

FOUR YEAR OLD KINDERGARTEN ENROLMENT INFORMATION



CORANGAMITE
SHIRE

Thank you for considering enrolling your child in a Corangamite Shire Council Kindergarten Service. Please note session details are determined once enrolments have been received and may vary from year to year due to enrolment numbers.

1. The Department of Education and Training in conjunction with Corangamite Shire Council provide a funded 4 year old kindergarten program for each child in the year before they start school.

Your child must be four years old on 30 April 2020 to attend a kindergarten program.

2. **Enrolment applications should be received by 28 June 2019.** There are limitations on numbers at each Centre and a place for every application received by the closing date cannot be guaranteed.

Kindergarten places will be offered according to Councils Priority of Access [Refer to Enrolment Policy].

Applications which are received once sessions are full or late applications may be placed on a waiting list. Please refer to the Enrolment Policy for Priority of Access criteria for more information.

NOTE: Kindergarten places will not be allocated to children until any substantial debt owed by the family to Corangamite Shire is paid or a payment plan is agreed to between the family and Council [Refer to Fees Policy].

3. **Proof of your child's date of birth and immunisation history must accompany the enrolment form.** Under National Regulations we cannot confirm your enrolment until this documentation is received. Proof of date of birth can be a copy of a birth certificate or passport; and the immunisation history may be a copy of a printout from the National Register of Immunisation.

Incomplete applications - If an application is incomplete and the required documentation is not received your child's application will not be processed.

4. Council will send an acknowledgement upon receipt of your child's application. Families will be sent additional information in Term 4 to confirm their child's session times, fees and orientation details.
5. To receive the Kindergarten Fee Subsidy, a copy of your current Health Care Card or Pension Card must accompany this application. If you commence receiving a Health Care Card or Pension Card during 2019 please forward a copy to our offices. It is important that this be done as soon as possible.

If the card expires during 2020 you will be charged full term fees after the expiry date until you provide a copy of your updated card.
6. Kindergarten services are now required to collect information from all parents and guardians about their education and employment. Please complete the attached Parent Education form.
7. If you would like your child to complete their final Key Ages and Stages [3.5 year check] with the Maternal & Child Health Nurse prior to your child commencing kindergarten please contact Corangamite Shire Council Maternal Child Health Service on 1800 552 902 to make an appointment.
8. If your child will turn six years of age [compulsory school age] before or while attending their first or second year of funded kindergarten please contact the Early Years Coordinator for more information on how to apply for school exemption.

Enquiries regarding kindergarten enrolments should be directed to:

**Kim Mitchem [Early Years Coordinator] Email: kim.mitchem@corangamite.vic.gov.au or
Carolyn Morey [Administration Officer] Email: carolyn.morey@corangamite.vic.gov.au**

Corangamite Shire Council, PO Box 84, Camperdown, 3260. Ph: 5593 7100. www.corangamite.vic.gov.au

FOUR YEAR OLD KINDERGARTEN PARENT EDUCATION AND OCCUPATION DETAILS



CORANGAMITE
SHIRE

PARENT EDUCATION AND OCCUPATION DETAILS

	PARENT 1 (primary carer)	PARENT 2 (leave blank if not applicable)
Education		
What is the highest year of primary or secondary school the parent/guardian has completed? [Tick one]	<input type="checkbox"/> Year 9 or equivalent or below	<input type="checkbox"/> Year 9 or equivalent or below
	<input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Year 10 or equivalent
	<input type="checkbox"/> Year 11 or equivalent	<input type="checkbox"/> Year 11 or equivalent
	<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> Year 12 or equivalent
What is the level of the highest qualification the parent/guardian has completed? [Tick one]	<input type="checkbox"/> No non-school qualification	
	<input type="checkbox"/> Certificate I to IV [including trade certificate]	
	<input type="checkbox"/> Advanced Diploma/Diploma	
	<input type="checkbox"/> Bachelor Degree or above	
Occupation		
What is the occupation of the parent/guardian?	<input type="checkbox"/> A	<input type="checkbox"/> A
What is the occupation group of the parent/guardian? Please tick the appropriate parental occupation group from the attached list (see Parental Occupation Group Codes). If the person has not been in paid work for the last 12 month, in 'N'. If the person is no currently in paid work but has had in the last 12 months, or has retired in the last 12 months, please use their last occupation to select from the attached occupation group list.	<input type="checkbox"/> B	<input type="checkbox"/> B
	<input type="checkbox"/> C	<input type="checkbox"/> C
	<input type="checkbox"/> D	<input type="checkbox"/> D
	<input type="checkbox"/> N	<input type="checkbox"/> N

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PARENTAL OCCUPATION INDEX

MANAGERS		
Chief Executives, General Managers and Legislators	Chief Executives and Managing Directors, Corporate General Manger, Defence Force Senior Officer, Local Government Legislator, Member of Parliament	A
Farmers and Farm Managers	Aquaculture Farmers, Crop Farmers, Livestock Farmers, Mixed Crop, Livestock Farmers	A
Specialist Managers	Advertising, Public Relations and Sales Managers, Business Administration Managers, Construction Managers, Education, Health and Welfare Services Managers	A
Hospitality, Retail and Service Managers	Accommodation and Hospitality Managers, Retail Managers	B
PROFESSIONALS GENERALLY WITH BACHELORS DEGREE OR ABOVE		
Arts & Media Professionals	Music Professionals, Photographers, Journalists and Other Writers	A
Business, Human Resource and Marketing	Accountants, Auditors and Company Secretaries, Financial Brokers and Dealers, and Investment Advisors, Human Resource and Training Professionals, Information and Organisation Professionals, Sales, Marketing and Public Relations Professionals	A
Design, Engineering and Science Professionals	Architects, Designers, Planners and Surveyors, Engineering Professionals	A
Education Professionals	Early Childhood Teachers, School Teachers, Tertiary Education Teachers	A
Health Professionals	Health Diagnostic and Promotion Professionals, Health Therapy Professionals, Medical Practitioners, Midwifery and Nursing Professionals	A
ICT Professionals	Business and Systems Analysis, and Programmers, Database and Systems Administrators, and ICT Security Specialists	A
Legal, Social and Welfare Professionals	Barristers, Judicial and Other Legal Professionals, Solicitors, Counsellors, Psychologists, Social Workers, Ministers of Religion	A
TECHNICIANS AND TRADES WORKERS		
Engineering, ICT and Science Technicians	Agriculture, Medical and Science Technicians, Building and Engineering Technicians, ICT and Telecommunications Technicians	B
Automotive and Engineering Trades Workers	Automotive Electricians and Mechanics, Mechanical Engineering Trades Workers, Panel beaters, and Vehicle Body Builders, Trimmers and Painters	C
Construction Trades Workers	Bricklayers, and Carpenters and Joiners, Floor Finishers and Painting Trades Workers	C
Electrotechnology and Telecommunications Trades Workers	Electricians, Electronics and Telecommunications Trades Workers	C
Food Trades Workers	Chefs Bakers and Pastry cooks, Butchers and Smallgoods Makers, cooks	B C
Skilled Animal and Horticultural Workers	Animals Attendants and Trainers, and Shearers, Horticultural Trades Workers	C
Other Technicians and Trades Workers	Hairdressers, Textile, Clothing and Footwear Trades Workers	C

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PARENTAL OCCUPATION INDEX

COMMUNITY AND PERSONAL SERVICE WORKERS

Health and Welfare Support Workers	Ambulance Officers and Paramedics, Dental Hygienists, Technicians and Therapists, Health Workers, Massage Therapists	B
Carers and Aides	Child Carers, Education Aides, Personal Carers and Assistants	D
Hospitality Workers	Bar Attendants and Baristas, Café Workers, Gaming Workers	D
Protective Service Workers	Defence Force Members – Other Ranks, Fire and Emergency Workers	C
Personal Service Workers	Beauty Therapists, Driving Instructors, Travel Attendants	D
Sports	Sports Coaches, Instructors and Officials, Sportspersons	C

CLERICAL AND ADMINISTRATIVE WORKERS

Office Managers and Program Administrators	Contract, Program and Project Administrators, Office and Practice Managers	B
Personal Assistants and Secretaries	Personal, Assistants, Secretaries, Legal Secretaries	C
General Clerical Workers	General Clerks, Keyboard Operators	D
Inquiry Clerks and Receptionists	Call or Contact Centre Information Clerks, Receptionists	D
Numerical Clerks	Bookkeepers, Accounting, Financial and Insurance Clerks, Bank Workers	D
Clerical and Officer Support Workers	Couriers and Postal Deliveries, Filing and Registry Clerks, Survey Interviewers	D
	Conveyancers and Legal Executives	B
Other Clerical and Administrative Workers	Court and Legal Clerks, Insurance Investigators, Loss Adjusters and Risk Surveyors	C
	Purchasing and Supply Logistics, Debt Collectors, Human Resource Clerks, Inspectors and Regulatory Officers	D

SALES WORKERS & MACHINERY OPERATORS, DRIVERS AND LABOURERS

Sales Agents	Auctioneers, and Stock and Station Agents, Insurance Agents, Real Estate Sales Agents	C
Sales Representatives, Sales Assistants, Salespersons and Sales Support Workers	Sales representatives, Sales Assistants, Pharmacy Sales Assistants, Retail Supervisors, Checkout Operator	D
Machinery Operators, Drivers and Labourers	Machine and Stationary Plant Operators, Road and Rail Drivers, Store persons, Cleaners and Laundry Workers, Factory Process Workers	D