



3 Year Old Enrolment Form

Sessions

Term 1 (Settling Sessions)

Half groups in February for increasing periods of time before the whole group is introduced and the session length is slowly increased to the full period. Days and times advised nearer commencement.

Terms 2, 3, & 4

Monday and Wednesday 9.30am - 12noon (subject to change for 2017 and beyond).

Fees

Acceptance Fee: \$50 (payable upon placement acceptance). Term Fees advised with Letter of Offer.

Educators

Heidi Ratje (Teacher)
Dini Shepherd (Assistant)

Enrolment Eligibility

Staffing regulations require that all children must have turned 3 years of age prior to starting pre-school. However, if your child turns 3 from the start of the pre-school year to the 30 April a place will be held if you wish to pay the full term fees. You may attend with your child or postpone their commencement until they turn 3.

We would appreciate all children being toilet trained prior to commencing pre-school.

On return of the accompanying enrolment form, with a copy of your child's birth certificate or extract of birth, your child's name will be placed on our 3 Year Old Enrolment Register. Please notify us if you no longer wish for a place to be held for your child or if there are any changes to your contact information.

We will phone you prior to posting an official Letter of Offer complete with an Acceptance Form (usually in September). If you wish to accept the position, the completed Acceptance Form is returned with a \$50 non-refundable Acceptance Fee (payment options are outlined in the Letter of Offer). Positions will be allocated according to the order in which the Enrolment Secretary received the completed Acceptance Forms. If we have not had a reply by the specified due date we will assume that you no longer wish for your child to attend 3 Year Old pre-school with us.

Term 1 fees are due at, or by, the Annual General Meeting held in the year preceding your child's attendance (normally in November). Fees for subsequent terms are then due in the last week of the preceding term (ex. Term 2 fees are payable in the final week of Term 1). Payment plans can be arranged with our Treasurer for families experiencing financial hardship.

If a child ceases attendance during the year, fees will be reimbursed only if that place can be filled. We would appreciate at least two weeks notice in the event of leaving the program.



3 Year Old Enrolment Form

FAMILY NAME: _____

MOTHER'S NAME: _____

FATHER'S NAME: _____

CHILD'S NAME: _____

CHILD'S DATE OF BIRTH: _____

ADDRESS: _____

CONTACT NUMBER: (HOME) _____

(MOB) _____

E-MAIL ADDRESS: _____

YEAR ATTENDING 3 YEAR OLD KINDER: _____

- 2016 session details are as follows: Mondays and Wednesdays 9.30am – 12noon (subject to change for 2017 and beyond).
- Please include a copy of your child's birth certificate or birth extract for proof of age.
- Forms may be returned:
In person - Hurstbridge Pre-School, 8 Graysharps Road, Hurstbridge
By mail - Enrolment Secretary, c/o Hurstbridge Pre-School, PO Box 388, Hurstbridge, VIC, 3099
Via Email - enrolments.hurstbridgepreschool@gmail.com
- Have you enrolled your child for 4 Year Old kinder? Enrolments for 4 Year Old pre-school are taken through Nillumbik Shire Council from the age of 2 years.