

# TUNSTALL SQUARE KINDERGARTEN ENROLMENT INFORMATION

## Age Requirements:

As per the Department of Education and Training (DET) guidelines, eligibility for this kindergarten is as follows:

1. 3 year old kindergarten – The child must attain the age of 3 years by 30th April in the year of attendance. They cannot commence before their 3rd birthday because of the different staff levels required for children under the age of 3 (as set down in the Children's Services Regulations). Full term fees must be paid for children who turn 3 after the commencement of term to ensure the position is kept open.
2. 4 year old kindergarten – The child must attain the age of 4 years by 30th April in their year of attendance.

**No enrolments will be accepted before the child's 2nd birthday.**

Priority will be given to children:

- a) Who repeat the 3 year old program at Tunstall Square Kindergarten
- b) Each enrolment application will be given a rating and will be based on whose enrolment date is closest to and after their 2nd birthday :

**Rating A:** Enrolled on or after the child's 2nd birthday and within 30 days of the child's 2nd birthday

**Rating B:** Enrolled more than 30 days and less than 60 days after the child's 2nd birthday

**Rating C:** Enrolled more than 60 days after the child's 2nd birthday

This ratings stand for each child regardless of what year they will commence kindergarten ie children who defer to the following year will still be enrolled according to their rating.

## How do I enrol?

- Complete the attached enrolment application form (a separate application form must be completed for each child).
- Enclose a copy of your child's birth certificate.
- Transfer a non-refundable \$25.00 enrolment application fee for each child and include a receipt number on the form (this is required once per child and will cover enrolment for that child in both 3 and 4 year old groups).
- Forward the completed enrolment application form, with attachments to Tunstall Square Kindergarten, either in person or via email – [tunstall.square.kin@kindergarten.vic.gov.au](mailto:tunstall.square.kin@kindergarten.vic.gov.au)

The enrolment will be processed after the \$25.00 enrolment fee has been paid. The kindergarten will keep the original application form – you will be given/sent a copy. Please keep your copy as proof of your application.

You will be notified in the May/June prior to the year your child is to start of an enrolment offer (or indication of being on the waiting list if groups have been filled).

Please notify the kindergarten of any changes to your address or other relevant information by phone (9842 9655) or email ([tunstall.square.kin@kindergarten.vic.gov.au](mailto:tunstall.square.kin@kindergarten.vic.gov.au)).

77 Tunstall Road, Doncaster East, 3109. Phone: 9842-9655

[www.tunstallsquarekindergarten.org.au](http://www.tunstallsquarekindergarten.org.au)