

ENROLMENT INFORMATION

for YMCA managed enrolments



Enrolments open 3rd June 2019

We understand that starting kindergarten is a very exciting time for your child and family and that this may be the first time that you have gone through these steps. Please refer to the following guide to assist you through the enrolment process.

HOW DO I ENROL?

- Enrolments open on the 3rd of June 2019 and can be made by either
 - **Filling in the on-line form** at www.earlyyears.ymca.org.au OR
 - **Filling in a hard copy enrolment form.** These are available at all of our Kindergartens or by contacting YMCA Ballarat on 4311 1500 or yeym.enrolments@ymca.org.au
- If you need assistance filling in the form either on-line or the hard copy, please contact YMCA Ballarat.
- Take a few minutes to read through this guide to make sure that you have everything that you need before you start, for a smoother enrolment!
- If you would like additional information or details which are not included in this guide, such as local Kindergarten information, please see our website www.earlyyears.ymca.org.au or contact us.

WHAT INFORMATION DO I NEED?

Before you start....

The following information is essential for completing either the on-line enrolment or the hardcopy version.

Please gather this information before you start.

The on-line enrolment form needs to be completed in full in order to be submitted.

You cannot save the form and return to it at a later date.

Details needed

- Emergency Contact Details:** Full details of people you wish to nominate to collect your child from kinder and/or people you nominate for us to contact in an emergency if we are unable to contact you - full name and address, telephone numbers and relationship to the child
- Medicare number**
- Ambulance** membership number (if you have membership)
- Doctor/Medical Service** details – name, full address, telephone number

TIP: use a phone to take photos of your documents if you don't have a scanner

Documents needed

- Proof of age** (Birth certificate)
- Immunisation History Statement**
Available from:
 - Via your myGov account (<https://my.gov.au/LoginServices/main/login>)
 - Express Plus Medicare Mobile App
 - the Australian Immunisation Register (AIR) tel:1800 653 809 email: acir@medicareaustralia.gov.au
 - your local Medicare Office, Centrelink Office or Child & Maternal Health Centre

Please note that both the Medicare logo and Australian Government crest must be present and identifiable to be considered a valid Immunisation History Statement.
- Concession card** – Health Care/Pension card
- Court Orders**
- Asthma/ Medical Management Plans**



WHEN DO I NEED TO PAY AND HOW MUCH?

Kindergarten is FREE for some families....

Your child is eligible for free kindergarten in any of the following circumstances:

- your child identifies as an Aboriginal and/or Torres Strait Islander
- your child is identified on their birth certificate as being a multiple birth child (triplets or more).
- your child or family is, or has been known to Child Protection or Child FIRST

OR if your child holds or has a parent or guardian who holds, one of the following:

- a Commonwealth Health Care Card
- a Commonwealth Pensioner Concession Card
- a Department of Veterans Affairs Gold Card or White Card
- Refugee or Asylum Seeker visa (200-204, 786 or 866)
- Bridging visas for any of the above Refugee or Asylum Seeker visas

Free Pre-kinder program (3 year old activity group) for eligible children

If your three year old child is Aboriginal and or Torres Strait Islander, or the child or family has been supported by Child Protection or Child FIRST, they may be eligible for up to 15 hours of a free or low cost kindergarten program if there are places available.

No fees are required until March 2020

– if you choose the Direct Debit option

Once your child has a fully confirmed place, you will be sent a Fee Agreement Form if you do not meet the above requirements for free kindergarten.

Kindergarten fees

Fees vary from kindergarten to kindergarten. These will be on the Fee Agreement Form and can be found on our website.

Payment options

There are three payment options:

- **Pay the full fee upfront and in advance.** In this case, payment will be taken within 7 days of receipt of the fee form, or your nominated, preferred date.
- **Pay fees by Direct Debit** over 9 monthly instalments. The first instalment will be deducted in March 2020.
- **Choose Direct Debit option** on the Fee Agreement Form and provide banking details, however, choose to pay the full amount before commencing the Kindergarten year. This then cancels out the monthly payment arrangement.

Payment methods – for the full fee upfront option

- **By cheque:** Families paying by cheque through an upfront payment should make this payable to Ballarat YMCA and attach to their completed Fee Agreement Form.
- **By credit card/debit card:** Fill in the details on the Fee Agreement Form.



HOW DO I KNOW IF MY CHILD HAS A PLACE?

Submission of your enrolment application

If an email address has been provided, you will receive an email acknowledging receipt of your enrolment application, with a copy of the application attached. We recommend checking that all details are correct in this document.

Advice of a place: Please see the table below which shows when you can expect communication regarding your child's kindergarten place.

In line with the *No Jab, No Play* Legislation, families of children whose immunisations are due between the submission of their enrolment form and 1st December, will need to supply an updated Immunisation History Statement before enrolment is fully confirmed.

Accepting the place

In order to secure your child's place it is important that all documentation has been submitted.

| | Enrolments Open & Close | Advice of a place sent to families | Return of Forms |
|-----------------------|--|---|---|
| First Round Offers | Open: 3rd June 2019 Close: 30th June 2019 | 15 th July – 2 nd August | To be returned by two weeks from date of letter |
| Second Round Offers | Open: 1 st July 2019 Close: 31 st July 2019 | 19 ^h August – 31 st August | To be returned by two weeks from date of letter |
| Late & Ongoing Offers | Ongoing from 1 st August | 2-4 weeks after all your enrolment information is submitted | To be returned by two weeks from date of letter |

WHAT HAPPENS NEXT?

Kindergarten orientation

Between October and December, your child's Kindergarten teacher will contact you with details of orientation, a "get to know you" interview time and commencement date. An exciting year awaits you and your child!

A child's first years of life set the foundation stone for their lifetime. It is a time to shape their development so that a child can become a positive, healthy young person who can grasp every opportunity presented.

We understand how important it is for each child to be given these essential building blocks in life so they can reach their full potential.

**NEED HELP
or HAVE
QUESTIONS?**



www.earlyyears.ymca.org.au



(03) 4311 1500



Email: ballarat.earlyyears@ymca.org.au

