



# Bundoora Pre-school Three-year-old Program Registration Process



Bundoora Pre-school offers a three-year-old kindergarten program of two, **2.5 hour sessions per week**.

Please note: all children are enrolled for **the two sessions per week**. There is no single session option.

## Registering children for three-year-old kindergarten:

Children can be enrolled in the three-year-old program at Bundoora Pre-school **from the 1st of March of the year prior to being eligible to attend\***. If 1 March is a Saturday or Sunday, the first date for enrolment will be the following Monday.

\* To be eligible to attend the three-year-old program, a child must turn three years old by 30 April of the year they attend. They may not commence until they turn three.

## The Process:

- All registration forms received in person (by close of business), or by post, on **1 March** will be treated equally. **Any registrations received before this date will be treated as if received on 1 March to ensure that the process is fair and equitable.**
- If the number of registrations received on 1 March exceeds the number of enrolment places available, then all registrations will go into a ballot so that enrolment places will be allocated in random order. Once all enrolment places are filled, the remaining registrations will be drawn in random order to be added to the waiting list. This process will be carried out by two committee members and one staff member.
- If the number of registrations received on 1 March is less than the number of enrolment places available, registrations (from 2 March onwards) will then be taken on a first in, first served basis until all enrolment places are full. Once places are filled, the waiting list will commence.
- Those families who secure an enrolment place will receive a letter stating that they have been successful in securing a place on the enrolment list.
- Those families who are placed on the waiting list will receive a letter detailing their number on the waiting list. They will be asked to confirm whether or not they wish to remain on the waiting list.
- **Official offer letters, requesting deposits to secure places, are sent out in the first weeks of July in the year prior to the child attending.** If, at this time, enrolment places become available, families on the waiting list will be contacted to determine if they still wish to have a place in the program.

If you have any questions regarding any of this information, please contact:

**email: [enrolments@bundoorapreschool.com.au](mailto:enrolments@bundoorapreschool.com.au)**

**ph: Bundoora Pre-school 03 9467 5343**

**visit: [www.bundoorapreschool.com.au](http://www.bundoorapreschool.com.au)**