



Sacred Heart Early Learning Centre



Application for Enrolment

Phone: {08} 8924 8737 or {08} 89248736

34 Emery Avenue, Woodroffe NT 0830

Email: elc.shps@nt.catholic.edu.au

www.shpsnt.catholic.edu.au

LOVE ONE ANOTHER AS I HAVE LOVED YOU - JOHN 13:34

HOW TO APPLY FOR ENROLMENT

Thank you for your interest in enrolling your child at

Sacred Heart Early Learning Centre

Completing an application is one of the first steps in the enrolment process.

Should you need help completing the application please seek assistance directly from us.

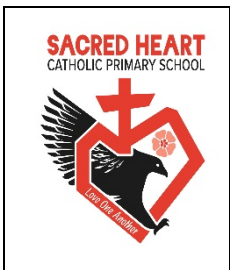
The enrolment process has a number of stages:

- Complete and submit this application for enrolment and pay the enrolment application fee;
- Your application will be processed by the Early Learning Centre;
- You will be invited to an interview where all documentation is required to be presented and verified. At this interview you will be provided with an overview of what the Early Learning Centre can provide. At interview the centre's expectations of parents and students are also discussed;
- You will be contacted by the Early Learning Centre regarding the status of your application;
- If accepted, you may then be offered a place or a position on a waiting list;
- You will be required to sign a Student Enrolment Agreement, accepting the terms and conditions of the ELC by the date indicated in the Letter of Offer; and,
- If you accept and make payment, it is at this point only that enrolment is confirmed.

Copies of the following documents must be included with this application for enrolment.

Documentation – All Student Applications (* Originals will need to be provided/sighted during the enrolment process)

- | |
|--|
| <input type="checkbox"/> Birth Certificate * |
| <input type="checkbox"/> Passport, visa, citizenship documentation (if applicable)* |
| <input type="checkbox"/> Immunisation History Statement |
| <input type="checkbox"/> Baptism Certificate or any other Sacramental Certificates to date (if applicable) |
| <input type="checkbox"/> Current Family Court Orders (if applicable)* |
| <input type="checkbox"/> Relevant medical and/or additional needs information (if applicable) |
| <input type="checkbox"/> Reports of assessments for speech, hearing, cognitive or occupational therapy (if applicable) |



Sacred Heart Early Learning Centre
 34 Emery Avenue, Woodroffe NT 0830

Child's Name

ENROLMENT APPLICATION FORM

ENROLMENT APPLICATION FORM

The Early Learning Centre requires the information sought on this form for its own purposes and to answer questions from various Government and Educational Authorities.

Please remember your original birth certificate (must be sighted) along with a Passport and Visa for students who are not Australian Citizens

Student details

Surname

First Name Middle Name

Preferred First Name

Gender Male Female No Comment Date of Birth

Residential Address

Suburb Postcode

Commencement Year (eg 2020) Child's CRN

Previous ELC/Pre-school

Previous ELC/Pre-School (town or suburb) State

Does the child speak a language other than English at home? Yes No

If so please, specify the one that is spoken most often

Religion

| Preferred Sessions Your Child Will Attend Each Week | | Preferred Days/Times Your Child Will Attend Each Week | | | |
|---|--------------------------|---|--------------------------|----------------------|----------------------|
| Full Time Session: 07:00am - 5:45pm | <input type="checkbox"/> | | | Arrival Time | Departure Time |
| Daily Session: 07:00am - 5:45pm | <input type="checkbox"/> | Monday | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| | | Tuesday | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| Start Date: | | Wednesday | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| | | Thursday | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| | | Friday | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |

Child's Residential Status *(original documents to be sighted and copies to be retained by the College)*

Australian Citizen (Naturalisation Certificate or Passport if country of birth is not Australia)

Permanent Resident (Passport if country of birth is not Australia)

Temporary Resident (Passport and visa)

Other/Visitor/Student (Passport and visa)

| Child's Visa | | <i>(original documents to be sighted and copies to be retained by the College)</i> | |
|---|--|--|----------------------|
| Does the child have a Visa? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If Yes, what is the date of arrival in Australia ___/___/___ | |
| First Australian school year | <input type="text"/> | Former Name (If applicable) | <input type="text"/> |
| <i>(The ELC must verify eligibility for enrolment of all VISA students with Department of Home Affairs prior to an offer of enrolment being made)</i> | | | |
| Passport Number | <input type="text"/> | Visa Type/Subclass | <input type="text"/> |
| Passport Nationality | <input type="text"/> | Visa Expiry Date | <input type="text"/> |
| Passport Expiry Date | <input type="text"/> | <i>(original documents to be sighted and copies to be retained by the College)</i> | |

| Child's Nationality | |
|-------------------------------|---|
| Government Requirement | Country of Birth: <input type="checkbox"/> Australia <input type="checkbox"/> Other, please specify <input type="text"/> |
| | <i>(Note being born in Australia does not mean a child is an Australian citizen. If Birth Certificate indicates that neither parent was born in Australia further evidence must be provided to determine residency/citizenship)</i> |
| | Indigenous Identifier |
| | Is the child of Aboriginal or Torres Strait Islander origin? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Aboriginal but NOT Torres Strait Islander origin <input type="checkbox"/> |
| | Torres Strait Islander but NOT Aboriginal <input type="checkbox"/> |
| | Both Aboriginal and Torres Strait Islander <input type="checkbox"/> |

| Child's Medical Information | | | |
|--|--|-----------------------|----------------------|
| Doctor's Name | <input type="text"/> | Doctor's Phone Number | <input type="text"/> |
| Child's Medicare Number | <input type="text"/> | Valid To: | <input type="text"/> |
| <i>The Early Learning Centre need to access information from health professionals about how to manage any allergy or medical condition experienced by the child.</i> | | | |
| Allergies | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="text"/> | |
| <i>(please specify any known allergies eg allergy to nuts, penicillin, insect stings, etc)</i> | | | |
| Medical Conditions | | | |
| Please specify any medical conditions of which the ELC should be aware of including any medication taken by the child. (eg Asthma, anaphylaxis, diabetes, vision, hearing and /or prescribed medication) | | | |
| <input type="text"/> | | | |

| | | | |
|--|----------------------|----------------------|----------------------|
| Dentist's name | <input type="text"/> | Dentist's Phone | <input type="text"/> |
| Dental Conditions | | <input type="text"/> | |
| <i>(Please specify any significant conditions the child has had that the ELC should be aware of)</i> | | | |

| Immunisation Status | |
|---|--|
| <i>(NB: Please provide a copy of the Immunisation History Statement)</i> | |
| The Immunisation History Statement is available from: | |
| https://www.humanservices.gov.au/individuals/services/medicare/australian-immunisation-register/how-use-and-update-it/immunisation-history-statements | |
| Immunisation certificate/record provided | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Inclusion Support

Indicate whether the child applying for enrolment has any known or emerging Additional Needs:

| | | | |
|-------------------------|--|---|--|
| Physical Disabilities | <input type="checkbox"/> Yes <input type="checkbox"/> No | Mental Health or Behaviour Needs (e.g Depression, ADHD) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Sensory Impairments | <input type="checkbox"/> Yes <input type="checkbox"/> No | Diagnosed condition affecting Learning | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Chronic Illnesses | <input type="checkbox"/> Yes <input type="checkbox"/> No | Requires “English as a Second Language/Dialect” (ESL/D) support | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Specific Learning Needs | <input type="checkbox"/> Yes <input type="checkbox"/> No | Toilet Trained | <input type="checkbox"/> Yes <input type="checkbox"/> No |

If you have answered Yes to any of the above, please provide full details of those needs and any intervention/support that he/she may be currently receiving (Supporting documentation must be provided)

If ‘Yes’ to any of above, please nominate a person at the current ELC/Pre-school who can assist in the collection of other relevant information.

| | | | | | |
|------|----------------------|----------|----------------------|-------|----------------------|
| Name | <input type="text"/> | Position | <input type="text"/> | Phone | <input type="text"/> |
|------|----------------------|----------|----------------------|-------|----------------------|

***Please note:** If this application is successful it is an essential part of the enrolment contract that the ELC be advised promptly of any changes to the needs of the child over the course of his/her enrolment. The ELC also regularly re-evaluate the child’s needs in order to make all reasonable adjustments to best provide for his/her overall needs within the capacity of the ELC.*

This application gives the opportunity to provide information that will facilitate the smooth transition of your child into our Early Learning Centre. It will assist the ELC to develop appropriate strategies to meet the particular needs of your child. If the information provided is incomplete or misleading, any decision made as to enrolment may be revised.

Special Interests

All children are unique and have particular interests, talents and needs. Please share the insights you have of your child.

Professional Services

Please tick any of these professional services you have accessed with your child

| | | | |
|---|---|--|--|
| <input type="checkbox"/> Speech Therapist | <input type="checkbox"/> Occupational Therapist | <input type="checkbox"/> Optometrist | <input type="checkbox"/> Audiometry / Hearing Specialist |
| <input type="checkbox"/> Psychologist | <input type="checkbox"/> Counsellor | <input type="checkbox"/> Physiotherapist | <input type="checkbox"/> Paediatrician |

Sacramental Information (if applicable)

| Sacrament | Date | Parish | Town/Suburb |
|-----------|------|--------|-------------|
| Baptism | | | |

Siblings

List all children in your family attending school or pre-school (from oldest to youngest), including applicant.

| Name | School/Preschool | Year/Grade (current calendar year) | Date of birth |
|------|------------------|---------------------------------------|---------------|
| | | | |
| | | | |
| | | | |
| | | | |

Court Orders (if applicable)

Are there any current Court Orders relating to the child? Yes No

If yes, copies of these court orders eg AVO's, Family Court/Federal Magistrate Court Orders or other relevant court orders must be provided)

Is there other information you wish the Early Learning Centre to be aware of?

Special Circumstances (if applicable)

Are there any special circumstances about the child seeking to be enrolled that the Early Learning Centre should know prior to enrolment? Yes No
If Yes, please provide a brief description of the circumstances.

Dietary Requirements (if applicable)

Are there any special Dietary Requirements for the child seeking to be enrolled that the Early Learning Centre that we should know prior to enrolment? (eg vegetarian, gluten free, no nuts, etc) Yes No
If Yes, please provide a brief description of the circumstances.

Parent/Guardian 1 Details

| | | | | | |
|---|--|---------------------|----------------------|--------------|----------------------|
| Title | <input type="text"/> | Family Name | <input type="text"/> | Given Name/s | <input type="text"/> |
| Relationship to child | <input type="text"/> | Parent/Guardian CRN | <input type="text"/> | | |
| Address | <input type="text"/> | | | | |
| Does the child reside at this address? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| Phone Work | <input type="text"/> | Mobile | <input type="text"/> | | |
| Are you the preferred SMS, email and postal mail contact for the child? (for alerts, last minute changes to excursions, emergencies reports etc) | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| Email | <input type="text"/> | | | | |
| Occupation | <input type="text"/> | | | | |
| Employer | <input type="text"/> | | | | |
| Date of Birth: | <input type="text"/> | | | | |

Parent/Guardian 2 Details

| | | | | | |
|---|--|---------------------|----------------------|--------------|----------------------|
| Title | <input type="text"/> | Family Name | <input type="text"/> | Given Name/s | <input type="text"/> |
| Relationship to child | <input type="text"/> | Parent/Guardian CRN | <input type="text"/> | | |
| Address | <input type="text"/> | | | | |
| Does the child reside at this address? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| Phone Work | <input type="text"/> | Mobile | <input type="text"/> | | |
| Are you the preferred SMS, email and postal mail contact for the child? (for alerts, last minute changes to excursions, emergencies reports etc) | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| Email | <input type="text"/> | | | | |
| Occupation | <input type="text"/> | | | | |
| Employer | <input type="text"/> | | | | |
| Date of Birth: | <input type="text"/> | | | | |

Family Details

| | |
|------------------------------|----------------------|
| Parish (eg OLSH Parish) | <input type="text"/> |
| Main Language Spoken at Home | <input type="text"/> |

Fees 2021

| | |
|---|---|
| Enrolment Application Fee | \$50 , payable at the time of submitting the application if not paying your 2 weeks deposit straight away. |
| Enrolment Offered & Accepted | To secure the enrolment a payment of 2 weeks' fees is to be paid on accepting the enrolment offer. |
| Fulltime/Weekly Fees | \$400 (All fees are to be fully paid two weeks in advance at all times) |
| Daily Fees | \$90 (All fees are to be fully paid two weeks in advance at all times) |

NOTES:

- Please contact the Assistant Director or Finance Officer if there are any difficulties in meeting payment commitments.
- Fee increases will be implemented annually effective 1 January in accordance with CPI or market rates
- Families will be provided notice of the new fee schedule no later than 1 September each year.
- The fee will be communicated with families at the time of enrolment and in the service Parent Handbook.
- Fees are automatically deducted from your nominated credit card or bank account through the the ELC's nominated direct debit system.
- A late fee of \$20 + \$2 per minute past closing time will be charged for late pick-ups after 5:45pm.

Child Departure Notification

- Written notification is required at least two (2) weeks, or more, prior to the child's last day.
- If moving to Transition at Sacred Heart Catholic Primary School, an enrolment form must be completed and given to the School Office.

Emergency Contact Information (To be used in the event of an emergency if parents cannot be contacted, eg. Grandparents or friend)

I give the following emergency contacts authorisation to, either one, any or all of the following, if I cannot be contacted:

1. Collect child;
2. Consent to medical treatment;
3. Consent to seek treatment from registered medical practitioner/hospital/ambulance;
4. Consent to seek transportation of the child by an ambulance service;
5. Authorise an educator to take the child out of the centre.

Emergency Contacts

| Full Name | Address | Mobile | Consent Given to: (Please indicate applicable) | | | | |
|------------------------|----------------------|-----------------------------|--|----------------------------|----------------------------|----------------------------|----------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| Parent/Guardian 1 Name | <input type="text"/> | Parent/Guardian 1 Signature | <input type="text"/> | | | | |
| Parent/Guardian 2 Name | <input type="text"/> | Parent/Guardian 2 Signature | <input type="text"/> | | | | |

OFFICE USE ONLY

| | | | | | |
|-------------------|----------------------|---------------------|----------------------|--------------------------|----------------------|
| Family code | <input type="text"/> | Student No | <input type="text"/> | All Certificates sighted | <input type="text"/> |
| Application rec'd | <input type="text"/> | Interview date/time | <input type="text"/> | Enrolment date | <input type="text"/> |
| Offer sent | <input type="text"/> | Offer accepted | <input type="text"/> | Enrolment fee paid | <input type="text"/> |
| Year Level | <input type="text"/> | House | <input type="text"/> | | <input type="text"/> |

PERMISSIONS AND CONSENT

In dealing with this application, it may be necessary for Sacred Heart Catholic Primary School or any part of the Catholic Education Office, Darwin to look at documents held by previous ELC's, health care professionals or other government agencies. This information will be collected, used and stored consistent with the Privacy Act 1988, NT of Australia Information Privacy Act 2002 & Privacy Amendment (Enhancing Privacy Protection) Act 2012. The consent of the owner of the information, while not always necessary, is appreciated and will speed up the assessment of the application.

In accordance with the Enrolment Guidelines and Support Procedures of the Catholic Education Office and the Catholic Education Northern Territory Privacy Policy – Diocese of Darwin, permission must be given by the parent/s or guardian/s of a child to allow the principal or representative to contact, collect and record any relevant information (either orally or via documentary material or report) about the child. To comply with the privacy act 2000 and current NT law I understand that my child's records will be stored in a confidential file, and be permanently archived after he/she has left the Early Learning Centre. Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth) and the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

| | | | |
|-------------------|--|----------------------|--|
| Child Name | | Year of Entry | |
|-------------------|--|----------------------|--|

PERMISSION TO ACCESS DOCUMENTS **Yes** **No**

1. I/We consent to the ELC and the Catholic Education Office gaining access to relevant information about the child to be enrolled that was supplied with the application, held by previous Early Learning Centres/Pre-schools, health care professionals or other government agencies.
2. I/We consent to the ELC and the Catholic Education Office approaching these bodies directly. The information they request may include information related to any of the questions I/We have answered in the application.
3. I/We consent to the release of any relevant information concerning my child to appropriate professionals (medical, therapy or education).

PHOTOGRAPH/ VIDEO PERMISSIONS **Yes** **No**

1. I/We give permission to the School and Catholic Education Office NT to publish or use for training purposes any ELC related material by or about my child, including photographs and or videos in print and online promotional, marketing, media and educational material (eg newsletters, websites, social media, newspapers and publications) without acknowledgement, remuneration or compensation.
2. I/We understand and agree that if I/We do not wish to consent to my/our child's photograph/video appearing in any or all of the publications above, or if I wish to withdraw this permission, it is my responsibility to notify the ELC in writing. I/We understand that, without this permission to publish our child will not be included in the Schools photographic records (ie. Newsletters, class activities, etc.) and will not be included in class photos.

FIRST AID AND MEDICAL TREATMENT **Yes** **No**

1. I/We give permission to the ELC to administer minor and basic first aid if required.
2. I/We give permission to the ELC to administer medication, supplied in original packaging with child's name and DOB, and accompanied by a medical certificate.
3. I/We give permission to authorise the ELC and School staff to seek medical attention for my child should a medical emergency arise. This may include transport to the nearest hospital, medical centre or doctor by ambulance or private vehicle and;
4. I/We agree to meet all costs.

TERMS & CONDITIONS OF STUDENT ENROLMENT

Definitions

1. "Agreement" means a Child Enrolment Contract.
2. "Early Learning Centre", "ELC" and "School" mean a Diocese of Darwin Catholic systemic school.
3. "Fees" based on child care subsidy.
4. "Principal" includes any designated appointee who is for the time being carrying out the duties or exercising the authority of the principal.
5. "Parent/Guardian" is the parent(s) and/or legal guardian named in the application.
6. "Rules" includes National Law, National Regulations and Catholic Education Northern Territory (CENT) Prescribed Policies as designated by the approved Provider from time to time.

Parent/Guardian Responsibilities

- 1.1 The parent/guardian accepts that he/she is primarily responsible for the conduct, attitudes and general education of the child while the child is enrolled at a Catholic ELC in the Diocese of Darwin.
- 1.2 The parent/guardian agrees to support the Catholic ethos of the ELC and School in the education of the child.
- 1.3 The parent/guardian agrees not to engage in social media or allow children to engage in social media that disparages or brings the ELC and School or its employees into disrepute. Further, the parent/guardian acknowledges the right of the ELC to suspend or terminate an enrolment in the event that social media statements are made that defame or disparage the ELC, employees or the Catholic Church.
- 1.4 The parent/guardian understands that photographs containing other children should not be posted without the express consent of the other child/s' parent.
- 1.5 The parent/guardian agrees to show proper care and regard for ELC'S property and the property of others.
- 1.6 The parent/guardian agrees to abide to all work, health and safety obligations.
- 1.7 The parent/guardian agrees to abide by the rules and regulations of the ELC including those pertaining to the program of play based learning and the general operation of the Early Learning Centre. The parent/guardian further agrees that he/she will undertake to be conversant with the policies, regulations and dress codes in place at the ELC and that all rules may be altered or added to at any time by announcement at school's assembly or in the newsletter or by publication on the School website or School Stream app.
- 1.8 The parent/guardian agrees to raise any concerns about the ELC in accordance with the Early Learning Centre and Catholic Education Office policy and procedure. The parent further agrees to make no comments about the ELC and School or any staff or community member, which would bring the ELC or School, its staff or community reputation into disrepute, defame, or humiliate individual staff members.
- 1.9 The parent/guardian agrees to refrain from actions and behaviours that constitute bullying, harassment, vilification and discrimination.
- 1.10 The parent/guardian agrees to refrain from offensive, insulting or derogatory language or conduct.
- 1.11 The parent/guardian agrees to provide the ELC with all information of a medical, psychological or social nature which may be relevant to the child's welfare and education and that any update to this information will be provided promptly throughout the period of enrolment.
- 1.12 The parent/guardian will support the pedagogical methodology, including the use of technology in the delivery of the curriculum and other educational outcomes.

Child Activities

- 2.1 The parent/guardian consents to the child attending and participating in excursions and activities during ELC/OSHC hours as required, in accordance with the curriculum. The parent consents to the ELC/School transporting the child off site, as necessary for any related activity within the Darwin area.
- 2.2 The parent/guardian consents to the child attending and participating in incursions within the school grounds allowing the child to participate/attend school assemblies or special events of the school and to utilise school resources for learning.

Risk and Insurance

- 3.1 The ELC accepts no liability for the loss of personal effects while the child is on site or participating in activities off site.
- 3.2 The ELC does not insure the child's property of any description. It is the responsibility of the Parent to take action in this respect if the Parent considers insurance cover desirable.
- 3.3 The parent/guardian will be responsible for all breakages and damage to ELC property caused by the child.

Fees

- 4.1 The parent/guardian jointly and severally accepts responsibility for the payment of fees and other costs associated with the education of the child as determined and amended from time to time by the ELC (except where exemptions/remissions have been sought and granted) throughout the period of enrolment.
- 4.2 The parent/guardian agrees to abide by the terms for payment of Fees and Charges as outlined in this application, and will pay punctually, as they fall due, all fees and expenses.
- 4.3 The parent/guardian agrees to have all fees fully paid two weeks in advance at all times.
- 4.4 The parent/guardian agrees to provide a minimum of two weeks' notice of intended departure.

- 4.5 The parent/guardian understands that a late fee of \$20 + \$2 per minute past closing time will be charged for late pick-ups after 5:45pm, and will pay punctually on receipt of invoice.
- 4.6 The parent/guardian understands that fees are automatically deducted from the nominated credit card or bank account through the the ELC's nominated direct debit system.
- 4.7 Where more than one parent/guardian is a party to this agreement, each parent is aware of the fee billing arrangements nominated in the application and that the parties nominated are liable for payment of all fees and charges levied by the ELC from time to time.
- 4.8 Applications to vary responsibility for the payment of fees must be in writing and agreed to by all parties, or subject to a legal agreement.
- 4.9 In the event of default of fee payment, the ELC may refer the matter to a debt collection agency and/or credit reporting agency. Any costs associated with the recovery of the debt are the responsibility of the parent/guardian.

Privacy

- 5.1 The parent agrees to the Standard Collection Statement as contained in the Enrolment Application and agrees to its terms including alterations made from time to time.
- 5.2 Sacred Heart Catholic Primary School's Privacy Policy is available on request.

Miscellaneous

- 6.1 If the child is unable to attend through illness or other reasonable excuse, the Parent will inform the ELC through by phoning/emailing the ELC on the morning of the absence. The parent will notify the ELC in writing of any extended absences for whatever reason. If any medical or other emergency arises in which the director/principal considers it impossible or impractical to communicate with the parents/guardians/emergency contacts of the child, the director/principal or his/her designated appointee is authorised to act as he/she may think necessary or expedient having regard to the best interests of the child and the child's health, safety and protection.
- 6.2 The ELC and School will promote the best interests of the child at all times and will remain impartial in the event of any matrimonial or custodial disputes. Where more than one parent/guardian is a party to this agreement the ELC and School may act on the instruction of the residential parent/guardian at the time unless a valid order of the Court states otherwise.
- 6.3 The principal and the Catholic Education Office each has the right at their discretion to close the ELC during any emergency which affects the ELC, during such time and in such circumstances as the principal and Catholic Education Office think fit without creating any right to a refund of any fees paid or payable.
- 6.4 The ELC may survey and interview children and parents/guardians for the purpose of its own research in accordance with the Standard Collection Notice.

These terms and conditions are subject to alteration from time to time. Any alterations will be notified to parents/guardians in writing. Continuing enrolment of a child at the ELC following the receipt of such notice shall be deemed to constitute acceptance of the revised terms and conditions. Signing the parent agreement and declaration on the following page constitutes agreement with the terms and conditions above.

PARENT ENROLMENT AGREEMENT AND DECLARATION

Agreement between Sacred Heart Early Learning Centre and parent/s/guardian/s of:

Please insert child's name

Agreement and Declaration:

1. I /We acknowledge and understand that this Agreement is in force ONLY after I/We formally accept an offer of enrolment from the Early Learning Centre.
2. I/We have read all of the information in the enrolment package.
3. I /We have read and agree to each of the Terms and Conditions of child enrolment as outlined in this application. Failure to comply may result in the termination of the child/family enrolment.
4. I/We have indicated our permissions/consent for our child in relation to various ELC matters and agree to indicate to the ELC in writing if these circumstances change.
5. I/We undertake not to engage in social media or allow our children to engage in social media that disparages or brings the Early Learning Centre or its employees into disrepute. Furthermore, I / we acknowledge the right of the Early Learning Centre to suspend or terminate my/our child/ren's enrolment from the ELC in the event that social media statements are made that defames or disparages the ELC employees or the Catholic Church.
6. I/We agree to honour the financial commitments required by the Early Learning Centre as per any scheduled fees and charges as determined and amended from time to time by the ELC.
7. I/We understand that the information that I/we have provided must be kept up to date throughout the period of enrolment eg. change of address, court orders.
8. I/We agree if my/our child should require urgent medical treatment, the ELC staff are authorised to seek medical attention. This may include transportation to the nearest hospital, medical centre or doctor by ambulance and I/we agree to meet all costs.
9. I/We agree to the ELC pedagogical methodology, including the use of technology in the delivery of curriculum and other educational outcomes.
10. I/We have read the Standard Collection Notice about the collection and management of the personal information.
11. I/We declare that the information provided in the Enrolment Application is, to the best of my/our knowledge and belief, accurate and complete. I/We recognise that, should statements in this application later prove to be false or misleading, any decision made as a result of this application may be reversed, amended or revoked.
12. I/We understand that an offer of enrolment from any ELC/school/ in the Diocese of Darwin does not constitute acceptance into any other ELC, primary or secondary Catholic school/College within the diocese.

Name:

Parent/Guardian 1

Name:

Signature:

Date:

Parent/Guardian 2

Name:

Signature:

Date:

STANDARD COLLECTION NOTICE

| | |
|----|---|
| 1 | The school (the Diocese both independently and through its schools) collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the school. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the school to provide schooling to the student and to enable them to take part in all the activities of the school. |
| 2 | Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care. |
| 3 | Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection Laws. |
| 4 | Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time. |
| 5 | If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your son/daughter. |
| 6 | The school from time to time may also collect and disclose personal information about current or prospective students in accordance with the Education Act or child protection legislation.* |
| 7 | The school may disclose and/or receive relevant personal information to/from debt collection agents and credit reporting agencies. |
| 8 | Personal information collected from students is regularly disclosed to their parents or guardians. On occasions, personal information disclosed to a school counsellor may be disclosed to others who have a legal obligation to receive it without betraying a confidence. However, there will be some occasions where it is necessary to directly pass on material which relates to the wellbeing of a student of the school |
| 9 | Schools may also disclose information under public health and child protection laws or in circumstances where there is a serious threat to an individual's life, health or safety. |
| 10 | The school may store personal information in the 'cloud', which may mean that it resides on servers, which are situated outside Australia. |
| 11 | Parents may seek access to personal information collected about them and their son/daughter by contacting the school principal. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the student or where students have provided information in confidence. |
| 12 | <p>The CENT Prescribed Policy sets out how you may complain about a breach of privacy and how the school will deal with such a complaint. There is a legal responsibility to notify the Regulatory Authority of certain matters within a stated time frame. One of these matters is where a complaint is made in relation to either of the following: a) a complaint alleging that the safety, health or wellbeing of a child was or is being compromised and b) that the law has been breached.</p> <p>CENT takes complaints about the service, its staff, educators, practices and procedures seriously. There are processes in place to ensure all grievances and complaints are addressed, investigated fairly and documented in a timely manner. Please see service complaint procedure.</p> |
| 13 | The ELC from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the ELC's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent. |
| 14 | On occasions, information such as student activities/achievements and similar news is published in ELC/School newsletters and magazines, website and social media sites. Photographs of child activities such as sporting events and ELC excursions may be taken for publication in ELC/School newsletters and magazines and on our intranet, website and social media sites. |
| 15 | If you provide the school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the school and why, that they can access that information if they wish and that the school does not usually disclose the information to third parties. |

* If appropriate



Direct Debit Request

Request and Authority to debit the account named below to pay
Sacred Heart Catholic Primary School

Request and Authority to debit

Your Surname: _____

Your Given names: _____ **“you”**

Child’s Full names: _____ **(SF / ASC / ELC)**

Child’s Full names: _____ **(SF / ASC / ELC)**

Child’s Full names: _____ **(SF / ASC / ELC)**

request and authorise Sacred Heart Catholic Primary School to arrange, through its own financial institution, a debit to your nominated account any amount Sacred Heart Catholic Primary School has deemed payable by *you*.

This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from *your* account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

Insert the name and address of financial institution at which account is held

Financial institution name: _____

Address: _____

Insert details of account to be debited

Name/s on account: _____

BSB number (Must be 6 Digits): |_|_|_|_|_| - |_|_|_|_|_|

Account number: |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

Start date/day for deduction: _____

Frequency (please circle): weekly / fortnightly / monthly / termly

Acknowledgment

By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and Sacred Heart Catholic Primary School as set out in this Request and in your Direct Debit Request Agreement.

Insert your signature and address

Signature _____ (sign and print full name)

Address _____

Date ___ / ___ / ___

Second account signatory (if required)

Signature _____ (sign and print full name)

Address _____

Date ___ / ___ / ___