



ST PAUL'S EARLY LEARNING CENTRE

APPLICATION FOR CHILDREN ATTENDING ELC

PARENTS/GUARDIANS INFORMATIO				
	Parent 1		Parent 2	
Name				
Date of Birth				
Contact Number				
Email				
CRN Centrelink Reference Number				
Address				
Custody Details and/or Parenting orders or plans				
<p>I give the following emergency contacts authorization to, either one, any or all of the following, if I cannot be contacted:</p> <ol style="list-style-type: none"> 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. Authorize an educator to take the child out of the centre 				
Emergency Contacts				
Full Name	Address	Mobile	Consent Given to: (Please circle)	
			1 2 3 4 5	
			1 2 3 4 5	
			1 2 3 4 5	
			1 2 3 4 5	
Parent Name			Signature	

CHILD'S INFORMATION		Family Name:		Child's Address:	
Child's Name	Date of Birth	M/F	Class	CRN Centrelink Reference Number	

Any special cultural, religious or dietary considerations or special needs			
Cultural Background		Language used in child's home	

Medical Information			
I consent to commence First Aid or Medical Treatment (please circle)	Yes No	Signature:	
Doctor's Name			Clinic Name
Address			Phone Number
Child's Medicare Number			
Specific Health Care Needs or Conditions			Details of any allergies
Has your child been diagnosed as at risk of anaphylaxis?			Details of any dietary restrictions
Details of any Medical Management Plan			
Health Record Sighted Y/N		Immunization Status Up-to-Date Y/N	

Required Days					
Full time \$409 per week Permanent - Monday to Friday		Please tick <input type="checkbox"/>			
Part Time \$91 per Day (please circle required days)	Monday	Tuesday	Wednesday	Thursday	Friday
<p>Please contact administration if you are interested in casual bookings 0889851911 or 0889854678</p> <p>Please note a minimum of 2 week's notice is required for casual bookings.</p>					

<p>It is essential for your child's safety that you notify if your child is to be absent. Please ring 89854678</p>
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GENERAL CONSENTS

EMERGENCY

In the event of any accident or illness, I authorize such medical or hospital treatment as my child may require and agree to meet any expenses attached thereto. In the case of emergency I agree for my child to be transported by private vehicle / ambulance. I agree to pay expenses incurred for medical treatment.

PROGRAM

I am willing for my child to participate in all activities offered. I agree it is my responsibility to familiarise myself with the program and to advise the Service in writing if I do not wish my child to participate in a particular activity.

LOCAL EXCURSIONS

I hereby give permission for my child to participate in excursions into St Paul's School, including under-cover areas, library/computer room, classrooms and grounds. I agree it is my responsibility to familiarise myself with the area and manner of the excursion and to advise the Service in writing if I do not wish my child to participate in a particular excursion.

FEE PAYMENT

Fees may be paid to the School Office on a weekly or fortnightly basis by cash, cheque, credit card, Eftpos, electronic transfer or Centrepay (see the school office for further details). Credit payments may be taken over the phone.

Fees will be paid (*please tick whichever is applicable*)

☐ Weekly ☐ Fortnightly

I/We agree to undertake this commitment to pay my/our Fee Account as stated above. Should there be any changes for any reason whatsoever to the Agreement, I/We will notify the Finance Officer immediately. Failure to pay fees will result in your child losing their position in the Early Learning Centre and that for the recovery of fees a debt collection agency will be used and you will be liable for the debt recovery commission. Permanent bookings are secured by payment of weekly fees in advance.

CHANGE OF BOOKING/END OF CARE

Written notification is required 2 weeks in advance. If not given charges will apply.

PRIVACY ACT (Please refer to final page)

I/we have read and agree / disagree (please delete) with the provisions listed in the Privacy Act (refer to last page) for children enrolment at St Paul's Early Learning Centre.

Please note that if you disagree with any of the provisions listed, written notification is required by the School.

I/We understand that in making this application that electronic data currently held at Catholic Schools and Learning Centres in the Northern Territory on students/families may be transferred to St Paul's School.

I/We have completed this application form fully and to the best of my/our knowledge. Further, I/we acknowledge and accept that if it can be demonstrated that I/we have withheld information relevant to the application/enrolment process, especially in relation to this student's individual needs, medical conditions, health care requirements and/or Parenting Orders, then the enrolment may be refused or terminated on this ground.

CONSENT FOR PUBLICATION OF PHOTOGRAPHS AND CHILD'S WORK

From time to time, photographs, videotapes and voice recording of children and their play/learning are taken in the Centre or at places where the children are involved in an excursion or activity. These photos/images/videos/recordings may be used in activities or could be published by the ELC and Catholic Education Office (CEO), magazines, newsletters, displays, journals, professional development materials for teachers and ELC staff, or on the School and/or CEO web site.

Publications:

I/We give consent for my child's photos / images / videos, recordings taken during activities to be published by the ELC and CEO, magazines, newsletters, displays, journals, professional development materials for teachers and ELC staff. In addition, I consent to my child's work being published from time to time in these publications.

Please note: The ELC does not have nappy changing facilities. Your child will need to be toilet trained before commencing at the ELC.

PRIVACY ACT

1. The School collects personal information, including information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
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. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health (and Child Protection)* laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, (Catholic Education Office, the Catholic Education Commission, your local diocese and the Parish)* medical practitioners, and people providing services to the School, including specialist visiting teachers, (sports) coaches and volunteers.
6. 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.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School Newsletters, Magazines and on our website.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils 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 pupil, or where pupils have provided information in confidence.
9. As you may know the School 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 School'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.
10. We may include your contact details in a class list and School directory. If you do not agree to this you must advise us now.
11. 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

Payment Options

Invoices will be emailed weekly with banking details on the bottom of the invoice.

1. Internet Banking
2. EFTPOS / Credit Card (VISA or MasterCard)
3. Cheque
4. Cash
5. Please note that the days you select are the days for which you will automatically be charged.
6. Any expenses, costs or disbursements incurred by St Paul's Early Learning Centre in recovering any outstanding monies, including debt collection agency fees and solicitors plus out of pocket expenses, shall be paid by the customer on demand.

Please maintain your account at least one week in advance.

Signature:

Print Name:

Date:

Signature:

Print Name:

Date::

CHECK LIST - Please ensure the following has been completed:

- ☐ *Completed Application Form in full*
- ☐ *Copy of Birth Certificate*
- ☐ *Copy of Immunisation Certificate enclosed*