



NORTH EPPING

KINDERGARTEN

WAIT LIST APPLICATION FORM

About Us

North Epping Kindergarten provides childcare services for 3, 4 and 5 year olds. We have 3 classrooms, catering for up to 55 children per day. Classes run Monday to Friday between 9am and 3pm for 3-day classes and our 2-day classes operate from 8.00am to 3.30pm (excluding public holidays and NSW School Holiday periods).

Each of our classes has an Early Childhood trained teacher and at least a CERT III assistant who are assigned to that class and responsible for the programming and organisation of it. Many of our team have been with the centre for several years. All staff has First Aid certificates, Emergency Asthma and Anaphylaxis training and are trained in Child Protection; regularly attending workshops to keep them up with current research and methodology.

Kindergarten Management

The Kindergarten is licensed by the N.S.W. Department of Education and Communities and is incorporated under the Associations Incorporation Act.

The conduct of the Kindergarten is covered by the Rules of the Association, by DEC regulations and under the policies determined by the Management Committee. The Management Committee is made up of current Kindergarten parents in conjunction with the Director and Staff.



1969 - 2019

We are a community run not-for-profit organisation, proudly supporting the community for over 50 years.

Fees

Published Fee rates from 2020 will be \$40.00 per day for 4 year olds; and \$55.00 per day for 3 year olds. *Note:* Children are considered a 4 YO if they turn 4 on or before 31 July. If they turn 4 on 1 August or later, they are considered 3YOs for the full year (*fees are not charged for public & school holiday periods*).

Children with additional health needs or families with a Government Issued Healthcare or Pensioner Card may be eligible for additional fee support. Please contact the office for further information.

Fee changes generally occur in October/November of each year for the following year.

Immunisation Record

From 1 January, 2018 as per the NSW Government health initiative, all children enrolling at preschool must be immunised unless they cannot be due to a medical condition.

In order to complete your registration on our waitlist you will need to provide the centre with the child's immunisation record as held online at the Australian Immunisation Register (AIR). The NSW 'bluebook' or Doctors printout record/copy is no longer able to be accepted.

Children who cannot be fully vaccinated due to a medical condition or who are on a recognised catch-up schedule will still be able to be enrolled upon presentation of the appropriate government form, signed by an appropriate registered medical practitioner.

The centre must have appropriate documented evidence that the children's immunisations are either:

- up to date with their immunisations; or
- are on a recognised immunisation catch-up schedule; before enrolling the child
- or have a medical condition which prevents immunisation(s).

More information on this change is available here:

http://www.health.nsw.gov.au/immunisation/pages/vaccination_enrolment.aspx

Waitlist Application

To register on our waitlist, please complete the attached form and us with a copy of the following:

- Australian Immunisation Record (AIR). This can be downloaded from MYGOV/Medicare;
- A copy of a Government issued proof of age document showing date of birth;
- and pay the registration fee of \$50.00. This fee is used to cover the administrative cost in managing your waitlist registration.

What to Bring/Include to register on our waitlist.

<p>Please bring the following:</p>	<p>1) <i>Either</i> : Child's Birth Certificate; <i>or</i> Child's Australian Citizenship Certificate; <i>or</i> Child's Passport</p> <p>2) Latest copy of Child's Immunisation Record <i>(Download from Medicare or your posted copy from AIR)</i></p> <p>3) The completed Waitlist Application Form (below / attached).</p> <p>4) Payment of \$50.00 → accepted methods are: * Eftpos / Debit or Credit Card payments <i>(Visa or MasterCard)</i> * Bank deposit to our account</p> <p>Account Name : North Epping Kindergarten BSB 633000 Account 121851331</p> <p>** Please include your child's first and surname in the bank transfer details ** to help us match your payment to your application.</p> <p>Please email us details of your bank deposit to: Gabi@nekindy.com.au</p>
<p>Other items to include <i>(if applicable)</i></p>	<p>If you have any supporting documents for Speech or other Special needs including NDIS plans.</p>

How Vacancies are filled

Generally we manage next years' enrolments from June-August the year prior. *Please ensure you include an email address that is accessed regularly.* We send invitations for enrolment are emailed in the first instance. Offers of place in a specific class are made after children commencing school are identified and returning preschool children are re-enrolled.

Thereafter vacancies are filled in accordance to NSW Government policy to ensure that all children have access to quality preschool in the year prior to commencing school and to support families in financial hardship and children of Aboriginal descent. Best represented as:

Existing Enrolments: <i>then</i>	Existing / Returning children (already enrolled in a class at the centre)
New Enrolments: Priority 1 - 4YOs	<ul style="list-style-type: none">• Children who are at risk of harm• Aboriginal and Torres Strait Islander Children• Children from low-income families (Govt Issued : Health Care Card holders)
New Enrolments: Priority 2 - 3YOs	<ul style="list-style-type: none">• Children who are at risk of harm• Aboriginal and Torres Strait Islander Children• Children from low-income families (Govt Issued : Health Care Card holders)
New Enrolments: Priority 3 - 4YOs	<ul style="list-style-type: none">• Children with disabilities or who come from culturally and linguistically diverse backgrounds• Children who turn 4 before 31 July of that year.
New Enrolments: Priority 4 - 3YOs	<ul style="list-style-type: none">• Children with disabilities or who come from culturally and linguistically diverse backgrounds• other 3YO children

Vacancies arise throughout the year. Should a vacancy arise during the year we will endeavour to fill it as per the priority outlined above. We recommend early registration as places within each section are filled in order of the waitlist registration.

Preschool Readiness Information

Children must have turned 3 years old before they can commence at the Kindy.

General Information on what children need at kindy

Children provide their own morning tea/lunch and enough water in a bottle each day

Each day, children have a 45min rest time (*not necessarily sleep time*). Children need to bring a set of cot sheets to put on a rest cot for this time.

Children also bring a spare change of clothes, weather appropriate.

Once a week children choose a library book to borrow, a draw string bag is required to keep the book safe when bring to/from Kindy.

Privacy

We respect the privacy of our families. All information collected is stored safely in our centre for the purpose of providing childcare services, either for waitlist servicing or provision of childcare at our centre. Your information will not be given to third parties unless we are required by law to do so, such as in Family Law or to Government agencies.

Our Contact Details

Address: 275 Malton Road, North Epping

Email : Gabi@nekindy.com.au

Phone : 9869 7344

www.northeppingkindergarten.com.au

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NORTH EPPING

KINDERGARTEN

APPLICATION FOR WAITLIST

(Please complete using CAPITAL LETTERS)

Date Completed ____ / ____ / ____

Details about your child

Given Name(s)			
Last Name			
Date of Birth	____ / ____ / ____	Place of Birth	
Sex	Male / Female <i>(please circle one)</i>	Aboriginal or Torres Strait Islander?	Yes / No <i>(circle one)</i>
Cultural Background		Languages Spoken at home	
Address			
Desired Preschool Start Date/Year <i>(circle one)</i>	a) As soon as possible b) When my child is nearly 4yo or older (year before primary school) c) When my child turns 3yo (2 years before primary school) d) Other <i>(please specify)</i>		
Class Preferences	<i>Please RANK each class in order of preference.</i> <i>1 – Most Preferred Class to 5 – Least Preferred Class.</i>		
	<i>Please cross out any class(es) you are not interested in:</i>		
	<i>Most of our classes have 20 children; our smaller classroom has only 15 children.</i> <i>Each class has at least 2 educators per room.</i>		
	<i>** We will contact you for any vacancy that may arise unless you cross out a specific class group **</i>		
		Monday/Tuesday	<i>2 day classes operate from 8am to 3.30pm</i>
	Wednesday/Thursday <i>(15 children group)</i>		
	Thursday/Friday		
	Monday/Tuesday/Wednesday	<i>3 day classes operate 9am to 3pm</i>	
	Wednesday/Thursday/Friday		

Information about the Parents

Mother's Details

Title		First Name	
Last Name			
Home Address	<i>(please only complete if different to the child's home address)</i>		
Postal Address	<i>(please only complete if different to home address)</i>		
Day Contact Phone		Mobile	
Email			

Father's Details

Title		First Name	
Last Name			
Home Address	<i>(please only complete if different to the child & mother's home address)</i>		
Postal Address	<i>(please only complete if different to home address or mother's postal address details)</i>		
Day Contact Phone		Mobile	
Email			

**** Note please include an email address that you access regularly as we offer preschool places via email for most of our enrolments ****

Your Child's Health Information:

Please provide details if you answer Yes to any of the following (*please circle*):

Has your child:

<i>any</i> Disabilities:	Yes / No
<i>any</i> Allergies:	Yes / No
<i>any</i> Particular Fears:	Yes / No
<i>ever</i> Experienced Asthma	Yes / No
Had a hearing test (<i>other than at birth</i>)	Yes / No
Had a speech/language assessment	Yes / No
<i>any</i> Dietary restrictions (medical or cultural)	Yes / No
Does your child have any special needs/requirements?	Yes / No
Please detail the treatment of these special needs.	
Do you have any concerns with your child's development?	Yes / No
Does your child have an NDIS plan for any requirements listed above?	Yes / No / Not Applicable <i>Please attach a copy of any supporting documents to your application.</i>

Your Child's Health/Immunisation/Other Information:

From 1 January, 2018 all children enrolling at preschool must be immunised unless they cannot be due to a medical condition. Children who cannot be fully vaccinated due to a medical condition or who are on a recognised catch-up schedule will still be able to be enrolled upon presentation of the appropriate form signed by a medical practitioner. The centre must have appropriate documented evidence that the children's immunisations are either:

- up to date with their immunisations; or
- are on a recognised immunisation catch-up schedule; before enrolling the child; or
- have a medical condition which prevents immunisation(s).

More information is available here:

www.health.nsw.gov.au/immunisation/pages/vaccination_enrolment.aspx

www.health.nsw.gov.au/immunisation/Documents/sample-acir-immunisation-history-statement.pdf

<p>Is your child immunised? Are the immunisations up to date?</p> <p>(as per the Australian Immunisation Schedule)</p>	<p>YES/NO</p> <p>YES/NO</p> <p>Attach/Provide a copy of Australian Immunisation History Statement</p> <p>If you Answered NO to either question above, please provide more information:</p>																		
<p>Does your family have a NSW GOVT ISSUED PCC/HCC Card ?</p> <p><i>Applicable for low income families only. (This is NOT your private health fund or Medicare card)</i></p>	<p>YES/NO <i>(circle one)</i></p> <p>HCC/PCC CARD No:</p> <p>EXP /</p>																		
<p>How did you hear about us?</p>																			
Office Use Only																			
<p>Date Received ___ / ___ / ___</p> <p>Waitlist Fee Paid Cash / Card / EFT</p>	<table border="1" style="width: 100%;"> <thead> <tr> <th colspan="3" style="text-align: center;">Copies of Documents provided</th> </tr> </thead> <tbody> <tr> <td style="width: 33%;">Birth Certificate</td> <td style="width: 33%;">Yes / No</td> <td style="width: 33%;">Immunisation Record (AIR)</td> </tr> <tr> <td>Passport</td> <td>Yes / No</td> <td>Yes / No</td> </tr> <tr> <td>Citizenship Certificate</td> <td>Yes / No</td> <td></td> </tr> <tr> <td>PCC/HCC Card</td> <td>Yes / No</td> <td></td> </tr> <tr> <td>NDIS / Other Docs</td> <td>Yes / No</td> <td></td> </tr> </tbody> </table>	Copies of Documents provided			Birth Certificate	Yes / No	Immunisation Record (AIR)	Passport	Yes / No	Yes / No	Citizenship Certificate	Yes / No		PCC/HCC Card	Yes / No		NDIS / Other Docs	Yes / No	
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