



# Kindergarten Registration Handbook

This handbook is designed to help families navigate the kindergarten registration process. The Kindergarten Registration Form is at the back of this handbook. More information is available at [www.bethanykindergartens.org.au](http://www.bethanykindergartens.org.au) or contact the BKS Central Support Team via email at [enrolments@bethany.org.au](mailto:enrolments@bethany.org.au) or by phone on 5273 0200.



Last updated - 16th July, 2020

# ACKNOWLEDGMENT



It is a privilege to be living and working on the lands of Wadawurrung and Gunitjmarra people. It is upon their ancestral lands that Bethany services are situated. We respectfully acknowledge the past and present traditional owners and custodians of the land and acknowledge the wisdom and diversity of past and present Elders. We share commitment to nurturing the future generations of Aboriginal and Torres Strait Islander peoples in the communities in which we work. We must take time to reflect and take up the challenge to open our eyes to understand the story of Aboriginal and Torres Strait Islander peoples. This land has held a deep spiritual significance, we acknowledge the attachment and spiritual connection the First Nations people have with this country. Through generations, the story and spirit of the people have been written into this land. We acknowledge the people's relationship with Bunjil, the creator, with the land and all creation. We also extend our acknowledgement to all other cultural groups that have contributed to the country we live in today.



At Bethany we celebrate diversity and innovation. We embrace creating a connected organisation which enables all service users, employees, students, contractors, and volunteers to feel safe from discrimination. We support an inclusive environment where people of all genders and ages, people living with a disability, Aboriginal and Torres Strait Islander peoples and people from LGBTIQ and CALD communities feel empowered to contribute their experiences and ideas; knowing that these will be valued.

# Bethany Kindergarten Services (BKS) - Overview

## Purpose Statement

Working together to meet the changing needs and aspirations of people in their communities

## Strategic Aims

Children have a good start in life

Families are safe, loving and connected

Opportunity for everyone

## Values

- Courage – We take action and stand up for what we believe
- Respect – We value people and build upon their strengths
- Integrity – We are open, fair and just in everything we do
- Innovation – We develop new ways of working to make a difference
- Collaboration – We work together to improve outcomes

## Statement Of Commitment To Child Safety

Bethany is committed to providing a child safe environment. We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives. We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and well-being 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. Bethany is committed to being a child safe and child friendly organisation that recognises, respects and promotes children's rights.

We recognise our responsibilities in keeping children safe from abuse from those associated with this organisation and will ensure that the safety of children is always our first priority. We take a zero tolerance approach to child abuse. We value diversity and will not tolerate discriminatory practices.

# BKS Kindergartens

Kindergarten	Address	Phone Number
Allanvale Preschool - Leopold	28 Allanvale Avenue, Leopold, 3224	5250 2193
Beacon Point Preschool - Clifton Springs	49 Centaurus Avenue, Clifton Springs, 3222	5253 1550
Bell Park Kindergarten	10-12 Barton Street, Bell Park, 3215	5278 5295
Bell Post Hill Kindergarten	58 Ernest Street, Bell Post Hill, 3215	5278 3817
Bellevue Preschool - Highton	224 Roslyn Road, Highton, 3216	5243 7228
Breakwater Preschool	201 St Albans Road, East Geelong, 3219	5221 2705
Drysdale Preschool	1/25 Eversley Street, Drysdale, 3222	5253 1663
Fyans Park Kindergarten - Newtown	204 West Fyans Street, Newtown, 3220	5221 4630
Grovedale Kindergarten	81 Heyers Road, Grovedale, 3216	5241 5634
Herne Hill Kindergarten	2-24 Gwynne Street, Hamlyn Heights, 3215	5277 1843
Highton Preschool	74 Bellevue Avenue, Highton, 3216	5243 1135
Kirralee Kindergarten - Newcomb	53 Richard Street, Newcomb, 3219	5248 1741
Lara Kindergarten	10-12 Waverley Road, Lara, 3212	5282 1498
Leopold Kindergarten	29 Kanimbla Avenue, Leopold, 3224	5250 1477
Normanby Street Preschool East Geelong	53 Normanby Street, East Geelong, 3219	5222 2546
Ocean Grove Preschool	114 The Avenue, Ocean Grove, 3226	5255 1940
Ocean Grove – Woodlands Kindergarten	15 Wyatt Street, Ocean Grove, 3226	5255 2349
Portarlington Preschool	88 Newcombe Street, Portarlington, 3223	5259 2793
Queenscliff Kindergarten	10 Stevens Street, Queenscliff	5258 1342
Rix Street Kindergarten – Herne Hill	49 Rix Street, Herne Hill, 3218	5278 3384
William Hovell Preschool - Corio	28 Hendy Street, Corio, 3214	5275 4663
William Parker Memorial Kindergarten - Hamlyn Heights	33 Griffen Street, Hamlyn Heights, 3215	5278 4875

# How to Register for a Kindergarten Program

1. Complete one BKS Kindergarten Registration Form per child for the 3-year-old and/or 4-year-old kindergarten program. 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](mailto:enrolments@bethany.org.au) or sent marked to the attention of the Team Leader, Kindergarten Services at BKS, P O Box 325, North Geelong, 3215. 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.
  - If applicable, information about your eligibility for kindergarten fee subsidy; a copy of Health Care Card, Pension Card, Veteran Affairs Card, or visa approval documents.
  - List up to three preferred BKS Kindergartens on the Registration Form.
  - **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 in the year prior to attending kindergarten 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](http://www.betterhealth.vic.gov.au).

# Important Information

## Eligibility

All eligible children are able 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 be 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.

## 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. It is important that children are ready to transition to school after their funded kindergarten year. Therefore, it is important that parents and carers carefully consider the best time for their child to start kindergarten.

Families of children with birth dates between 1 January and 30 April have a choice about whether their child will commence kindergarten in the year they turn four or the year they turn five. Parents and carers will need to make an informed choice about which year their child attends their funded kindergarten program in the year before school. For further advice and information regarding the right time to start kindergarten, please contact BKS enrolments, educators at your local kindergarten or go to [www.education.vic.gov.au](http://www.education.vic.gov.au).

### When should my child come to 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 calendar year need to be exempt from attending school. Parents/guardians must obtain 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/guardians 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](http://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](http://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 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 into kindergarten programs for every child.

# Kindergarten Fee Subsidy

The kindergarten fee subsidy allows children to access up to 15 hours of kindergarten delivered by a qualified early childhood teacher in the year before school for free or at low cost.

## **Your child is eligible for the kindergarten fee subsidy:**

- if your child identifies as Aboriginal and/or Torres Strait Islander
- if your child is identified on their birth certificate as being a multiple birth child (triplets or more).

## **or if your child 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 or Asylum Seeker visa (200-204, 786 or 866)
- Bridging visas for any of the above Refugee or Asylum Seeker visas

If your family or child has a humanitarian or refugee visa listed by the Department of Immigration and Border Protection which is not included in the above list, your child may still be eligible for the kindergarten fee subsidy. Please speak to BKS for more information.

BKS will apply for the kindergarten fee subsidy or extension grant on your behalf. The payment will be made directly to BKS and will allow your child to attend up to 15 hours a week for free or at low-cost.

You can apply for the fee subsidy or extension grant at any time during the year, even if your child moves to another kindergarten.

# 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, and/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 0200.





# 3-year-old Kindergarten

Pre-kindergarten (3yo kindergarten) is offered at many but not all BKS kindergartens.

## Eligibility to attend 3-year-old Kindergarten Program

Children turning three years old on or before 30 April in the year in which they attend are eligible to attend a 3-year-old 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 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.

## 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](mailto:enrolments@bethany.org.au)
- Writing a letter and sending it addressed to the Team Leader, Kindergarten Services, BKS, PO Box 325, North Geelong, 3215.

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 of a kindergarten place. If an offer is not accepted or declined by the due date, the registration for a kindergarten place for that year in respect of that child is cancelled. The place is offered to the next family on the waiting list.

# Fees – 3 and 4 year old

## Kindergarten Registration Fee \$35.00

A kindergarten registration fee should accompany your Kindergarten Registration Form. Families who are eligible for the Kindergarten Fee Subsidy are not required to pay the registration fee. This fee is not refundable and contributes to administrative costs. The registration fee can be paid in person by cash or eftpost, 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 fee will not be processed until payment is received.

## Enrolment Acceptance Fee

When you are offered a kindergarten place, you will be asked to secure your child's place by paying either a \$100 Enrolment Acceptance Fee for a Kindergarten (4 year old) place (families who are eligible for the Kindergarten Fee Subsidy are not required to pay the enrolment acceptance fee) or a \$125 Enrolment Acceptance Fee for a 3-year-old Kindergarten place. This fee will be deducted from your first term Kindergarten Program fees.

## Kindergarten Program Fees

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

3-year-old Kindergarten is funded exclusively by parent fees. Fees vary depending on the number of hours offered by the kindergarten your child attends. Sessions vary between 2, 3 and 5 hours and children attend once or twice each week.

## Payment of fees

Fees will be invoiced directly to parents/guardians 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 receive a pro rata invoice for that term. Receipts will be issued when payment is made and regular statements detailing payments received will be provided, on request.

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

## Fee Payment Options

<b>Option 1</b>	<b>Internet Bank Transfer</b> Bank: National Australia Bank Account Name: Bethany Kindergarten Services BSB: 083 537 Account number: 653 768 527 <b>Please include invoice number and parent/guardian surname.</b>
<b>Option 2</b>	<b>Direct Debit</b> Forms available from Bethany Kindergarten Services, fees@bethany.org.au, or 52730200
<b>Option 3</b>	<b>Centrepay</b> Forms available from Bethany Kindergarten Services, fees@bethany.org.au, or 5273 0200
<b>Option 4</b>	<b>By Phone</b> Bethany Kindergarten Services on 5273 0200.
<b>Option 5</b>	<b>In person</b> Eftpos, cash or credit card at Bethany Kindergarten Services, 16 Ballarat Road, Hamlyn Heights.
<b>Option 6</b>	<b>Cheque</b> Payable to Bethany Kindergarten Services, mailed to P O Box 325, North Geelong, 3215. <b>Please include invoice number and parent/guardian surname</b>
<b>Option 7</b>	<b>Over the counter</b> At any National Australia Bank branch Account Name: Bethany Kindergarten Services BSB: 083 537 Account number: 653 768 527 <b>Please include invoice number and parent/guardian surname</b>

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](http://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, a full refund of the applicable term's Fees (and the Enrolment Acceptance Fee, where applicable) will be provided when evidence of this eligibility is provided to BKS.

## Refund of kindergarten Fees prior to the commencement of the kindergarten year

- If BKS receives written notification of a child withdrawal prior to the end of Term 3 in the year before attendance, BKS will provide a refund of Fees paid upon application. This does not include the registration fee.
- If BKS receives written notification of a child's withdrawal prior to the end of Term 4 in the year before attendance, BKS will provide a 50% refund of the Fees paid upon application. This does not include the registration fee.
- If BKS receives written notification of a child's withdrawal after the end of Term 4 in the year before attendance, the parent/guardian will not be eligible for a refund of Fees paid except in extraordinary circumstances.

If a family no longer requires a kindergarten place during the kindergarten year, BKS must be provided with 4 weeks written notification that the position is no longer required. Where written notification is provided within the timeframe, Term fees may be adjusted to a pro rata rate for the weeks attended.

Families wishing to reserve a 3-year-old kindergarten place for children turning three during the year of enrolment, will be liable to pay term Fees from the first day of Term one. Children can only commence the 3-year-old kindergarten program after they have turned three years old. This is only applicable if the child turns three years old on or before 30 April.

## 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
- 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](http://www.bethanykindergartens.org.au). Families experiencing difficulties paying fees are encouraged to contact the BKS Fees & Accounts Receivable Officer on 5273 0200 or [fees@bethany.org.au](mailto: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

### **Priority 1 Criteria:** Victorian Kindergarten Guidelines Criteria

Children at risk of abuse or neglect and children in Out of Home Care

Children exposed to increased vulnerability as evidenced by referral from Child Protection, early intervention and/or family support agency

Aboriginal and/or Torres Strait Islander children. (Family identifies the child as an Aboriginal and/or Torres Strait Islander).

Children with additional needs, as defined below:

- 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

Children holding, 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
- 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

Children identified on their birth certificate as being a multiple birth child (triplets or more)

### **Priority 2 Criteria:**

Children who have prior association with the centre.

### **Priority 3 Criteria:**

Children who live in the local government area.

Children whose families are in the process of moving to the local government area.

Children who are cared for within the local government area.

Children whose families work or study in the local government area.

## Feedback and Complaints

Feedback and complaints regarding the enrolment processes can be referred in writing to the Team Leader, Kindergarten Services by emailing [enrolments@bethany.org.au](mailto:enrolments@bethany.org.au). If a complaint cannot be resolved to the satisfaction of all parties, it will be referred to the Kindergarten Services Manager, Bethany Kindergarten Services, for consideration and review.

No child shall be disadvantaged when parents/guardians make a complaint. All feedback 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](http://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](mailto:enrolments@bethany.org.au) or contact the Team Leader, Kindergarten Services on 5273 0200.

If you require kindergarten information in languages other than English please visit [www.education.vic.gov.au/earlychildhood/careandkinder/resources.htm](http://www.education.vic.gov.au/earlychildhood/careandkinder/resources.htm).





# Kindergarten Registration Form

## Child

**Surname Name:** \_\_\_\_\_ **First Name/s:** \_\_\_\_\_

**Date of Birth**  
(Please provide proof of age):

/ /20

**Child's Gender:**

- Female  
 Male  
 NB

**Aboriginal or Torres Strait Islander:**

- Yes  
 No

### Child Lives with:

<input type="checkbox"/> Informal kinship carer	<input type="checkbox"/> Foster carer	<input type="checkbox"/> Residential carer	<input type="checkbox"/> Other living arrangements
<input type="checkbox"/> Parents	<input type="checkbox"/> Permanent carer	<input type="checkbox"/> Formal kinship carer	

Main Language spoken at home: \_\_\_\_\_

### Please register my child:

- To attend a 3-year-old kindergarten program in 20\_\_\_\_\_
- To attend a 4-year-old kindergarten 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

Title: Dr/Mr /Mrs /Ms /Miss

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Current residential address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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 Qualification completed: \_\_\_\_\_

Occupation: \_\_\_\_\_

#### Parent/Guardian 2

Title: Dr/Mr /Mrs /Ms /Miss

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Current residential address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_

Highest year of school completed: \_\_\_\_\_

Highest Qualification completed: \_\_\_\_\_

Occupation: \_\_\_\_\_

Single parent family

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


## Previous Participation

My child has previously attended:

<input type="checkbox"/> an Early Start kindergarten program	<input type="checkbox"/> an Access to EarLearning program	<input type="checkbox"/> a funded 4yo kindergarten program
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Parents/guardians 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 0200).

## Children with additional needs:

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

Name of support service/agency: \_\_\_\_\_

Is your child on a waiting list for a specific service/agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has your child or family been referred to ChildFIRST?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child have additional needs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, please specify: \_\_\_\_\_

You are encouraged to discuss your child's needs with the educator when your child's place is confirmed.

# 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 Payment \$35.00

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

Internet Bank Transfer

**National Australia Bank BSB:** 083-537

**Account Number:** 653-768-527

**Account Name:** Bethany Kindergarten Services

**Payment reference:** REG/YOUR CHILD'S SURNAME

**Internet Banking Receipt Number:** \_\_\_\_\_

Credit Card Payment

<b>Card Number:</b>		
<b>Expiry Date:</b>		<b>Visa/MasterCard (please circle)</b>
<b>Name:</b>		<b>CCV:</b>
<b>Signature:</b>		

# Parental education and occupation details

(Refer to Attachment A) for information to assist with completing this section.

Kindergarten Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

	Adult A (Primary Carer)	Adult B (must be completed, except in cases of single parent families)
<b>Education</b>		
<b>What is the highest year of primary or secondary school the parent/guardian has completed? (tick one)</b> For persons who have never attended school, mark 'Year 9 or equivalent or below'.	<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
<b>What is the level of the highest qualification the parent/guardian has completed? (tick one)</b>	<input type="checkbox"/> No non-school qualification	<input type="checkbox"/> No non-school qualification
	<input type="checkbox"/> Certificate I to IV (including tradecertificate)	<input type="checkbox"/> Certificate I to IV (including tradecertificate)
	<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
<b>Occupation</b>		
<b>If the person is in paid employment what is the occupation of the parent/guardian?</b>		
<b>If the person has not been in paid work for the last 12 months, tick N</b> <b>OR</b> <b>If the person has not been in paid work for the last 12 months because the person cares for their own children full time, please tick H</b>	<input type="checkbox"/> N	<input type="checkbox"/> N
	<input type="checkbox"/> H	<input type="checkbox"/> H

# Declaration

## Please tick

- I have attached a copy of my child's birth certificate or passport.
- I have read and understood the information provided in the BKS Kindergarten 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.
- All information provided 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, enrolments@bethany.org.au, or P O Box 325, North Geelong, 3215**

### OFFICE USE ONLY

APPLICATION NUMBER:

3 & 4YO APPLICATION

4YO APPLICATION

## Attachment A

# 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