



# APPLICATION FOR ENROLMENT

## APPLICANT DETAILS

|   |                            |     |    |
|---|----------------------------|-----|----|
| Family Name   | Given Names                |     |    |
| Date of Birth   | Birth Certificate Attached | Yes | No |
| Desired Year of Entry   | Desired Year Level         |     |    |
| Child's Address   |                            |     |    |
| Country of Birth  | Language spoken at home    |     |    |
| Are you a permanent resident?<br><i>(If no, please provide relevant Visa documentation)</i> | Yes                        | No  |    |

## PARENT 1 DETAILS

## PARENT 2 DETAILS

|                 |          |                 |          |
|-----------------|----------|-----------------|----------|
| Title/Full Name |          | Title/Full Name |          |
| Address         |          | Address         |          |
| Suburb          | Postcode | Suburb          | Postcode |
| Phone           |          | Phone           |          |
| Email           |          | Email           |          |
| Occupation      |          | Occupation      |          |
| Religion        |          | Religion        |          |

## GUARDIAN'S DETAILS

*Only complete this section if the Melbourne guardian is NOT one of the parents listed*

|                 |          |          |
|-----------------|----------|----------|
| Title/Full Name |          |          |
| Address         |          |          |
| Suburb          | Postcode | Phone    |
| Email           |          | Religion |
| Occupation      |          |          |

A non-refundable fee of \$200 (inclusive of GST) is payable with this application.

I apply for my/our child to be enrolled as a student at St Peter's Early Learning Centre.

I have read the conditions of enrolment set out on page 3 and agree to be bound by these and by the rules of the Early Learning Centre as set out in the *Enrolment Policy* or as may be implemented from time to time.

Signed:

Signed:

Parent 1

DD/MM/YYYY

Parent 2

DD/MM/YYYY

\*Continued

## RELIGION OF CHILD

Religion of Child

Parish

Parish Priest

Has your child been baptised?

*(If yes, please provide Baptismal Certificate)*

Yes

No

Are any members of the family involved in Parish activities? *(Please elaborate)*

## EDUCATION

Why has St Peter's Early Learning Centre been selected for your child's education?

If offered a position at St Peter's ELC, what do you wish for your child to gain from their experience?

How did you learn about St Peter's ELC?

## ADDITIONAL INFORMATION

Are there any family circumstances (e.g. parents separated or one parent deceased) that the ELC should be aware of?

Does your child have any health concerns?

Yes

No

If yes, please elaborate

Are there any areas of concern or particular needs you would like to raise concerning your child?

To help us support the needs of your child, have they undergone a professional assessment relating to their development?

*(If yes, please attach)*

Yes

No

\*Continued

## RELATIONS TO ST KEVIN'S COLLEGE STUDENTS

*Did the father, grandfather or other immediate relative of the applicant attend St Kevin's College?*

|               |               |
|---------------|---------------|
| Name          | Name          |
| Relationship  | Relationship  |
| Year Attended | Year Attended |

*Have any brothers attended, or are there any booked to attend?*

|      |      |
|------|------|
| Name | Name |
| When | When |
| Name | Name |
| When | When |

## TERMS AND CONDITIONS OF ENTRY TO ST PETER'S EARLY LEARNING CENTRE

- |   |   |
|---|---|
| <p>1 The parent or guardian responsible for payment of fees shall pay such fees and associated charges as fixed by the EREA Board in consultation with the College Advisory Council and the Principal.</p> <hr/> <p>2 All fees and associated charges shall be paid by the date stipulated.</p> <hr/> <p>3 It is the responsibility of the parent or guardian to notify the ELC of any changes in family circumstance that could affect the wellbeing of a student.</p> <hr/> <p>4 Prior to any student leaving the ELC, a term's notice of intention must be given by the parent or guardian to the Head of St Peter's ELC.</p> <hr/> <p>5 All students are subject to such policies and procedures as may, from time to time, be issued and/or updated by the Principal. Parents are expected to ensure that their children obey College and ELC policies and procedures.</p> <hr/> <p>6 The parents/guardians will make good any wilful damage to ELC property or apparatus other than fair wear and tear caused by a student.</p> <hr/> <p>7 All students are expected to participate in regular outings throughout the year, as applicable to the educational program, unless there is medical evidence to state otherwise.</p> <hr/> <p>8 If a student is absent from the ELC through illness, the ELC should be notified on the day of absence and, on their return.</p> <hr/> <p>9 The College reserves the right to discipline, suspend, negotiate a transfer or expel any student whose behaviour or that of their parent or guardian breaches College or ELC Codes of Conduct, Policies, Procedures or the Safety and Wellbeing of others.</p> <hr/> <p>10 The ELC reserves the right to amend any condition without prior notice.</p> <hr/> <p>11 For entry into St Peter's ELC, children are required to be fully immunised.</p> | <p>12 The ELC collects personal information, including sensitive information, about students and parents/guardians before and during the course of the student's enrolment at the ELC. The primary purpose of collecting this information is to deliver educational services to the student. Some of the information collected is also to satisfy the ELC's legal obligations, particularly to enable the ELC to discharge its duty of care. The ELC's Privacy Policy applies to the collection, use and disclosure of personal information by the ELC. (The complete <i>Privacy Policy</i> of the ELC may be found on the St Peter's ELC website at <a href="https://www.stpeterselc.vic.edu.au">https://www.stpeterselc.vic.edu.au</a>).</p> <hr/> <p>13 The ELC is authorised to use photographs and video footage taken of the student whilst attending the ELC or during ELC activities in internal publications and in the St Kevin's Annual Year Book. Parents are asked to consent to the use of their child's image for external publications and electronic media upon offer. It is a requirement of the ELC that parents are respectful of the privacy and rights of others in relation to taking and/or disseminating any photos or videos of ELC activities.</p> <hr/> <p>14 The references in these Conditions of Entry are to each parent or guardian who has signed the Application for Enrolment in relation to the enrolment of their child and, if more than one, each of them jointly and severally so that each of the obligations in these Conditions of Entry upon the parents/guardians are joint and several. The parents/guardians must ensure that the ELC's records on the student and their family are correct and up to date at all times and in particular that the ELC is fully informed at all times as to the parents' and student's residential address/es. The Head of the ELC should be notified promptly of any changes of address or contact information.</p> <hr/> <p>15 The College holds personal accident insurance for all enrolled students. The cover excludes any refund gaps for costs covered by Medicare. For further information, contact the Risk and Compliance Manager at <a href="mailto:risk@stkevins.vic.edu.au">risk@stkevins.vic.edu.au</a>.</p> |
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OFFICE USE ONLY

Amount:

Date: