



Made your decision about which Kindergarten?

For 2018 enrolments,
you need to act by 21st July, 2017

Fill out your Enrolment Application Form

Please fill this in and return to the NERPSA office.

Deliver to: NERPSA, 1 Handley St, Wangaratta
(Located in the Children's Services Centre)

Email to: admin@nerpsa.com.au

Post to: NERPSA, 1 Handley St, Wangaratta 3677

Refer to the Enrolment timeline over the page for dates. If you do not receive information by the specified date or you are unsure, please contact us.

Who is NERPSA?

North East Regional Pre School Association (NERPSA) is the licensee of the following ten Kindergartens:

Appin Park Kindergarten, Bernard Briggs Kindergarten, Christopher Robin Kindergarten, Coronation Kindergarten, Glenrowan Kindergarten, Moyhu Kindergarten, Munro Ave Kindergarten, The Hub Kindergarten, Violet Town Kindergarten, Wangaratta West Kindergarten

In simple terms, it employs staff and looks after funding obligations and regulations to ensure quality standards are adhered to. NERPSA is the umbrella organisation whose Board of Management is currently made up of elected representatives from its member sites as well as Community members. It works with Regulatory Bodies, Department of Education and Training (DET), Councils and other associated bodies.

NERPSA employs a cluster manager and administrative assistant to work on day to day management issues as well as an Education Manager to support staff.

Each member site has its own Committee, which takes care of the day to day issues at the site including fundraising to ensure the site's viability.

NERPSA provides a centralised enrolment and fee system for all kindergarten sites. This lightens the load on site staff and site Committees. Information is accessible to those who need it and changes can be made without having to visit individual sites. Fees are paid directly into NERPSA's bank account according to the fee schedule.

Enrolment Timeline

Date Due	Activity	What do I need to DO?
Monday 22 nd – Friday 2 nd June	Open days for prospective parents	Parents welcome to attend to finalise their choice of kindergarten.
Friday 21 st July	All Enrolment Application forms for 2018 enrolments need to be returned to NERPSA by this date.	Please fill in the Enrolment Application form to make sure your child is registered correctly. N.B. Please ensure you have attached a copy of your child's Australian Childhood Immunisation Register Statement as well as copies of concession cards (if required).
Friday 4 th August	First round offers of kindergarten places will be sent out by NERPSA with Acceptance Form.	
Friday 25 th August	Completed Acceptance Forms returned to NERPSA and deposits paid into bank account by this date to secure kindergarten places for 2018. Forms returned to NERPSA, 1 Handley St, Wangaratta (in the Children's Services Centre).	Fill out and return forms to NERPSA office by this date. Make deposit payments into NERPSA bank account according to details on invoice issued (where required).
Friday 1 st September	NERPSA to send out second round offers and letters to be sent to those who missed out on places at all sites detailing their options.	Acceptances to be returned by 15 th September.
Monday 16 th – Friday 27 th October	For Kindergartens running multiple groups, information regarding session times will be forwarded by the individual Kindergarten to parents during this time.	

Dates to Remember

School Terms 2018

Term 1:	29 th January – 29 th March
Term 2:	16 th April – 29 th June
Term 3:	16 th July – 21 st September
Term 4:	8 th October – 21 st December

Please note: The first week of Term One will be a staggered start at each Kindergarten.

Public Holidays 2018

Labour Day:	Monday 12 th March
Easter:	Friday 30 th March to Monday 2 nd April
Anzac Day:	Wednesday 25 th April
Queen's Birthday:	Monday 11 th June
Melbourne Cup Day:	Tuesday 6 th November



KINDERGARTEN SESSION TIMETABLES

APPIN PARK KINDERGARTEN

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BLUE WRENS 8.30 – 2.30	RED ROBINS 8.30 – 2.30	RED ROBINS 8.30 – 11.30	BLUE WRENS 8.30 – 2.30	RED ROBINS 8.30 – 2.30
		BLUE WRENS 12.00 – 3.00		

BERNARD BRIGGS KINDERGARTEN

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
GEEEN GROUP RED GROUP 9.00 – 2.00	RED GROUP ORANGE GROUP 9.00 – 2.00	GREEN GROUP ORANGE GROUP 9.00 – 2.00	RED GROUP ORANGE GROUP A 9.00 – 2.00	GREEN GROUP ORANGE GROUP B 9.00 – 2.00

CHRISTOPHER ROBIN KINDERGARTEN

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
POSSUMS 9.00 – 3.00	POSSUMS 8.45 – 11.45	KOOKABURRAS 9.00 – 3.00	POSSUMS 9.00 – 3.00	KOOKABURRAS 9.00 – 3.00
	KOOKABURRAS 1.00 – 4.00			

CORONATION KINDERGARTEN

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
GREEN 8.45 – 2.45	BLUE 8.45 – 2.45	GREEN 8.45 – 2.45	BLUE 8.45 – 2.45	BLUE 8.45 – 11.45
				GREEN 12.30 – 3.30

GLENROWAN KINDERGARTEN

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	4 YEAR OLDS 9.00 – 2.00	4 YEAR OLDS 9.00 – 2.00	4 YEAR OLDS 9.00 – 2.00	
		3 YEAR OLDS 9.00 – 12.00		

MOYHU KINDERGARTEN

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	4 YEAR OLDS 9.00 – 2.00	4 YEAR OLDS 9.00 – 2.00	4 YEAR OLDS 9.00 – 2.00	OCCASIONAL CARE 9.00 – 2.00
		3 YEAR OLDS 9.00 – 12.00		

MUNRO AVE KINDERGARTEN

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
4 YEAR OLDS 9.00 – 2.00	4 YEAR OLDS 9.00 – 2.00	3 YEAR OLDS 9.00 – 12.00	4 YEAR OLDS 9.00 – 2.00	

THE HUB KINDERGARTEN (3 YEAR OLD ONLY)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TADPOLES 9.00 – 12.00	JOEYS 9.00 – 12.00			
PUGGLES 12.45 – 3.45				

VIOLET TOWN KINDERGARTEN

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	4 YEAR OLDS 8.45 - 1.45	OCCASIONAL CARE 9.00 – 1.30	4 YEAR OLDS 8.45 - 1.45	4 YEAR OLDS 8.45 - 1.45
	3 YEAR OLDS 9.00 – 12.00			

WANGARATTA WEST KINDERGARTEN

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
GROUP A 8.45 – 2.45	GROUP A 8.45 – 2.45	GROUP A 8.45 – 11.45	GROUP B 8.45 – 2.45	GROUP B 8.45 – 2.45
		GROUP B 12.45 – 3.45		



ABN 60 038 764 572
1 Handley Street
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Tel: 5721 2755
www.nerpsa.com.au

NERPSA Enrolment Policy Summary

1. Application For A Place

- 1.1. NERPSA Enrolment Application Forms will be accepted from Monday 22nd May for children to attend Kindergarten the following year.
- 1.2. The closing date for NERPSA enrolment applications will be Friday 21st July for children to attend Kindergarten the following year.
- 1.3. NERPSA Enrolment Application Forms are available from NERPSA, individual Kindergartens or the NERPSA web site and one is attached to the NERPSA Enrolment Policy Summary.
- 1.4. To facilitate the inclusion of all children into the program, the NERPSA Enrolment Application Form should clearly identify any additional or specific needs of the child.
- 1.5. Parents/guardians of children applying for a second year of funded kindergarten or currently attending a three-year-old program must submit a NERPSA Enrolment Application Form for the following year.
- 1.6. Completed NERPSA Enrolment Application Forms are to be forwarded to the NERPSA office.
- 1.7. Access to completed NERPSA Enrolment Application Forms will be restricted to NERPSA staff and individual kindergarten staff, unless otherwise specified by NERPSA.

2. Procedure For A Late Application For Enrolment

- 2.1. Applications received after the closing date will be considered, once all other applicants have been offered a place, in line with the eligibility and priority of access criteria of NERPSA.

3. Allocation Within Groups

- 3.1. Where the individual kindergarten provides more than one funded kindergarten program, places within the programs will be allocated by the individual kindergarten after confirmation of acceptance of a place at that kindergarten.

4. Offer of Places

- 4.1. NERPSA will administer the offer of all places to applicants or placement on the waiting list.
- 4.2. Places will be allocated to applicants in accordance with the eligibility and priority of access criteria of NERPSA.

Note: Places will not be allocated to children until any substantial debt owed by the family to NERPSA is paid, or a payment plan is agreed to between the family and NERPSA. (Refer to the NERPSA Fees Policy.)

- 4.3. Offer of places in the three-year-old program/s and the funded kindergarten program will be made at the same time.
- 4.4. Applicants who are successful will be notified, in writing, of a confirmed place.

- 4.5. Parents/guardians who do not wish to accept the offer of a place, or intend to withdraw their enrolment, will be requested to notify NERPSA in writing as soon as possible.
- 4.6. Second- and third-round offers will be made if places exist in a Kindergarten program.
- 4.7. First term fees will be payable on acceptance of a place. This fee will not be required if children are eligible for the fee subsidy (refer to NERPSA Fees Policy).
- 4.8. An individual kindergarten enrolment form and other relevant information will be provided by the individual kindergarten after the place is accepted and fees paid.
- 4.9. Once a position has been offered and accepted for an individual NERPSA kindergarten placement the application will be removed from the NERPSA waiting list.

5. Eligibility And Priority Of Access Criteria For The Funded Kindergarten Program

- 5.1. The following children are eligible for attendance in the funded kindergarten program:
 - 5.1.1. Children who have been granted approval to receive funding for a second year of kindergarten
 - 5.1.2. Children who were eligible to attend in the previous year but deferred.
 - 5.1.3. Children who will have turned four years of age by 30 April in the year they will attend kindergarten
 - 5.1.4. Children turning six years of age in their year at kindergarten who have been granted an exemption from school-entry age requirements by their regional office of the DET (Refer to DET Victorian Kindergarten policy, procedures and funding criteria)
 - 5.1.5. Children who are younger than the eligible age, but whose parents/guardians have submitted a written request for their child to attend school the following year to their regional office of the DET, or the non-government school their child will be attending (a copy of the written request and DET approval must be attached with the application)

Note: Parents/guardians are to be advised that very few requests are approved by DET. If the child attends kindergarten early, but does not proceed on to school the following year, the child will be unable to access another year unless they are funded by DET for a second year
 - 5.1.6. Three-year-old Aboriginal and Torres Strait Islander children and children known to Child Protection have an ability to attend up to 15 hours a week of a funded early childhood program planned and delivered by a qualified early childhood teacher.
- 5.2. When there are more applications than places available, determination of priority of access will take into account the following criteria list:
 - Children who have received funding for a second year of Kindergarten
 - Children who are of Aboriginal or Torres Strait Islander descent
 - Children who are known to Child Protection
 - Children who have deferred the previous year
 - Children with additional needs
 - Children eligible for the Kindergarten Fee Subsidy
 - Children who have had siblings attend their preferred Kindergarten
 - Children whose nearest kindergarten to their place of residence is a rural kindergarten (Glenrowan, Moyhu, Violet Town) will be given priority of access to that rural kindergarten.

Remaining places will be allocated by ballot.
- 5.3. Exceptional circumstances that require consideration beyond the eligibility and priority of access criteria should be made in writing and will be reviewed by NERPSA on a case-by-case basis.

6. Eligibility And Priority of Access Criteria For Three-Year-Old Children

- 6.1. Children are eligible for attendance in the three-year-old program provided they have turned three prior to commencement. A second year of 3 year old Kindergarten will be offered to children who require it.
- 6.2. When there are more applications than places available, determination of priority of access will take into account the following criteria list:
 - Children who are of Aboriginal or Torres Strait Islander descent
 - Children who are known to Child Protection
 - Children with additional needs.
 - Children who have had siblings attend their preferred Kindergarten
 - Children whose nearest kindergarten to their place of residence is a rural kindergarten (Glenrowan, Moyhu, Violet Town) will be given priority of access to that rural kindergarten.

Remaining places will be allocated by ballot.

- 6.3. Exceptional circumstances that require consideration beyond the eligibility and priority of access criteria should be made in writing and will be reviewed by NERPSA on a case-by-case basis.

7. Waiting Lists

- 7.1. Applications will be entered in the waiting list using the eligibility and priority of access criteria.
- 7.2. Waiting lists for positions within the individual kindergartens will be managed by NERPSA.
- 7.3. Should a position become available NERPSA will contact the applicant and commence the enrolment process.
- 7.4. Once a position has been offered and accepted for an individual kindergarten placement, the application will be removed from the NERPSA waiting list.

8. Immunisation information

- 8.1. In order to be offered a place at a Kindergarten, Victorian legislation which commenced on January 1, 2016 requires that a child must be:
 - Fully immunised or up-to-date according to the Immunisation Schedule Victoria; or
 - On a catch-up vaccination schedule; or
 - Has a medical condition preventing them from being vaccinated.
- 8.2. An immunisation status certificate will be required to accompany the Enrolment Application Form in order for the enrolment to be considered. The required certificate from the Australian Childhood Immunisation Register (ACIR) can be requested at any time by contacting Medicare:
 - Phone 1800 653 809
 - Email acir@medicareaustralia.gov.au
 - Visit the Medicare website
 - Visit your local Medicare office
- 8.3. If the required certificate is unable to be provided, options will need to be discussed with NERPSA as to the enrolment application. If a child's next vaccinations are due up to two months before Kindergarten commences, a new immunisation status certificate is required to be provided to NERPSA before the child is able to commence.



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1 Handley Street
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Tel: 5721 2755
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NERPSA Enrolment Application Form 2018

I am enrolling for a: 3 up Group (Glenrowan, Moyhu, Violet Town, Munro Ave & The Hub Kindergartens only)
 4 up Group

CHILD:
First Name: _____ Surname: _____

Date of Birth: ____/____/____ Male Female

PARENT/GUARDIAN:
First Name: _____ Surname: _____

ADDRESS (for postal purposes):

Postcode: _____

RESIDENTIAL ADDRESS (if different to postal address above):

Postcode: _____

PHONE NUMBERS:
Home: _____ Work: _____ Mobile: _____

E-mail _____

Please indicate your preferred kindergarten by marking a number 1 in the box, then your second and third choice by marking 2 and 3 in the appropriate box.

- Appin Park Kindergarten, Appin Street Wangaratta
- Bernard Briggs Kindergarten, Church Street Benalla
- Christopher Robin Kindergarten, Merriwa Park Wangaratta
- Coronation Kindergarten, Swan Street Wangaratta
- Glenrowan Kindergarten, Old Hume Highway Glenrowan
- Moyhu and District Pre-school, Byrne Street Moyhu
- Munro Ave Kindergarten, Munro Avenue Benalla
- The Hub Kindergarten, Burke Street Wangaratta
- Violet Town Kindergarten, Hyacinth Street Violet Town
- Wangaratta West Kindergarten, Cnr Victory Parade and Orkney Street Wangaratta

(Please turn over)

Does your child have an additional need/disability?
If yes please give details:

NO / YES (please circle)

Is your child of Aboriginal or Torres Strait Islander descent?

NO / YES (please circle)

Has your child deferred or is your child requesting a second year of funded kindergarten (Note: second year of funding must be approved by DET)

NO / YES (please circle)

Has your child had siblings attend your preferred Kindergarten?
If yes, please give name(s) of sibling and year of attendance.

NO / YES (please circle)

In order to determine priority of access, please indicate if you are eligible for any of the following concessions and also include a copy of the relevant card with your Enrolment Application Form:

Commonwealth Health Care Card	<input type="checkbox"/>
Pensioner Concession Card	<input type="checkbox"/>
Department Veterans' Affairs Gold Card	<input type="checkbox"/>
Temporary Protection/Humanitarian Visas 447, 451,785 or 786	<input type="checkbox"/>
Asylum-seeker Bridging Visas A-F	<input type="checkbox"/>
Refugee or Special Humanitarian Visas 200-217 or	<input type="checkbox"/>

I have included a copy of the Australian Childhood Immunisation Register Certificate for my child (please see the attached Enrolment Policy Summary for more information).

NO / YES (please circle)

In completing this NERPSA Enrolment Application Form I acknowledge that I have read and understood the attached NERPSA Enrolment Policy Summary. I formally request a position for the year 2018 and will proceed with the enrolment upon its confirmation.

Signed: _____ **Name:** _____ **Date:** _____

*All information given on the enrolment form is deemed to be true. If any information given is found to be incorrect the Kindergarten position may be rescinded.

Thank you for your information.

Please return completed form by Friday, 21st July 2017

**If you require a receipt of lodgment, please include
a self-addressed stamped envelope.**

Please return enrolments to:

Email: admin@nerpsa.com.au or

In person/Mail: NERPSA, 1 Handley Street, Wangaratta, Vic 3677