

EXPRESSION OF INTEREST

Please read the conditions overleaf before completing this form.

PLEASE USE BLOCK LETTERS



I wish to apply for the following placement/s:

3 Year Old 4 Year Old Both 3 & 4 Year Old (please circle)

Year of commencement: _____

CHILD'S DETAILS

Surname: _____

Given Names: _____

Date of Birth: _____

Gender: Male Female (please circle)

Address: _____

Post code _____

Email address: _____

Is email the best way to correspond with you? Y N

Parents/Guardians

Mother's Name: _____ Occupation: _____

Contact No's.: Bus. Hrs: _____ Mobile: _____

Father's Name: _____ Occupation: _____

Contact No's.: Bus. Hrs: _____ Mobile: _____

Guardian's Name: _____ Occupation: _____

Contact No's.: Bus. Hrs: _____ Mobile: _____

Have any children in your family previously attended Donvale Preschool? Y N

If yes which year/s: _____

Do you have any concerns regarding the social or emotional development of your child or are there any special needs we should consider? Y N If YES please specify: _____

Is English the child's main language? Y N If NO please specify: _____

Does your child suffer from any severe allergies or asthma? Y N

If yes please specify: _____

How did you hear about DPS? _____

I have read the terms and conditions on the reverse side of this form and agree to abide by them, should my child be enrolled at Donvale Preschool.

Signature of Parent/Guardian: _____ **Date:** _____

Please return your signed application form to: Enrolments Officer
Donvale Preschool
7 Florence Avenue
DONVALE VIC 3111

CONDITIONS OF ENROLMENT AT DONVALE PRESCHOOL

1. Children must turn 3 years of age by 30th April in the year they wish to attend 3 year old kinder.
2. Children must turn 4 years of age by 30th April in the year they wish to attend 4 year old kinder.
3. A \$100 confirmation fee is required to secure your child's place. This confirmation fee will be retained by the kindergarten to fund the incursions (events held within the kinder grounds) and excursions which form part of the program. It will also cover the yearly maintenance fee of \$40 which can be refunded at the end of the year if a family member is actively involved in 2hrs of the kindergarten's scheduled working bees.
4. Receipt of the confirmation fee and confirmation of enrolment will be seen as acceptance that term fees will be paid promptly. Failure to do so may result in the loss of placement.
5. Once a confirmation fee is paid, it will not be refunded should you chose not to attend.
6. Children who are **NOT** 3 years of age at the beginning of the **first term** may not attend sessions until their 3rd birthday in accordance with adult/child ratios under the Children's Services Regulations 2009. **Please note:** All term fees will still apply even though the child can not commence until their birth date.

NOTES FOR PARENTS / GUARDIANS

- Please read the conditions and particulars of the enrolment application form carefully before completing and signing the form.
- Before signing the form please check that all details, particularly dates are correct. The preschool committee can not accept responsibility for errors on application forms.
- Please remember to notify the preschool if you change address or telephone number, (after submitting this form) as we will correspond with your family regarding your application of interest.
- First round offers of placement at Donvale Preschool will be posted to applicants from May 1st of the year prior to commencement. Subsequent offers of placement may be made throughout the year until groups reach enrolment capacity.

Thank you for considering Donvale Preschool. We hope we have the chance to get to know you and your family in the future.

Regards,

Management Committee

OFFICE USE ONLY

Date of receipt of application: _____ Receipt No.: _____ Date Posted: _____