



Supporting Community Kindergartens

ABN: 80 215 293 998

## **ENROLMENT PROCESS & POLICY SUMMARY DOCUMENT – 4 / 5 YR KINDER PROGRAMS**

Your child is eligible for enrolment from birth and it is recommended you complete an enrolment application form early for your best chance of attending your preferred kindergarten. Children must have turned 4 on or before 30<sup>th</sup> April in the year they are attending.

You will need to return the following information to complete your child's enrolment application:

- **Cardinia Shire Council KINDERGARTEN Application Form**
- **Child's Proof of Age**
  - \* COPY of Birth Certificate or Medicare Immunisation record
- **\$20 non-refundable Enrolment Application Fee**
  - \* Cheques / Money orders are to be made payable to Kinders Together.
  - \*\* \$20 enrolment fee is payable per application. Eg: \$40 for both Pre kinder & Kinder applications.

**Please ensure all of the above items are included with your application as your child will not be added to the database until all items are received and the application completed in full.**

Applications along with Proof of age and Application Fee should be mailed to:  
**Kinders Together P.O. Box 96 Bunyip 3815**

Once your completed application has been processed a receipt will be issued. Offers of placement will be sent out at the end of July in the year prior to your child's attendance.

Please contact Kinders Together on **5629 6069** for any further information.

Closing dates for four year old kinder applications close 31<sup>st</sup> July in the year preceding attendance. Applications received after the closing date will go to the end of the enrolment application list and will be allocated places if available in accordance with the date of receipt of the application. **Cardinia Shire residents (or future residents – proof of address may be required) shall be given preference within Cardinia Shire Centre's over non shire residents. Once all shire residents have been offered a place non-resident children may be offered a place in 2<sup>nd</sup> round offers.** (Please note: Longwarry Pre-school is part of Baw Baw Shire). Places will be allocated to eligible children in date receipt order. Applicants who have been successful will be offered a place and must accept the position within the specified time frames to have a place held. Applicants will then be invited to an information session usually held with your centre's AGM in the November prior to your child's attendance. Applicants who miss out on a first round offer will be notified and advised of their place on the waiting list. If you do not wish to accept your offered place or withdraw your application, you will be required to notify Kinders Together as soon as possible. Places will not be allocated to children until any substantial debt owed by the family to member centres is paid, or a payment plan arrangement is agreed to between the family & member centre.

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