



## Enrolment Procedure Summary – please keep for your records (adapted from DDK Enrolment and Orientation Policy)

### Applications for kindergarten

Enrolment applications for 3 or 4 year old kindergarten will be accepted in the year the child turns 2 years of age. Application forms are available from the kindergarten and must be completed by a parent / guardian. Evidence of the identity and date of birth of the child must be provided by the parent/guardian. Birth certificate/extract or passport is acceptable. Parents/guardians will also be advised of the kindergarten's 'no jab no play' policy with regard to immunisation. All applications must be accompanied by an enrolment application fee of \$20.00. This fee is non-refundable. Completed Enrolment Application forms will be forwarded to the kindergarten's Enrolment Coordinator.

### Applications for children with additional needs – 2<sup>nd</sup> Year Funding

Children assessed as having additional developmental needs may access a second year of funded Kindergarten. Strict eligibility criteria apply to the second year of funded kindergarten (refer to <http://www.education.vic.gov.au/Documents/childhood/providers/funding/kinderpolicycriteria.pdf>).

### Closing dates for applications

Enrolment Application forms must be submitted to the Kindergarten by June 30<sup>th</sup> in the year preceding attendance. Applications received after this date will go to the end of the waiting list and will be allocated places as per our enrolment policy.

### 4 year old program

**Eligibility** – The following children are eligible for attendance in the 4 year old kindergarten program:

- Children who will turn 4 by April 30<sup>th</sup> in the year they would attend
- Children who have received funding for a second year of 4 year old kindergarten.
- Children turning 6 in their year at 4 year old kindergarten who have been granted an exemption from school entry age requirements.

### Selection Criteria

1. Children who are having a second year of 4 year old kindergarten at DDK and have received funding for a 2nd year.
2. Children who have attended 3 year old kindergarten at DDK prior to the last day of term 1 in order of date of application.
3. Children who will turn 4 between February 1<sup>st</sup> and April 30<sup>th</sup> in the year they would attend, who have siblings that have attended DDK, in order of date of application. These children were ineligible for a 3 year old place the previous year.
4. Children whose siblings have attended DDK and have applied prior to 30 June, in order of date of application.
5. Date of application.

### 3 year old program

**Eligibility** – The following children are eligible for attendance in the 3 year old kindergarten program:

- Children who turn 3 by April 30<sup>th</sup> in the year of attendance. (It is expected that children will be toilet trained before beginning the 3 year old program.).
- A child meeting the age criteria may only commence in the program once they turn 3 years of age. To hold their place in the program full term fees must be paid in advance.

### Selection Criteria

1. Children who are returning for a 2nd year of 3 year old kindergarten at DDK and have indicated this to the teacher by June 30<sup>th</sup> of the year attending.
2. Siblings, who are enrolled before 30<sup>th</sup> June in the year prior to attendance.
3. Date of application.

### Offers of places

Places will be offered to eligible children on the waiting list in accordance with the selection criteria.

1<sup>st</sup> round offers of places will be posted to applicants by July 30<sup>th</sup> in the year preceding attendance. Subsequent round offers will be made approximately 3 weeks after prior offers until all places are filled.

Upon offer of a place, you must complete and return your letter of acceptance and pay the Acceptance Fee of \$150.00 and Fee Bond of \$50 by the due date, to hold your position for the following year. The Acceptance Fee is non-refundable (regardless of enrolment proceeding or not) and will be retained as your yearly contribution to the kindergarten's administration/incursion costs. The Fee Bond will be deducted from the final term fees, or retained by DDK if less than four-weeks notice of withdrawal from the program is given.

Parents/guardians who do not wish to accept an offer but wish to defer their child's position on the waiting list need to convey this request in writing to the Enrolments Officer. If an offer is declined then the child's name will be withdrawn from the waiting list. Parents who do not respond to the offer within 2 weeks will be assumed to have declined the offer.

Please visit [www.denzildonkinder.org.au](http://www.denzildonkinder.org.au) to view our Enrolment and Orientation Policy.

OFFICE USE ONLY	
Date:	
Child's Name:	
Enrolment Application Fee Received by :	