



Prospective Three Year Old Enrolment Form

Welcome to Chelsea Heights Kindergarten.

Thank you for your expression of interest in our 3 year old program for 2017. Our experienced educators are committed to providing quality play based learning opportunities for your child.

We really believe in our Philosophy -

Our aim at Chelsea Heights Kindergarten is to provide a secure, inclusive, high-quality learning environment. All areas of development are catered for and learning through play is the focus of our program. At kindergarten we work to build independence, positive self-esteem and respect for others. We promote a positive attitude to education, believing that we are all “learners for life”.

Allocating positions

To ensure continuity between both 3 year old and 4 year enrolments the Kindergarten will follow, in principle, the 4 year old criteria set by the Council.

The following will apply:

- Your child must turn **3 before 31st January 2017**.
- Priority if an older sibling is attending 4 year old that same year.
- Older children will be given priority over younger ones.
- The 2km zoning that applies for 4 year old will also come into consideration to ensure continuity for those attending both years.
- You can still apply if you are out of the 2km zone or don't match any the above criteria, but more likely your child will be wait listed.
- Date of application will only be utilized when multiple applications are received with children of the same birth date.
- If application numbers exceed positions available a waitlist is offered.

Are healthcare cards accepted for the 3 year old program?

Unfortunately 3 year old kindergarten programs receive no Government funding and so we are unable to accept healthcare cards. You will be required to pay full fees per term schedule.

playing learning growing Together

29 Third Ave, Chelsea Heights, 3196

Reg No. A 0016692Z ABN 89 723 629 449 Phone: 9772 8080 Fax: 9776 1877
info@chelseaheightskinder.vic.edu.au chelseaheightskinder.vic.edu.au



3 Year Old Enrolment is open from 16th April to 13th May 2016

So What Happens Now?

1st round offers will be sent out in the post from 16th May 2016.

I will contact you via your preferred method of contact to let you know your offer is currently in the mail.

What is required in acceptance of a placement in the 3 Year Old Group?

- Once you have received your letter of offer please return to kindergarten by the date highlighted in bold.
- If you decline your child's placement please advise me by email or returning the acceptance/declined form to the red enrolments letterbox ASAP as this position will be offered to a child on the Wait list.
- Please note you will have to provide your child's birth certificate on acceptance.
- We also do require a copy of your child's immunisation details, outlined in your letter of offer.
- A \$50 holding deposit is required, which is deducted off your Term 1 fees to secure your child's place.
- Once I have finalised the 3 year old group, I will be sending you out an Information Pack.

Wait listed enrolments -

- A letter of your child's wait listed enrolment will be sent in the mail.
- I will contact you via your preferred method of contact to let you know your wait list offer is currently in the mail.
- If at any stage a place becomes available I will contact you by phone to advise this.
- If you no longer need to be wait listed, please advise me by email.

What if you need to up date your contact information?

If your contact details change or you have further correspondence, I would appreciate it if you could email me **Amanda Kuznetsov** on 3yo.enrolments@chelseaheightskinder.vic.edu.au

Or

Please address your envelope to me **Amanda Kuznetsov - 3 year old enrolment officer**, with your correspondence sealed inside the envelope and place it in the red enrolments letterbox in front of the Kindergarten.

Again we thank you for choosing Chelsea Heights Kindergarten.



3 Year Old Enrolment Form

Date of Application _____ Year Attending _____

Family Name _____ Child's Name _____

D.O.B _____ Sex _____ M / F

Parent (s)/ Caregivers names _____

Postal Address _____

Home Phone _____ Mobile Phone _____

Email address _____

Languages (other than English) spoken at home _____

Do you have a child currently enrolled at Chelsea Heights kindergarten in either our 3 or 4 year old group? Y / N

Have you/will you put Chelsea Heights as your 1st preference (council) for a sibling attending 4 YO in the same year? Y / N

Which is your preferred method of contact? (Please circle one) Email or Phone call

Why did you choose to apply to our kindergarten? _____

Where and how to return your form?

Please return this form to the kindergarten either via the post or in the red enrolments letterbox outside the kindergarten. Please address your envelope to me **Amanda Kuznetsov – 3YO Enrolment Officer.**

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