



3-year-old GUMNUTS Group ENROLMENT POLICY

Eligibility

- Children must turn three by 30 April in the year of attendance
- Staffing regulations require that all children must have turned 3 years of age prior to starting pre-school
- If your child turns 3 from the start of the pre-school year to the 30th of April, a place will be held for your child if you wish to pay the full term fees.
- If you have a younger child, please consider deferring their kinder start to the following year.
- A place can only be held for a child if the full deposit is received on returning your 'acceptance of offer' form and term fees paid.
- We would appreciate all children being toilet trained prior to the pre-school year.

Procedure

- Enrolments from birth are taken through the Preschool. As places are very limited parents are advised to enrol early. Parents have the choice of 1 or 2 sessions each week.
- Our 3 year-old Gumnuts enrolment form can be downloaded at <http://www.hurstbridgepreschool.com.au/pdfs/gumnutsenrolmentform.pdf>
- A copy of your child's birth certificate (or other 'proof of age' document) should accompany the enrolment form
- On return of the 3 Year Old enrolment form your child's name will then be placed on our Group 3 enrolment register.
- Offers of places will be posted in Term 2 of the year preceding attendance (normally April)
- We will ring you and a letter regarding Group 3 placement will then be posted to you
- If you wish to accept the position, the acceptance form should be returned with a \$50 *non-refundable* acceptance fee and sessions (one or two) will be allocated according to the order in which acceptance forms are returned to

Deb Collins
Enrolment Secretary 2008
c/o Hurstbridge Pre-School
PO Box 388
Hurstbridge 3099
VIC



3-year-old GUMNUTS Group ENROLMENT POLICY cont.

- If we have not had a reply by the due date on your acceptance form, we will assume that you no longer wish to have your child attend 3 year old pre-school with us.
- In 2008, 20 places have been accepted for 2 sessions per week.

Order of Allocation

- Children repeating the Centre's 3-year-old program
- All other eligible applications in the order of receipt
- Please notify us if you no longer want us to hold a place for your child or if you change your address and / or telephone number

Fees

- First term fees are due at or by the pre-school AGM, normally held in November prior to your child's kinder year.
- Fees are then due the last week of Term 1, Term 2 and Term 3. Payment plans can be arranged with our Treasurer if anyone is experiencing payment problems.
- If a child leaves the group during the year, fees will be reimbursed only if that place is filled with another child from the waiting list. We would appreciate it if at least two weeks notice could be given to the teacher.

3 Year Old Enrolment form can be downloaded at

<http://www.hurstbridgepreschool.com.au/pdfs/gumnutsenrolmentform.pdf>