



## Catjump Pre-school Enrolment Registration Form – 3 & 4-Year Old

### Details of Child:

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

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: \_\_\_\_\_

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

### Enrolment

Do you wish to enrol in the 3 year old program? Year: 20\_\_

Do you wish to enrol in the 4 year old program? Year: 20\_\_

Parent/Guardian	Parent/Guardian 1	Parent/Guardian 2
Surname		
Given Name(s)		
Occupation		
Phone (Mobile)		
Email		

**Pre-School Tours** are held by appointment only.

Would you like to attend a tour of the pre-school?

If yes, would you like to be contacted by phone or email? \_\_\_\_\_

### Other Information

- Do you have a Health Care Card? If so, please provide details. (HCC holders may be entitled to a fee subsidy for the 4-year-old program)

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

- Have you or any children in your immediate family attended Catjump Pre School previously?

If yes, who & when? \_\_\_\_\_

- Does your child have any allergies or sensitivity? If yes, what type?
- Is English your child's first language? If not, what is? \_\_\_\_\_
- Is your child of Aboriginal or Torres Strait Islander origin? If yes, please specify \_\_\_\_\_

- Are there any special circumstances we should consider when we consider your application?

If yes, please detail: \_\_\_\_\_

Please note:

- Children applying for the 3-year-old program or 4-year-old program must attain the age of 3 or 4 years of age respectively by 30 April in the year of attendance.
- Children may commence the 3-year-old program only when they have turned 3 years of age.
- If a place is to be reserved for a child in the 3-year-old program until they have turned 3 years of age, term 1 fees are to be paid in full if (if there is no government subsidy provided):
  - the child commences the 3-year-old program part way through terms 1 **or**
  - the child commences the 3-year-old program in term 2
- Term fees for the 3- and 4-year-old programs are due and payable one term in advance **if** there is a change to the current government subsidy provisions for the 3- and 4-year-old group kindergarten programs.

### Kindergarten Fee Subsidy

Department of Education & Training provides fee subsidies to eligible families. Please advise the service if you are eligible for one of the following concessions or meet one of the following criteria:

- Health Care Card     Pensioner Concession Card     Triplets or Quadruplets
- DVA Gold Card     Bridging Visas A-F     Aboriginal or Torres Strait Islander
- Temporary Protection/Humanitarian Visas 447, 451, 785 or 786
- Resolution of Status Visa (RoS) Visa Class CD, Subclass 851
- Refugee & Special Humanitarian Visas 200-217

Supporting documentation will need to be sighted on commencement by the Enrolment Officer.

**Please note that the eligibility of concessions may change. Current information can be found at [www.education.vic.gov.au/childhood/parents/support/Pages/financialassist.aspx](http://www.education.vic.gov.au/childhood/parents/support/Pages/financialassist.aspx)**

To plan for each child's Educational, Emotional, Social, and Physical Development, any Additional requirements need to be identified as early as possible. Where children have been assessed as having additional needs, funding for an additional assistant or specialist services may be sought from Department of Education and Early Childhood Development to assist the children to maximise their potential and obtain the most benefit from their pre-school year(s). **Would you like to speak with the pre-school teacher prior to finalising this form?**

### Additional Needs

Does your child have Additional Needs?

If yes, please specify: \_\_\_\_\_

Is your child registered with a specific support service/agency?

If yes, name of support agency: \_\_\_\_\_

## Declaration

\_\_\_ have made a \$20 per application  
(3 and 4-year-old = \$40, 3 only \$20, 4 only \$20)

payment via:

- Internet Banking
- Cheque made payable to Catjump Pre-School.

\_\_\_ have enclosed a copy of the child's birth certificate or suitable evidence of the child's birth date.

\_\_\_ understand that acceptable immunisation documentation must be provided for the enrolling child prior to commencement.

\_\_\_ give permission for Catjump staff and committee of management to use the email address(es) provided on this form for receipt of official communications.

The information provided is true and accurate. \_\_\_ understand that no guarantee is given when applying for pre-school. \_\_\_ understand the procedures of enrolment & have read the application & fee information on this form.

Signature of Parent/Guardian:

\_\_\_\_\_

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

Please advise us promptly if the details on this form alter. Your child's place could be forfeited if you cannot be contacted on the address and phone number provided.

### **Submitting your application**

Return via email to [enrolment@catjumppreschool.org.au](mailto:enrolment@catjumppreschool.org.au)

Or

Return via post to: Catjump Preschool

Attention: Enrolment Officer

88 Polaris Drive

Doncaster East, 3109

For a paper-based reply, please include a stamped, self-addressed envelope, otherwise please ensure email details have been provided.

With: Non-refundable Application Fee/s, (GST Inclusive)

Payment Options: **Internet Banking**

Account Name: Catjump Preschool Association Inc

BSB: 033 028 Account #: 412825

Please type your **child's name in the transaction description**

**Cheque/Money Order**

Payable to Catjump Pre-School

Complete this enrolment application form and:

1. Enclose a copy of the child's birth certificate or suitable evidence of the child's birth date
2. Enclose the Enrolment Application Fee which is non refundable as it covers administrative costs
3. Forward the completed Enrolment Application Form with attachments via email or post (refer above)

Notify us of any changes to your address or other relevant information by contacting 9842 5992 or Email [enrolment@catjumppreschool.org.au](mailto:enrolment@catjumppreschool.org.au)

## Enrolment and Immunisations

The government's No Jab No Play laws require all children to be age-appropriately immunised before enrolment can be confirmed

Parents/guardians offered tentative places will be asked to provide immunisation documentation to Catjump Pre-School within 2 weeks of letter of offer that shows their child's immunisations are up to date for their age or that an exemption applies.

Confirmation of places is finalised after the documentation has been assessed that the child is up to date or that the child is on a recognised catch-up schedule if they have fallen behind with their vaccinations, or that the child has a medical reason not to be vaccinated or that the child has been assessed as being eligible for a grace period.

Further information on immunisation requirements for enrolment in early childhood services is available on the State Government's Better Health Channel at [www.betterhealth.vic.gov.au/campaigns/no-jab-no-play](http://www.betterhealth.vic.gov.au/campaigns/no-jab-no-play)

\*Please contact the pre-school if you have any questions or difficulty in understanding this information or completing this registration information. Catjump Preschool has access to interpreters to assist families.

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**Access to Information:** Individuals on whom we hold personal, or health information can gain access to this information in accordance with applicable legislation. The procedure for doing so is set out in the service **Privacy Policy** which is available on request.

### OFFICE USE ONLY

Surname _____	Given names _____	Gender _____
Date received _____	Sibling? _____	Deferral? _____
Date processed _____	3 year old? _____	Additional Needs? _____
Receipt number _____	Payment Method _____	