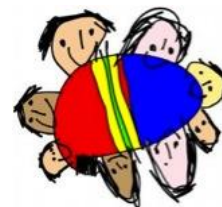


Vista Valley Bulleen Kindergarten Assoc. Inc.



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 has been deposited when returning your forms to the kinder. Please include a copy of the receipt of payment (if you have not emailed us a copy already). Enrolment applications cannot be processed until all documentation and payment 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 both 3 and 4-year-old sessions at separate times; separate application dates and fees will apply.
- Two copies of your child's Birth Certificate or Extract of Birth Registration.
- Proof of up to date immunisations – i.e. Immunisation History Statement.
- Proof of address such as bank statement or utilities account.
- Enrolment Application fee. This is a non-refundable administration fee.
 - If submitting a separate Application for Enrolment for **3-year-old only: \$25.00**
 - If submitting a separate Application for Enrolment for **4-year-old only: \$25.00**
 - If submitting an Application for Enrolment for both **3 and 4-year-old: \$40.00**

Payment should be made by via internet banking.

Banking details Vista Valley Kindergarten, BSB 704-191, A/C 228720.

Reference "Surname and 3YO/4YO Enrol"

Email Receipt to vista.valley.kin@kindergarten.vic.gov.au

- Two stamped self-addressed envelopes, with \$1.10 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 2021 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	9.15am to 1.15pm	4.0	
Friday	9.15am to 1.15pm	4.0	8.0

Fees 2021: Annual fee, Holding fee and Levy

Enrolment Deposit	<i>\$100 per student per year</i>
	Paid in April to secure a place for the following year. Refunded in term four of the year of attendance.
Four year old sessions	<i>\$2,760 (Four Instalments of \$690) (Funded)</i>
	Instalments invoiced during the first week of each term.
Three year old sessions	<i>\$3,160 (Four Instalments of \$790)</i>
	First Instalment payable in October the year prior. Other instalments invoiced during the first week of terms 2, 3 & 4.
Annual Maintenance Levy	<i>\$150 per family per year</i>
	<ul style="list-style-type: none"> - Applicable to all students. - \$100 of this levy is refundable upon attendance of at least two full working bees per year. - Maintenance levy is payable in first term.



Vista Valley Kindergarten 3-Year-Old Application for Kindergarten Enrolment

Please use two separate forms for enrolment in 3YO & 4YO sessions. Child 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/Guardian's 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
Language/s spoken at home:							
Is the Child of Aboriginal or Torres Strait Origin?							
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, Vista Valley Kindergarten, 3 Vista Street, Bulleen, VIC, 3105.**
- If you wish to apply for the 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.

Payment should be made by internet banking, cash or cheque made payable to Vista Valley Kindergarten Assoc. Inc.



Vista Valley Kindergarten 4-Year-Old Application for Kindergarten Enrolment

**Please use two separate forms for enrolment in 3YO & 4YO sessions.
Child 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/Guardian's 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		
Language/s spoken at home:							
Is the Child of Aboriginal or Torres Strait Origin?							
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, Vista Valley Kindergarten, 3 Vista Street, Bulleen, VIC, 3105.**
- If you wish to apply for the 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.

**Payment should be made by internet banking, cash or cheque made payable to
Vista Valley Kindergarten Assoc. Inc.**