



Procedure for Enrolment

Thank you for your interest in enrolling your child at Vista Valley Kindergarten.

We hope that we can become an exciting part of your child's kindergarten experience.

Please ensure that the following documentation is enclosed with your completed enrolment form(s), and that your enrolment application fee is included when returning your forms to the kinder. Enrolment applications cannot be processed until all documentation is received.

- A Completed Enrolment Application Form; one for the 3 year old group and another for the 4 year old group. If applying for 3 & 4 year old session at separate times; separate application dates will apply.
- Two copies of your child's birth certificate or extract of birth registration.
- Enrolment Application fee. This is a non refundable administration fee. Please pay by cheque or money order*
 - If submitting a separate Application for Enrolment for **3 Year Old only: \$20.00**
 - If submitting a separate Application for Enrolment for **4 Year Old only:\$20.00**
 - If submitting together an Application for Enrolment for **3 & 4 Year old:\$30.00**

**We regret we cannot accept cash. Payment should be made by cheque or money order made payable to Vista Valley Kindergarten Assoc. Inc. Should you prefer to pay via internet banking please email the kinder for our account details:*

vista.valley.kin@kindergarten.vic.gov.au

- Two stamped self-addressed envelopes, with 70c stamps.

A receipt will be issued once the enrolment form(s) are processed. Applications will go under review, and places will be offered, according to the *Vista Valley Kindergarten Procedure of Enrolment (available on our website.)* There will be no guarantee of a place until formal offers have been sent out, and final deposits paid.

If you have any queries, please do not hesitate to contact our Enrolment Officer on 9850 4043.

Kind regards,

Vista Valley Kindergarten



Vista Valley Kindergarten 2014 Information Schedule

Session Information

Four Year Old Sessions

Day	Session times	Hours per day	Total hours per week
Tuesday	9.15am to 2.15pm	5.0	
Wednesday	9.15am to 2.15pm	5.0	15.0
Thursday	9.15am to 2.15pm	5.0	

Three Year Old Sessions

Day	Session times	Hours per day	Total hours per week
Monday	9.30am to 12.30pm	3.0	
Friday	9.30am to 12.30pm	3.0	6.0

Fees 2015: Annual fees, Holding Fees and Levies

Enrolment Deposit	\$100 per student per year
	Paid in April to secure a place for the following year Refunded in term four of the year of attendance.
Four year old sessions	\$2080 (Four Instalments of \$520) (funded)
	Instalments invoiced during the first week of each term
Three year old sessions	\$2000 (Four Instalments of \$500)
	First Instalment payable in October the year prior Other instalments invoiced during the first week of terms 2,3&4
Annual maintenance levy	\$150 per family, per year
	<ul style="list-style-type: none"> - Applicable to all students - This levy is refundable upon attendance of at least two full working bees per year - Maintenance levy is payable in first term.

NB. These fees and charges apply to the year stated, and may be subject to change in accordance with the Vista Valley Kindergarten Fee Policy.



Vista Valley Kindergarten 3 Yr Old Application for Kindergarten Enrolment

Please use two separate forms for enrolment in 3yo & 4yo sessions. Children must turn 3 by the 31st of January in the year of attendance at 3YO.

Year of Attendance:*				Child's date of birth:*			
Child's Surname							
Given Name/s:							
Address:							
(Please advise if any details change).						Postcode:	
Telephone No:		Home		Mobile		Business	
Correspondence is usually sent via email							
Email Address:							
Parent/Guardians Name in full:			Relationship to Child:			Occupation:	
Sibling's Name:		Age:	Previously attended Vista Valley Kindergarten				
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Year/s		
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Year/s		
Languages spoken at home:							
To assist teachers, are there any additional needs (e.g. diet, allergies) or other issues relating to your child? Please provide details:							
<i>I, the undersigned, have read and understand the Vista Valley Kindergarten Procedure for Enrolment accompanying this form and accept the terms and conditions of this policy.</i>							
Signature of Parent(s)/ Guardian:						Date:	

- Return completed Application Form with Enrolment Application Fee and supporting documents (as per check list attached) to:
The Enrolment Officer C/O Vista Valley Kindergarten 3 Vista Street, Bulleen. 3105
- If you wish to apply for 3YO programme, it is advised you do so with the 4YO application on the separate form attached, otherwise failure to apply for the 3YO, or later application, may jeopardise your child's chances of entry into 3YO.
- Applications will go under review according to the criteria set in the *Vista Valley Kindergarten Enrolment Policy* and successful applicants notified; feel free to contact the Enrolment Officer to ascertain your position on that list. No guarantee of position will be given until deposits have been paid and finalised (once selected), in the year prior to your child commencing.

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Vista Valley Kindergarten 4Yr Old Application for Kindergarten Enrolment

Please use two separate forms for enrolment in 3yo & 4yo sessions. Children must turn 4 by the 30th of April in the year of attendance at 4YO.

Year of Attendance:				Child's date of birth:			
Child's Surname							
Given Name/s:							
Address:							
(Please advise if any details change).						Postcode:	
Telephone No:		Home		Mobile		Business	
Correspondence is usually sent via email							
Email Address:							
Parent/Guardians Name in full:			Relationship to Child:			Occupation:	
Sibling's Name:		Age:	Previously attended Vista Valley Kindergarten				
			Yes <input type="checkbox"/>		No <input type="checkbox"/>		Year/s
			Yes <input type="checkbox"/>		No <input type="checkbox"/>		Year/s
Languages spoken at home:							
To assist teachers, are there any additional needs (e.g. diet, allergies) or other issues relating to your child? Please provide details:							
<i>I, the undersigned, have read and understand the Vista Valley Kindergarten Procedure for Enrolment accompanying this form and accept the terms and conditions of this policy.</i>							
Signature of Parent(s)/ Guardian:						Date:	

- Return completed Application Form with Enrolment Application Fee and supporting documents (as per check list attached) to:
The Enrolment Officer C/O Vista Valley Kindergarten 3 Vista Street, Bulleen. 3105
- If you wish to apply for 3YO programme, it is advised you do so with the 4 YO application on the separate form attached, otherwise failure to apply for the 3 YO, or later application, may jeopardise your child's chances of entry into 3 YO.
- Applications will go under review according to the criteria set in the *Vista Valley Kindergarten Enrolment Policy* and successful applicants notified; feel free to contact the Enrolment Officer to ascertain your position on that list. No guarantee of position will be given until deposits have been paid and finalised (once selected), in the year prior to your child commencing.

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