



## RESEARCH PRE-SCHOOL

INCORPORATED No.11975

1555 Main Road Research 3095 Telephone 9437 1834

research.kin@kindergarten.vic.gov.au

### 3 YEAR OLD PRESCHOOL PROGRAM ENROLMENT INFORMATION

Research Preschool operates a privately funded 3 year old preschool program. It is not government funded.

In 2020 the session times will be Monday mornings 9.00am to 12.00pm and Thursday mornings 9.00am to 12.00pm. Please indicate on the registration form which sessions you would be interested in.

Enrolment is based on a first in first served system. The first 22 families to register will receive first choice of preferences when offers are made in August of 2019. Enrolment in 3 Year Old Preschool is totally independent of the 4 Year Old Preschool program, which is performed through the local council. If you have not already done so, please ensure that you enrol your child into a 4 year old program.

The annual cost of the 3 Year Old Preschool program for 2019 is \$950.00 for one session and \$1,850 for both sessions. Fees are reviewed annually and may differ next year. They are collected in four instalments throughout the year. This fee includes a fundraising levy and a \$50 maintenance levy which is refundable upon attending one of four working bees held throughout the year.

To register for 3 Year Old Preschool the following information is required;

- A completed registration form.
- Proof of name and age (ie. birth certificate).
- Registration fee of \$30.00 - of this, \$20 will be deducted from your annual fee.
- On acceptance of your offered position a deposit of \$50 is required. This will also be deducted from your annual fee.

Children must be 3 years of age before they can attend Preschool. Parents wishing to register a child under 3 may do so, but will be required to pay full fees to hold a place until the child is able to attend (i.e. turns 3 years old).

Please note that documentation showing your child is fully vaccinated for their age; or on a recognised catch up schedule; or has a medical reason not to be vaccinated will need to be provided on enrolment. This can be obtained from the Australian Childhood Immunisation Register.

Enrolments will be finalised by the end of August 2019 and families notified. Details of the full procedure are outlined in the Research Preschool Three Year Old Enrolment Policy, on display in the Preschool room and on our web page. Parents enrolling their child into the 3 Year Old Preschool program will be bound by all Research Preschool policies available on our web page and in the preschool room.

**RESEARCH PRESCHOOL - 3 YEAR OLD PRESCHOOL PROGRAM REGISTRATION FORM**

**CHILD DETAILS:**

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

Given Names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex (please circle): Male or Female

Year of Attendance: \_\_\_\_\_

**PARENT/GUARDIAN DETAILS:**

Parent/Guardian 1: \_\_\_\_\_

Parent/Guardian 2: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: (home) \_\_\_\_\_ (mobile) \_\_\_\_\_

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

Names of siblings currently attending Research Preschool: \_\_\_\_\_

**DETAILS OF GROUP REQUIREMENTS:**

Monday 9.00am – 12.00pm and/or Thursday 9.00am – 12.00pm

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

THIS FORM MUST BE ACCOMPANIED WITH PROOF OF CHILD'S AGE AND REGISTRATION FEE OF \$30.

**Notification of Changes to Details:**

If you change your address or contact number at any point, please notify Research Preschool.

**OFFICE USE ONLY**

REGISTRATION NUMBER \_\_\_\_\_

EVIDENCE OF NAME & AGE SIGHTED

REGISTRATION FEE PAID EFT/CHQ/CSH

Birth Certificate/ Maternal & Child Health Booklet

RECEIPT NUMBER \_\_\_\_\_

Proof of immunisation attached

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_