

BPA Children's Services

BRIMBANK 3 YEAR OLD POLICY

BPA Children's Services runs a central enrolment system for their three (3) year old kindergarten programs within Brimbank. Please note however that the capacity for 3 year olds at BPA centres within the Brimbank City Council area will be reviewed annually.

Enrolment

1. A child can be registered on or any time after their first birthday by completing the BPA 3 Year Old Enrolment form. An administrative fee of \$10 and a copy of the child's birth certificate must accompany the enrolment form.
2. To be eligible a child must be three years old (3) by 30th April of the three year old kindergarten year.
3. Children CANNOT commence before they turn three years of age.
4. **THOSE CHILDREN OFFERED A PLACE BUT TURN THREE AFTER THE START OF TERM 1 (AND PRIOR TO 30TH APRIL), MAY HOLD A PLACE FOR THAT CHILD BY PAYING THE TERM 1 FEES IN FULL.**
5. Registration is open to all children who meet the eligibility requirements.
6. Places will be offered in order of date of application.
7. The form allows for three preferences, please only put down preferences at centres you are prepared to attend.
8. A confirmation of enrolment will be sent once your enrolment form has been received by the BPA. You will be given an application number and your preferences confirmed. Should any information be incorrect please contact the BPA immediately.
9. If you wish to alter your preferences, cancel your registration, defer or change any other personal details you will need to fill in an alteration form and forward it to the BPA.

Fees

1. All fees to be paid one term in advance.
2. Term 1 fees are to be paid on or prior to the Information Night (held later in year).
3. Terms 2, 3 and 4 fees are payable as per the BPA's Fee Payment Structure, which will be provided to you by your child's teacher before commencement.
4. Failure to pay fees by the due date will result in the forfeiting of your child's place (as per BPA Fee Policy).
5. If a child commences during a term, fees will be calculated on a pro-rata basis.
6. There is no reduction in fees, e.g. Health Care Card Holders. Three year old kindergarten is not a Government funded program.

**FOR FURTHER DETAILS CONTACT
DEBORAH BRIGGS, BPA, PH: 9312 3689
OR EMAIL: enrol@bpachildrensenservices.com**



BPA Children's Services

BRIMBANK 3 YEAR OLD KINDERGARTEN CENTRAL ENROLMENT APPLICATION

DATE: ___ / ___ / ___

YEAR OF ATTENDANCE: _____

PLEASE WRITE CLEARLY IN BLOCK LETTERS

CHILD'S DETAILS:

Child's Family Name: _____ Child's First Name: _____

Child's Date of Birth: ___ / ___ / ___ Male: Female:

Copy of Birth Certificate Attached: Language spoken at home: _____

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

Does your child have a disability or additional needs? Yes No

If yes, please specify: _____
(If yes, you are encouraged to discuss your child's needs with the teacher when your child's place is confirmed)

PARENT/GUARDIAN DETAILS:

Parent/Guardian Family Name: _____ First Name: _____

Home Address: _____ Postcode: _____

Phone No: (H) _____ (B) _____ (Mob) _____

PRESCHOOL PREFERENCES:

List in order of preference ONLY the preschools at which you are PREPARED TO ACCEPT A PLACE

1. _____
2. _____
3. _____

A \$10.00 non refundable administration fee must accompany this form

Forms and payment can be lodged by Cash at the BPA office, Level 1/459 Ballarat Road, Sunshine between the hours of 9.00am and 3.00pm Monday to Friday, via the mail by Cheque or Money Order made out to BPA and posted to P.O. Box 215, Sunshine 3020, or at your 1st preference Kindergarten, via the Internet; Payee: BPA BSB: 083 893 Account No.: 6169 75260 Description: 3yo CE, or via Credit Card: Credit Card No.: _____ Exp. Date: ___ / ___

Card Holders Name: _____ Signature: _____

Visa Mastercard Other

Office Use Only:-	Admin Fee Paid: <input type="checkbox"/>	Ack. Sent: <input type="checkbox"/>	Date: ___ / ___ / ___
Proof DOB: <input type="checkbox"/>	Rec. No.: _____	Entered: <input type="checkbox"/>	Initials: _____