paid by cash, cheque, electronic funds transfer or EFTPOS at the Bonbeach Primary School Office to hold the place for the following year. The enrolment application fee is not refundable, although if your child commences at the Pre-School this fee will be converted to a levy which will be refunded if you participate in the required number of activities.
2. If you have any queries about your enrolment, please call our Director on 9776 3077.
3. **Please notify the Pre-School of any changes to your application.**

**Declaration:**

I declare that the information supplied is correct. I have read and understand the enrolment procedure and requirements.

**Parent/Guardian Signature:-**.....**Date:-**.....

<b>OFFICE USE ONLY</b>	Date Received:-	Time:-
Comments:-		

## ATTACHMENT 5

# 4 YEAR OLD ENROLMENT FORM



### SECTION 1 – INFORMATION ABOUT YOUR CHILD

<b>Child's full name:</b>		
<b>Date of birth: *</b>		<b>Gender:</b> Male/Female
<b>Address:</b>		
<b>Does your child have any additional needs or requirements? Please specify.</b>		
Is your child registered with a specific agency? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Agency and Contact Person:-.....Telephone:-.....		

### SECTION 2 – INFORMATION ABOUT YOU

#### Parent/Guardian #1:

<b>Your name:</b>		
<b>Relationship to Child:</b>		
<b>Phone</b>		
<b>Postal Address</b> <i>(if different to above):</i>		

#### Parent/Guardian #2:

<b>Your name:</b>		
<b>Relationship to Child:</b>		
<b>Phone</b>		
<b>Postal Address</b> <i>(if different to above):</i>		

### SECTION 3 – FEE SUBSIDY

Are you eligible for a fee subsidy (Please tick relevant box):

- Yes  
 No

***Concession cards must be sighted by the school office each term when paying fees***

**HOW TO ACCEPT THE OFFER OF A PLACE:**

1. Complete this Enrolment Application Form.
2. Return the completed Form together with an enrolment application fee of \$75 to the Bonbeach Primary School Office Breeze St, Bonbeach Vic 3196 **within 7 days of the offer**. This fee may be paid by cash, cheque, electronic funds transfer or EFTPOS at the Bonbeach Primary School Office to hold the place for the following year. The enrolment application fee is not refundable, although if your child commences at the Pre-School this fee will be converted to a levy which will be refunded if you participate in the required number of activities.
3. Provide evidence of your child's date of birth (a copy of a birth certificate or front page of the maternal health book).
4. If you have any queries about your enrolment, please call our Director on 9776 3077.
5. **Please notify the Pre-School of any changes to your application.**

**Declaration:**

I declare that the information supplied is correct. I have read and understand the enrolment procedure and requirements.

Parent/Guardian Signature:-.....Date:-.....

<b>OFFICE USE ONLY</b>	Date Received:-	Time:-
Comments:-		