



Kindergarten Registration Handbook

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Bethany Kindergarten Services (BKS) - Overview

VISION

Developing every child's potential

MISSION

To enable the delivery of community focused quality early childhood education through progressive early years management

VALUES

- Maintaining the safety, dignity and rights of each child
- Encouraging children to express themselves and their opinions, and to undertake experiences that develop resilience and promote opportunity for individual development and learning
- Maintaining a duty of care and promoting the health, safety and wellbeing of children through a safe, secure and welcoming environment
- Embracing the diversity of colleagues, children and families with respect to cultural values, age, and the physical and intellectual development and abilities of each child
- Building positive and collaborative relationships with children, colleagues, families and stakeholders to improve learning and development outcomes for children

STATEMENT OF COMMITMENT TO CHILD SAFETY

BKS is committed to child safety. We want children to be safe, happy and empowered. We have zero tolerance of child abuse. We understand our legal and moral obligations to treat concerns seriously and report allegations, safety and wellbeing concerns to authorities. We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

ACKNOWLEDGEMENT



We, Bethany Kindergarten Services, wish to acknowledge the Wathaurong People as the Traditional Custodians of the land on which we stand.

We pay our respects to the Elders both Past and Present. We thank the Traditional Owners for their custodianship of the land, and celebrate the continuing Culture of the Traditional Custodians and also acknowledge the memory of their Ancestors

This registration handbook is designed to help you navigate the kindergarten registration process. More information is available at www.bethanykindergartens.org.au or contact the BKS Central Support Team via email at enrolments@bethany.org.au or by phone on 5273 0202.

BKS Kindergartens

Kindergarten	Address	Phone Number	Pre-Kindergarten Program
Allanvale Preschool	28 Allanvale Avenue, Leopold, 3224	5250 2193	Yes
Beacon Point Preschool	49 Centaurus Avenue, Clifton Springs, 3222	5253 1550	Yes
Bell Park Kindergarten	10-12 Barton Street, Bell Park, 3215	5278 5295	No
Bell Post Hill Kindergarten	58 Ernest Street, Bell Post Hill, 3215	5278 3817	Yes
Bellevue Preschool	224 Roslyn Road, Highton, 3216	5243 7228	Yes
Breakwater Preschool	201 St Albans Road, East Geelong, 3219	5221 2705	No
Drysdale Preschool	1/25 Eversley Street, Drysdale, 3222	5253 1663	Yes
Fyans Park Kindergarten	204 West Fyans Street, Newtown, 3220	5221 4630	Yes
Grovedale Kindergarten	81 Heyers Road, Grovedale, 3216	5241 5634	No
Herne Hill K-6 Early Learning Centre	2-24 Gwynne Street, Hamlyn Heights, 3215	5277 1843	Yes
Highton Preschool	257 Roslyn Road, Highton, 3216	5243 1135	Yes
Kirralee Kindergarten	53 Richard Street, Newcomb, 3219	5248 1741	No
Lara Kindergarten	10-12 Waverley Road, Lara, 3212	5282 1498	Yes
Leopold Kindergarten	29 Kanimbla Avenue, Leopold, 3224	5250 1477	Yes
Normanby Street Preschool	53 Normanby Street, East Geelong, 3219	5222 2546	Yes
Ocean Grove Preschool	114 The Avenue, Ocean Grove, 3226	5255 1940	Yes
Ocean Grove – Woodlands Kindergarten	15 Wyatt Street, Ocean Grove, 3226	5255 2349	Yes
Portarlinton Preschool	88 Newcombe Street, Portarlinton, 3223	5259 2793	Yes
Rix Street Kindergarten	49 Rix Street, Herne Hill, 3218	5278 3384	Yes
William Hovell Preschool	28 Hendy Street, Corio, 3214	5275 4663	No
William Parker Memorial Kindergarten	33 Griffen Street, Hamlyn Heights, 3215	5278 4875	No

How to Register for a Kindergarten Program

1. Complete **one** BKS Kindergarten Registration Form per child for the pre-kindergarten (3 year old) or kindergarten program (4 year old). Kindergarten Registration Forms are available from the BKS office, website and from BKS Kindergartens.
2. Completed Kindergarten Registration Forms can be emailed to:- enrolments@bethany.org.au or sent marked to the attention of the Team Leader, Kindergarten Services at BKS, 1/2 Waratah Street, Geelong West, 3218. Please include:-
 - Proof of your child's identity and date of birth. You can use a copy of a birth certificate, extract of birth certificate, passport or legal papers.
 - Information about your eligibility for kindergarten fee subsidy; a copy of Health Care Card, Pension Card or Veteran Affairs Card.
 - List up to three preferred BKS Kindergartens on the Registration Form (please see the list of BKS Kindergartens on previous page).
Do not list a kindergarten unless you are prepared to accept a place there.
3. You will receive written confirmation of your kindergarten registration by email (or by mail if indicated as your preferred option).
4. Kindergarten places are offered in accordance with the agreed registration timeframes for that year and the priority of access criteria outlined by the Department of Education and Training (DET). The first round offers of a kindergarten place will be sent to families in the first week of Term 3. The offer must be accepted by the date indicated on the offer. If you elect to wait for a place in another kindergarten, you must contact BKS in writing to advise that you are declining the first round offer and indicate the kindergarten you are wanting to be wait listed for. **Failure to respond to an offer of a kindergarten place will result in your child's kindergarten registration being cancelled and the place being offered to another family.**
5. If there are no available places at your preferred kindergarten/s, your child will remain on a waiting list until a place becomes available.
6. Applications submitted after the second last Friday of Term 2 are considered late applications and are not included in the first round of allocations. All applications are included in subsequent allocation rounds.
7. The Victorian Government's No Jab No Play legislation requires BKS to confirm children are fully immunised in order to confirm enrolment. An Immunisation History Statement confirming that your child is fully immunised for their age, or is on a recognised catch-up schedule and is on track with the catch-up schedule, or has a medical reason not to be immunised, is required. Further information is available at www.betterhealth.vic.gov.au.

Kindergarten

Eligibility

All children are eligible to attend a funded kindergarten program of 15 hours per week for 40 weeks (or 600 hours) in the year before school.

Eligibility to attend a Funded Four Year Old Kindergarten Program

Children eligible to attend a funded four year old kindergarten program must be:

- at least four years old on or before 30 April of the year in which they are enrolled to attend the funded kindergarten program
- not enrolled in a funded kindergarten place at another kindergarten or daycare, and
- have not previously attended a funded kindergarten program at another kindergarten or daycare service.

Evidence of a child's identity and date of birth needs to be provided with the registration form. BKS can accept a copy of a birth certificate, a passport for Australian-born children, or a travel document for non-Australian born children.

When should my child come to Kindergarten?

All children learn and develop in different ways. Some children may benefit from starting school at a younger age, while other children may benefit from starting later. Families with children born between 1 January and 30 April need to make an informed choice about which year they would like their child to commence school and therefore which year their child will attend a funded kindergarten program.

It is important that children are ready to transition to school and that schools are ready to meet the needs of individual children. Therefore, it is important that from the time the child is eligible to enrol for kindergarten, parents carefully consider the best time for their child to start school, as this will help to determine the best time to start kindergarten.

Families of children with birth dates between 1 January and 30 April have a choice about whether their child will commence school in the year they turn five or the following year, and therefore whether they commence kindergarten in the year they turn four or the year they turn five. For further advice and information regarding the right time to start kindergarten, please contact BKS enrolments, or go to www.education.vic.gov.au.

Eligible Year to Attend Kindergarten	
Child's Date of Birth	4 year old kindergarten
01/05/2014 – 30/04/2015	2019
01/05/2015 – 30/04/2016	2020
01/05/2016 – 30/04/2017	2021
01/05/2017 – 30/04/2018	2022

Registration of Children Outside the Eligible Age for Kindergarten

Children who turn six during the kindergarten year

Children who turn six at any time during the kindergarten year need to be exempt from attending school. Parents must have an approved exemption before the child starts kindergarten by submitting an [Exemption from school due to attendance in kindergarten program](#) form to DET. BKS must sight the approved exemption form and note that it has been sighted on the child's registration.

Children less than four years of age

If a child is less than four years of age by 30 April in the year they are to attend a funded kindergarten program, the parents must first request approval for early school entry for their child to attend school in the following year. Applications for early school entry are not commonly approved. Please note that children granted early entry to kindergarten are not eligible to apply for another year of funded kindergarten in the following year if the child does not attend school. A copy of the written request for early school entry must accompany the child's kindergarten registration form. BKS must sight this request and include a copy in the child's enrolment record. Further information regarding early entry to kindergarten is available at www.education.vic.gov.au.

Second year of funded 4 year old Kindergarten

Children are eligible to receive a second funded year of kindergarten if:

- the child is observed as having delays in at least two outcome areas of learning and development (detailed in the *Victorian Early Years Learning and Development Framework*) available at www.education.vic.gov.au, and
- there is evidence to suggest that the child will achieve better outcomes if he/she attends a second year of kindergarten to strengthen the learning and development of skills in these areas and better facilitate transition to school the following year.

Children with Additional Learning Needs

BKS kindergartens provide an inclusive program for all children. Parents and carers are encouraged to provide details of any additional needs or medical requirements your child may have, in the relevant section on the BKS Kindergarten Registration Form. BKS can then work to ensure families and children have access to available assistance to ensure a smooth transition of children into kindergarten programs, regardless of circumstances or background.

Kindergarten Fee Subsidy

For eligible families, the State Government provides a kindergarten fee subsidy to provide for 15 hours of 4 year old kindergarten per week. The following families are eligible for the kindergarten fee subsidy:

- the child is identified by a parent, carer or legal guardian as an Aboriginal and/or Torres Strait Islander
- the child individually holds, or has a parent or guardian who holds one of the following:
 - a Commonwealth Health Care Card
 - a Commonwealth Pensioner Concession Card
 - a Department of Veterans' Affairs Gold Card or White Card
 - Refugee visa (subclass 200)
 - In-country special Humanitarian visa (subclass 201)
 - Global Special Humanitarian concern visa (subclass 202)
 - Temporary Humanitarian concern visa (subclass 786)
 - Protection visa (subclass 866)
 - Emergency Rescue visa (subclass 203)
 - Woman at risk visa (subclass 204)
 - Bridging visas A-E
- the child is identified on their birth certificate as being multiple birth child (triplets or more).

Pre-Kindergarten (3 year old)

Our pre-kindergarten programs encourage children to grow and develop into independent learners through providing open ended activities in educational and developmentally appropriate play spaces. Sessions are typically 2 to 3 hours and children attend once or twice each week. Pre-kindergarten is not offered at all BKS kindergartens. Please check the kindergarten list or www.bethanykindergartens.org.au to see where pre-kindergarten sessions are operating.

Eligibility to attend Pre-Kindergarten Program

Children turning three years old on or before 30 April in the year in which they attend are eligible to attend a Pre-Kindergarten program. Children who have not turned 3 by the start of the kindergarten year are not able to attend until they have turned three. To hold a pre-kindergarten place for a child who is unable to start as they have not turned 3 by the start of Term 1, parents/guardians will need to pay the full term/s fee in advance.

Early Start Kindergarten Grants

Early Start Kindergarten Grants provide up to 600 hours of kindergarten presented by a four year degree qualified teacher at no cost to eligible 3 year old children. Children who meet the following criteria are eligible to apply:

- the child is at least three years old on or before 30 April in the year in which they are enrolled to attend the funded kindergarten program, and
- the child has been identified by a parent, carer or legal guardian as being Aboriginal and/or Torres Strait Islander, or
- the child is known to Child Protection (a child known to Child Protection means: a child who has a current, or a history of, involvement with Child Protection; including those in out of home care or a child who has been referred by Child FIRST or Integrated Family Services).

If you believe your child may be eligible for the Early Start Kindergarten Grant, please contact the Team Leader, Kindergarten Services on 5273 0202.

Change of Personal Details

Please update your details so we can contact you with your offer of a place. Any changes to personal details need to be advised in writing. You can do this by either:-

- Emailing enrolments@bethany.org.au
- Writing a letter and sending it addressed to the Team Leader, Kindergarten Services, BKS, 1/2 Waratah Street, Geelong West, 3218.

Changes to personal details are confirmed with you by email/mail when they entered into the BKS Enrolment Database.

Families unable to be contacted

Kindergarten places are either emailed or mailed to families. A response date is included in the offer. In the event that no response is received for an offer of a kindergarten place by that date, the place is offered to the next family on the waiting list. The registration for a kindergarten place in respect of that child is cancelled for that year.

Fees – 3 and 4 year old

Kindergarten Registration Fee

A kindergarten registration fee of \$25 should accompany your Kindergarten Registration Form. This fee is **not refundable** and contributes to administrative costs. The registration fee can be paid in person by cash, by direct debit, cheque, money order or credit card. Cheques/money orders are to be made payable to Bethany Kindergarten Services. Please note that Kindergarten Registration Forms without the \$25 fee will not be processed until payment is received. Families who are eligible for the Kindergarten Fee Subsidy are not required to pay the registration fee.

Enrolment Acceptance Fee

Once you have received a letter of offer, to secure your child's place at the kindergarten offered, you will need to pay either a \$100 Enrolment Acceptance Fee for a 4 year old place or a \$125 Enrolment Acceptance Fee for a 3 year old place. This fee is deducted from your first term Kindergarten Program fees.

Kindergarten Program Fees

The Department of Education and Training (DET) provides per capita funding as a contribution toward the costs of providing a four year old kindergarten program. BKS meets the balance of costs through charging fees.

Three year old kindergarten is funded exclusively by parent fees. Three year old fees vary depending on the number of hours offered by the kindergarten your child attends.

Payment of fees

Fees will be invoiced annually to parents/guardians directly and must be paid by the due dates indicated on the invoice. Fees are paid in advance of each kindergarten term. First term fees must be received in full prior to the child starting kindergarten. Families with children enrolling after the commencement of a term, will be invoiced on a pro rata basis for that term. Receipts will be issued when payment is made and regular statements detailing payments received will be provided.

Kindergarten fees are payable directly to BKS, please do not make payments at the kindergarten.

Fee Payment Options

Option 1	Internet Bank Transfer Bank: National Australia Bank Account Name: Bethany Kindergarten Services BSB: 083 004 Account number: 19114 1980 <u>Please include invoice number and parent surname.</u>
Option 2	Direct Debit Forms available from Bethany Kindergarten Services, fees@bethany.org.au , or 5273 0200
Option 3	Centrepay Forms available from Bethany Kindergarten Services, fees@bethany.org.au , or 5273 0200
Option 4	By phone Bethany Kindergarten Services on 5273 0200.
Option 5	In person Eftpos, cash or credit card at Bethany Kindergarten Services, 1/2 Waratah Street, Geelong West, 3218.
Option 6	Cheque Payable to Bethany Kindergarten Services, mailed to 1/2 Waratah Street, Geelong West, 3218. <u>Please include invoice number and parent surname.</u>
Option 7	Over the counter At any National Australia Bank branch Account Name: Bethany Kindergarten Services BSB: 083 004 Account number: 19114 1980 <u>Please include invoice number and parent surname</u>

If you are experiencing difficulties paying fees, or you would like further information, please contact the Fees & Accounts Receivable Officer on 5273 0200 or fees@bethany.org.au. Further information is available at www.bethanykindergartens.org.au.

Refund of Fees

Refund for families eligible for the Kindergarten Fee Subsidy

If a family becomes eligible for the Kindergarten Fee Subsidy during a term, BKS will provide a refund of the applicable term's fees when evidence of this eligibility is provided.

Refund of kindergarten fees prior to the commencement of the kindergarten year

Prior to the completion of Term 3 in the year before attendance in the relevant kindergarten program: if BKS receives written communication of a child's withdrawal, BKS will provide a refund of the Enrolment Acceptance Fee upon application.

Prior to the completion of Term 4 in the year before attendance in the relevant kindergarten program: if BKS receives written communication of a child's withdrawal, BKS will provide a 50% refund of the Enrolment Acceptance Fee upon application.

Children withdrawing from kindergarten after the end of Term 4 in the year before attendance, will not be eligible for a refund of the Enrolment Acceptance Fee, except in extraordinary circumstances.

During the kindergarten year, BKS must be notified in writing that a kindergarten place is no longer required six weeks prior to the end of term, to avoid the family being liable for the following term's fees.

There will be no refund of fees in the following circumstances:

- a child's short-term illness
- public holidays
- family holiday during operational times
- closure of the service for one or more days when a qualified educator is absent and a qualified reliever is not available
- closure of the service for staff training days
- closure of the service due to extreme and unavoidable circumstances or
- withdrawal of a child during term time, unless exceptional circumstances apply.

There will be no refund where a family chooses not to send their child to the program for the maximum number of hours for which they are enrolled.

For more information regarding fees, please refer to the BKS Fee Policy available at www.bethanykindergartens.org.au. Families experiencing difficulties paying fees are encouraged to contact the BKS Fees & Accounts Receivable Officer on 5273 0212 or fees@bethany.org.au.

How are Kindergarten Places Allocated?

DET has outlined criteria aimed at ensuring equity of access to kindergarten places. This information can be found in the DET Funding Guide. All children who turn four before the 30th of April in the year before school are eligible to access a funded kindergarten program. Allocation of places is based on the following Priority of Access Criteria.

Priority Criteria	Determined by:
<p>Priority 1 Criteria: Victorian Kindergarten Guidelines Criteria</p> <p>Children at risk of abuse or neglect and children in Out of Home Care</p> <p>Children exposed to increased vulnerability as evidenced by referral from child protection, early intervention and/or family support agency</p> <p>Children that have been granted approval to receive funding for a second year of kindergarten in accordance with <i>The Victorian Kindergarten Guide, Part B Guidelines for a second year of kindergarten</i> (page 67)</p> <p>Aboriginal and/or Torres Strait Islander children. (Family identifies the child as an Aboriginal and/or Torres Strait Islander).</p> <p>Children with additional needs, as defined below:</p> <ul style="list-style-type: none"> ▪ who require additional assistance in order to fully participate in the kindergarten program ▪ who require a combination of services which are individually planned ▪ who have an identified specific disability or developmental delay <p>Children holding, or has a parent or guardian who holds one of the following:</p> <ul style="list-style-type: none"> ▪ a Commonwealth Health Care Card ▪ a Commonwealth Pensioner Concession Card ▪ a Department of Veterans' Affairs Gold Card or White Card ▪ a Refugee/Special Humanitarian Visa 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, or 217 ▪ Asylum Seeker Bridging Visa A, B, C, D, E or F ▪ The child is identified on their birth certificate as being a multiple birth child (triplets or more) 	<p>The child is attending a three year old kindergarten program through Early Start Kindergarten or Access to Early Learning, or referred by:</p> <ul style="list-style-type: none"> ▪ Child Protection ▪ Child and Family Services (family services referral and support team, Child FIRST) ▪ Maternal and Child Health nurse, or ▪ Out-of-Home Care provider <p>The child is assessed as having delays in two or more areas and is declared eligible for a second funded year of kindergarten</p> <p>Family identifies the child as a Aboriginal and/or Torres Strait Islander</p> <p>The child is approved for Kindergarten Inclusion Support Package, or referred by:</p> <ul style="list-style-type: none"> ▪ the National Disability Insurance Scheme ▪ Early Childhood Intervention Service ▪ Preschool Field Officer, or ▪ Maternal and Child Health nurse <p>The child has Disability Health Care Card</p> <p>Appropriate card with child's name referenced</p>

<p>Priority 2 Criteria: Children who have prior association with the centre.</p>	Identified by the family.
<p>Priority 3 Criteria: Children who live in the City of Greater Geelong. Children whose families are in the process of moving to the City of Greater Geelong. Children who are cared for in with the City of Greater Geelong Children whose families work or study in the City of Greater Geelong</p>	Identified by the family.
<p><i>In the event that all criteria (above) are equal, positions shall be determined by computer generated ballot.</i></p>	

Grievance Procedure

Complaints and grievances regarding the enrolment processes can be referred in writing to the Team Leader, Kindergarten Services by emailing enrolments@bethany.org.au. If the complaint/grievance cannot be resolved to the satisfaction of all parties, it will be referred to the Executive Manager, Bethany Kindergarten Services, for consideration and review.

No child shall be disadvantaged when parents make a complaint or express a grievance. All grievances will be accepted and responded to in a cooperative and reasonable manner that seeks a satisfactory resolution for all parties.

For a copy of the BKS Complaints and Grievances Policy please go to www.bethanykindergartens.org.au.

Privacy Statement

BKS collects personal information to comply with the Education and Care Services National Regulations 2011 and Education and Care Services National Law Act 2010, and also for purposes of registering your child in the BKS Kindergarten Central Enrolment System. BKS considers it is necessary and important to collect this information to ensure that appropriate information is registered for your child. This information will be used for BKS administrative purposes and will be provided to relevant BKS educators for the enrolment of your child at the kindergartens listed in this handbook. This information will not be disclosed to any other party except as required by law.

Contact Information

If you have any questions about the information in this handbook or have a kindergarten enquiry, please email enrolments@bethany.org.au or contact the Team Leader, Kindergarten Services on 5273 0202.

If you require kindergarten information in languages other than English please visit www.education.vic.gov.au/earlychildhood/careandkinder/resources.htm.

Parental education and occupation details

KINDERGARTEN NAME:		
CHILD'S NAME:		
	Adult A (Primary Carer)	Adult B (must be completed, except in cases of single parent families)
Education		
What is the highest year of primary or secondary school the parent/guardian has completed? (tick one) <i>For persons who have never attended school, mark 'Year 9 or equivalent or below'.</i>	<input type="checkbox"/> Year 9 or equivalent or below	<input type="checkbox"/> Year 9 or equivalent or below
	<input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Year 10 or equivalent
	<input type="checkbox"/> Year 11 or equivalent	<input type="checkbox"/> Year 11 or equivalent
	<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> Year 12 or equivalent
What is the level of the highest qualification the parent/guardian has completed? (tick one)	<input type="checkbox"/> No non-school qualification	<input type="checkbox"/> No non-school qualification
	<input type="checkbox"/> Certificate I to IV (including trade certificate)	<input type="checkbox"/> Certificate I to IV (including trade certificate)
	<input type="checkbox"/> Advanced diploma / Diploma	<input type="checkbox"/> Advanced diploma / Diploma
	<input type="checkbox"/> Bachelor degree or above	<input type="checkbox"/> Bachelor degree or above
Occupation		
<i>If the person has not been in paid work for the last 12 months, tick 'N'.</i> <i>If the person is not currently in paid work but has had a job in the last 12 months, or has retired in the last 12 months, please use their last occupation to select from the attached occupation group list.</i>	<input type="checkbox"/> N	<input type="checkbox"/> N
	<input type="checkbox"/> N	<input type="checkbox"/> N

Parental Occupation Index

MANAGERS	
Chief Executives, General Managers and Legislators	Chief Executives and Managing Directors, Corporate General Manager, Defence Force Senior Officer, Local Government Legislator, Member of Parliament
Farmers and Farm Managers	Aquaculture Farmers, Crop Farmers, Livestock Farmers, Mixed Crop, Livestock Farmers
Specialist Managers	Advertising, Public Relations and Sales Managers, Business Administration Managers, Construction Managers, Education, Health and Welfare Services Managers
Hospitality, Retail and Service Managers	Accommodation and Hospitality Managers, Retail Managers
PROFESSIONALS generally with a bachelors degree or above	
Arts and Media Professionals	Music Professionals, Photographers, Journalists and Other Writers
Business, Human Resource and Marketing Professionals	Accountants, Auditors and Company Secretaries, Financial Brokers and Dealers, and Investment Advisers, Human Resource and Training Professionals, Information and Organisation Professionals, Sales, Marketing and Public Relations Professionals
Design, Engineering and Science Professionals	Architects, Designers, Planners and Surveyors, Engineering Professionals
Education Professionals	Early Childhood Teachers, School Teachers, Tertiary Education Teachers
Health Professionals	Health Diagnostic and Promotion Professionals, Health Therapy Professionals, Medical Practitioners, Midwifery and Nursing Professionals
ICT Professionals	Business and Systems Analysts, and Programmers, Database and Systems Administrators, and ICT Security Specialists
Legal, Social and Welfare Professionals	Barristers, Judicial and Other Legal Professionals, Solicitors, Counsellors, Psychologists, Social Workers, Ministers of Religion
TECHNICIANS AND TRADES WORKERS	
Engineering, ICT and Science Technicians	Agricultural, Medical and Science Technicians, Building and Engineering Technicians, ICT and Telecommunications Technicians
Automotive and Engineering Trades Workers	Automotive Electricians and Mechanics, Mechanical Engineering Trades Workers, Panel beaters, and Vehicle Body Builders, Trimmers and Painters
Construction Trades Workers	Bricklayers, and Carpenters and Joiners, Floor Finishers and Painting Trades Workers
Electrotechnology and Telecommunications Trades Workers	Electricians, Electronics and Telecommunications Trades Workers
Food Trades Workers	Chefs Bakers and Pastry cooks, Butchers and Smallgoods Makers, Cooks
Skilled Animal and Horticultural Workers	Animal Attendants and Trainers, and Shearers, Horticultural Trades Workers
Other Technicians and Trades Workers	Hairdressers, Textile, Clothing and Footwear Trades Workers
COMMUNITY AND PERSONAL SERVICE WORKERS	
Health and Welfare Support Workers	Ambulance Officers and Paramedics, Dental Hygienists, Technicians and Therapists, Health Workers, Massage Therapists
Carers and Aides	Child Carers, Education Aides, Personal Carers and Assistants
Hospitality Workers	Bar Attendants and Baristas, Cafe Workers, Gaming Workers
Protective Service Workers	Police Defence Force Members - Other Ranks, Fire and Emergency Workers
Personal Service Workers	Beauty Therapists, Driving Instructors, Travel Attendants
Sports	Sports Coaches, Instructors and Officials, Sportspersons Fitness Instructors, Outdoor Adventure Guides
CLERICAL AND ADMINISTRATIVE WORKERS	
Office Managers and Program Administrators	Contract, Program and Project Administrators, Office and Practice Managers
Personal Assistants and Secretaries	Personal Assistants, Secretaries, Legal Secretaries
General Clerical Workers	General Clerks, Keyboard Operators
Inquiry Clerks and Receptionists	Call or Contact Centre Information Clerks, Receptionists
Numerical Clerks	Bookkeepers, Accounting, Financial and Insurance Clerks, Bank Workers
Clerical and Office Support Workers	Couriers and Postal Deliverers, Filing and Registry Clerks, Survey Interviewers
Other Clerical and Administrative Workers	Conveyancers and Legal Executives Court and Legal Clerks, Insurance Investigators, Loss Adjusters and Risk Surveyors Purchasing and Supply Logistics Clerks, Debt Collectors, Human Resource Clerks, Inspectors and Regulatory Officers
SALES WORKERS & MACHINERY OPERATORS, DRIVERS AND LABOURERS	
Sales Agents	Auctioneers, and Stock and Station Agents, Insurance Agents, Real Estate Sales Agents
Sales Representatives, Sales Assistants, Salespersons and Sales Support Workers	Sales Representatives, Sales Assistants, Pharmacy Sales Assistants, Retail Supervisors, Checkout Operator
Machinery Operators, Drivers and Labourers	Machine and Stationary Plant Operators, Road and Rail Drivers, Storepersons, Cleaners and Laundry Workers, Factory Process Workers

Kindergarten Registration Form

Child:

Surname: _____

First Name/s: _____

Date of Birth (Please provide proof of age):

___/___/20___

Child's Gender:

Female

Male

Aboriginal or Torres Strait Islander:

Yes

No

Child Lives with:

Parents

Permanent carer

Formal kinship carer

Informal kinship carer

Foster carer

Residential carer

Other living arrangements

Please register my child:

To attend a Pre-kindergarten (3yo) program in _____ 20___

To attend a Kindergarten (4yo) program in _____ 20___

(NB. Children who register for a pre-kindergarten program will be registered for a kindergarten program the following year. Not accepting a place in a pre-kindergarten program does not affect the kindergarten registration for the following year.)

Parents/Legal Guardians:

Parent/Guardian 1	Parent/Guardian 2
Title: Dr/Mr /Mrs /Ms /Miss	Title: Dr/Mr /Mrs /Ms /Miss
Surname: _____	Surname: _____
First Name: _____	First Name: _____
Current residential address: _____ _____	Relationship to child: _____
Suburb _____ Postcode _____	Current residential address: _____ _____
Phone: _____	Suburb _____ Postcode _____
Email Address _____	Phone: _____
NB: BKS will send all correspondence/emails to the above email address and SMS reminders to mobile number above. Please ensure you advise BKS of any changes to your contact details.	Highest year of school completed: _____
Highest year of school completed: _____	Highest Qualification completed: _____
Highest Qualification completed: _____	Occupation: _____
Occupation: _____	
Main Language spoken at home: _____	

Preferred Kindergarten/s

Note: A list of BKS kindergartens can be found in the BKS Registration Handbook.

Please list preferred kindergarten/s (where you would accept a place), please refer to the list of BKS kindergartens

Prior Connection to the Kindergarten:

If in the last five years, your child has attended a program at the kindergarten, one of your other children has attended the kindergarten, or your family has a professional or volunteer association, please provide details:

Children with additional needs:

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.

Please specify if there are currently any specialist agencies involved with your child or family.

Name of support service/agency: _____

Signature of parent/guardian: _____ Date: _____

Is your child on a waiting list for a specific service/agency? Yes No

Has your child or family been referred to ChildFIRST? Yes No

Previous Participation

My child has previously attended:

- an Early Start kindergarten program
- an Access to Early Learning program
- a funded 4yo kindergarten program

Parents of children who are enrolling to attend a 2nd year of a funded kindergarten program should discuss their application with the Team Leader, Kindergarten Services before submitting (enrolments@bethany.org.au or 5273 0202).

Kindergarten Fee Subsidy

DET provides a fee subsidy for eligible families. Please indicate if you are eligible for one of the following concessions, or meet one of the following criteria:-

- the child is identified by a parent, carer or legal guardian as an Aboriginal and/or Torres Strait Islander
- the child is identified on their birth certificate as being multiple birth child (triplets or more)
- the child individually holds, or has a parent or guardian who holds one of the following:

Health Care Card	Pensioner Concession Card	Gold Card or White Card
Refugee visa (subclass 200)	In-country Special Humanitarian visa (subclass 201)	Global Special Humanitarian visa (subclass 202)
Temporary Humanitarian Concern visa (subclass 786)	Protection visa (subclass 866)	Emergency Rescue visa (subclass 203)
Woman at risk visa (subclass 204)	Bridging visas A-E	ImmiCard

Please include copy of your current concession card or bring the original into BKS for an authorised staff member to sight

Kindergarten Registration Fee is not required from families eligible for the Kindergarten Fee Subsidy.

Kindergarten Registration Fee Payment (\$25.00)

Paid by:

Internet Bank Transfer

National Australia Bank BSB: 083-004

Account Number: 19-114-1980

Account Name: Bethany Kindergarten Services

Amount: \$25.00

Payment reference: REG/YOUR CHILD'S SURNAME

Internet Banking Receipt Number:

Credit Card Payment

Card Number:			
Expiry Date:		Visa/MasterCard (please circle)	
Name:		Signature	

Declaration

(Please tick):

- I have attached a copy of my child's proof of age.
- I have read and understood the information provided in the BKS Registration Handbook.
- I have read and understood the information provided regarding kindergarten fees and their payment and undertake to abide by the BKS Fee Policy.
- I have attached a copy of my current concession card or visa.
- I have attached all relevant court orders in relation to my child.
- My child has not previously accessed their funded year of kindergarten.
- I declare that all of the information provided by me is true and correct.

Name of parent/legal guardian (please print): _____

Signature of parent/legal guardian: _____

Date: / /20__

Privacy Information

BKS is collecting this information to comply with the Education and Care Services National Law Act 2010 and Education and Care Services Regulations 2011 and also for the purposes of enrolling your child in the BKS Central Enrolment System. BKS considers it necessary and important to collect this information to ensure that appropriate information is registered for your child. This information will be used for BKS administrative purposes and will be provided to relevant kindergarten staff as required for the enrolment of your child at the kindergarten listed on this form. This information will not be disclosed to any other party except as required by law. You may access this information by contacting BKS on 5273 0200.

Please complete and return to Bethany Kindergarten Services, 1/2 Waratah Street, Geelong West, 3218, or email to enrolments@bethany.org.au

OFFICE USE ONLY	
APPLICATION NUMBER:	
<input type="checkbox"/>	3 & 4YO APPLICATION
<input type="checkbox"/>	4YO APPLICATION