

REGISTERING FOR KINDERGARTEN INFORMATION SHEET

Four year old Kindergarten/Preschool is a Government funded program that employs a qualified Early Childhood teacher. To be eligible for a funded kindergarten program, a child must be four years of age before 30th April in the year they will attend kindergarten. Children are entitled to one year of funded kindergarten.

Three year older Kindergarten/Pre Kinder is not funded by the Government except in extraordinary circumstances. Children eligible for Three Year Old kindergarten must turn 3 prior to starting kindergarten.

Registering for Kindergarten

You can register your child for kindergarten with GKA once they have turned two. Registration forms are available from our website, gka.org.au or our office at 13a Pakington Street, Geelong West, alternatively you can phone us on **52 226 965** and we can mail a form to you. We need a copy of your child's birth certificate (or a statutory declaration stating their date of birth), the completed registration form and a \$20 administration fee to be able to register your child for kindergarten. When we receive your completed registration form we will enter your child onto our data base and write to you confirming your registration. **All subsequent changes to your child's kindergarten registration will need to be advised in writing either by e-mailing admin@gka.org.au or using a Change of Registration form.**

Offers of Kindergarten Places

Offers for Four Year Old Kindergarten places are normally mailed out in August of the year prior to your child attending, (ie., August 2010 for children attending in 2011).

If you have registered for 3 year old kindergarten we will write to you in June of the year prior to your child attending and ask you to confirm that you still require a position and depending on your centre of preference, how many sessions you are interested in your child attending. Offers for Three Year Old Kindergarten places will be mailed in August/September of the year prior to your child attending.

Acceptance of Kindergarten Places

An acceptance form will be attached to the letter offering your child a kindergarten place. This acceptance form needs to be returned to GKA (usually within 5 – 7 working days) so we know you would like to take up the position. Sometimes we don't hear from families as they have moved and forgotten to let us know or they have made other arrangements for their child's pre-school year.

If we don't receive a response from you when we have sent a letter of offer, we will phone your home to confirm that you received the letter and are still interested in the kindergarten place. If you are not home we will leave a message. If we don't hear from you we will assume you have made alternative arrangements for your child and offer the place to the next family.

Changing address

If you change your address remember to let us know. Change of address needs to be in writing, either by e-mail to admin@gka.org.au or on a Change of Registration form. **Without a current address we cannot contact you.**

Change of Preference

If you need to change your preferences, either because you have moved or changed your mind, let us know either by e-mail to admin@gka.org.au or on a Change of Registration form. You can change your preference at any time **prior to July 31**. A change of preference after July 31 will be dealt with as a late registration (see below).

Late Registrations

So that we can allocate places, GKA closes registrations on July 31 of the year prior to attendance (ie., registrations for 2011 will close on July 31, 2010). Registrations will be accepted after July 31 but will be considered late registrations. Late registrations are processed after all families who registered prior to July 31 have been offered places at the centres of their choice. Where there is a waiting list for a centre, late registrations will be attended to after all families on the waiting list have been offered positions, either at the centre of their first choice, or another centre mutually agreed as suitable.

Children Accessing a Second Funded Year

In some circumstances, families can apply for a second funded year of Four Year Old kindergarten. Children who are accessing a second funded year of kindergarten will have allocation priority at the centre they attended for the first year. If you wish to change centres for the second year, advise GKA of the change of preference **prior to July 31** via e-mail, phone or post. A change of preference after July 31 will be dealt with as a late registration (see above).

Preference/Accepting Positions/Waiting Lists

GKA endeavours to place your child at the centre of your first preference, however this is not always possible. In the event that your child is placed on a waiting list for your first preference centre, we will write to you and give you the option to remain on the waiting list or accept a position at an alternative centre. Once a position is accepted, GKA assumes the child will attend that centre. You cannot accept a position at one centre and remain on a waiting list at another centre as doing so would effectively take up two positions and disadvantage another family.

Children with Special Needs

In consultation with both the Centre and Support Agencies, GKA reserves the right to prioritise placement of children with special needs.

Deferrals

If you decide to defer your child's kindergarten year to the following year, you will receive priority allocation in the following year provided preferences are not changed after your decision to defer is made.

Sibling Priority

Some Centres give priority to families who have had other children attend that Centre in previous years. Sibling priority pertains specifically to the Centre offering this policy that the family has attended previously, and does not apply across GKA Centres.

If you are eligible for sibling priority, and the centre of your first preference offers this policy, complete a Sibling Priority Form (which is available from the Centre), have it signed by the Centre and submit it to GKA by **July 31** of the year prior to your child attending kindergarten. Late applications for sibling priority will **not** be accepted.

Privacy of personal information

The personal information requested is being collected by GKA and the Centre that your child will attend so that we can provide the services that you are requesting.

It may also be required for us to collect this information under legislation including the Children's Services Act, Health Records Act or other laws and to implement the GKA fee policy and Centre fee agreement.

Your personal information will be used solely by GKA staff, our affiliates and the Centre Committee for that primary purpose or directly related purposes or as required by law.

If this information is not collected we will be unable to process an enrolment application or other service expected by you.

You may contact GKA (ph 03 5222 6965) for further information or to obtain a copy of our Privacy Policy. A privacy statement is available at www.gka.org.au

To access, update or amend your personal information please contact the Centre directly or GKA.