

Enrolment at Marymede Early Learning Centre

Child's Name: Entry Year:

Program: (Please tick) 4 Year Old Kindergarten 3 Year Old Kindergarten

Preference: (4yo only) 7.5 Hours x 2 Days per week

5 Hours x 3 Days per week



MARYMEDE
Early Learning Centre

Enrolment Application Form

Family Details: Father / Guardian

Title: (eg. Mr / Dr) First Name Surname

Home Address

Suburb Postcode

Home Phone Work Phone Mobile

Email Language spoken at home

Occupation Religion

Drivers Licence No. Country of Birth

Highest year of secondary schooling completed by the Father / Guardian
(Persons who have never attended secondary school, mark 'Year 9 or below')

Year 9 or below Year 10 or equivalent Year 11 or equivalent Year 12 or equivalent

Highest qualification completed by the Father / Guardian

No post school Qualification Certificate I to IV (including trade certificate)
 Advanced Diploma / Diploma Bachelor Degree or above

Family Details: Mother / Guardian

Title: (eg. Mrs / Ms / Dr) First Name Surname

Home Address

Suburb Postcode

Home Phone Work Phone Mobile

Email Language spoken at home

Occupation Religion

Drivers Licence No. Country of Birth

Highest year of secondary schooling completed by the Mother / Guardian
(Persons who have never attended secondary school, mark 'Year 9 or below')

Year 9 or below Year 10 or equivalent Year 11 or equivalent Year 12 or equivalent

Highest qualification completed by the Mother / Guardian

No post school Qualification Certificate I to IV (including trade certificate)
 Advanced Diploma / Diploma Bachelor Degree or above

Living Arrangements For This Child

Status of Parents Married Separated Divorced Widowed

Living with Mother & Father Single parent: Mother / Father (please circle)

Living in a Blended Family Shared parenting eg. One week with Mother, next with Father

Living with Guardian(s) Other

Court Orders (If Applicable)

Are there any current court orders relating to the child? Yes No

If yes, copies of these court orders eg. AVOs, Family Court / Federal Circuit Court of Australia orders or other relevant court orders must be provided.

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

Child Details

First Name Surname

Preferred Name Date of Birth / / Male Female

Home Address

Suburb Postcode Home Phone

Name of current pre-school/childcare (where applicable)

Number of years enrolled at current pre-school/childcare

Is your child eligible for Early Start Kindergarten? (Must be Aboriginal/Torres Strait Islander or known to Child Protection) Yes No

Religion & Sacramental Information

Religion

Baptism (if Catholic) Yes No Date / /

Nationality

Country of Birth Australia Other – please specify

Is the Child of Aboriginal or Torres Strait Islander origin?

No Yes, Aboriginal Yes, Torres Strait Islander Yes, both Aboriginal and Torres Strait Islander

Children Not Born In Australia, Citizenship Status Required – Government requirement

Please tick the relevant category below and record the Visa Subclass number
(original documents to be sighted and copies to be retained by the school)
Please attach Visa / Document of Travel / letter of notification and passport photo page.

Australian citizen not born in Australia

Australian Citizen (Naturalisation Certificate or Australian Passport number / Document of Travel if Country of Birth is not Australia)

Australian Passport Number (if applicable)

Visa Subclass recorded on entry to Australia (if applicable)

Date of arrival into Australia / /

Not currently Australian citizens

Please provide further details as appropriate below

<input type="checkbox"/> Permanent Resident (if ticked, record the Visa Subclass Number)	Visa Subclass No. <input type="text"/>
<input type="checkbox"/> Temporary Resident (if ticked, record the Visa Subclass Number)	Visa Subclass No. <input type="text"/>
<input type="checkbox"/> Other/Visitor/Overseas Child (if ticked, record the Visa Subclass Number)	Visa Subclass No. <input type="text"/>

Languages

Language spoken at home (if more than one language, indicate the one that is spoken most often)

Medical Information

Do you have Ambulance Cover? Yes No

Medical Conditions: Please specify any medical conditions the child suffers from eg. asthma, anaphylaxis, diabetes and / or any prescribed medications taken by the child.

Allergies: Please list any know allergies the child has eg. allergy to nuts, penicillin, bee stings etc.

Is there any other medical / health information that the Centre needs to be aware of? Yes No

Consent to medical attention

Yes I / We authorise the Centre to consent to my child receiving such reasonable medical or surgical treatment as may be necessary in an emergency including arrangement of an ambulance where required.

Emergency Contacts – Other Than Parent / Guardian

Contact Person 1

Name

Relationship to Child

Home Phone

Mobile

Contact Person 2

Name

Relationship to Child

Home Phone

Mobile

Additional Needs

This application gives you the opportunity to provide information that will facilitate the smooth transition of your child into the Marymede Early Learning Centre. It will assist the Centre 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 this enrolment may be revised.

Does your child have:

Autism Behavior Disorders Hearing Impairment Intellectual Disability

Language Disorder Mental Health Issues ADD/ADHD Vision Impairment

Acquired Brain Injury Other (please specify)

Please assist us by providing the following information

Is your child currently involved in any developmental support programs? E.g Speech Therapy Yes No

Additional learning needs (please provide all relevant information) Yes No

Medical / allied health professional reports attached (please provide all relevant information) Yes No

Is your child currently receiving integration funding due to a disability? Yes No

Financial Information

Responsible for payment of school fees

I / We acknowledge that I am / we are jointly and severally liable to all fees and charges payable and pertaining to my / our child's education at Marymede Early Learning Centre.

Father / Guardian

Title: (eg. Mr / Dr) First Name Surname

Signature

Date / /

Mother / Guardian

Title: (eg. Mrs / Ms / Dr) First Name Surname

Signature

Date / /

Postal Address for Accounts

Address

Suburb Postcode

Siblings

Does your child currently have a sibling attending Marymede Early Learning Centre or Marymede Catholic College? Yes No

Name/s: Current Year Level:

Kindergarten Fee Subsidy

DEECD provides a fee subsidy for eligible families. Please indicate if you are eligible for one of the following concessions, or meet one of the following criteria:

Health Care Card Pensioner Concession Card DVA Gold Card Bridging Visas A-F

Temporary Protection/Humanitarian Visas 447, 451, 785 or 786 Resolution of Status Visa (RoS) Visa Class CD, Subclass 851

Refugee and Special Humanitarian Visas 200-217 Triplets or Quadruplets

Aboriginal or Torres Strait Islander

Supporting documentation will need to be sighted on commencement at Marymede Early Learning Centre by the Administration Staff.

Note: the eligibility of concessions may vary from time-to-time. Up-to-date information can be found at www.education.vic.gov.au/ecsmanagement/careankinder/funding/subsidy.htm

Photography for Publications

At Marymede Early Learning Centre we celebrate the efforts of our children by publicising some of their participation in class activities. This is an integral part of the daily life of the Centre. Images and names of children or samples of their work, from time to time, may be used in the Centre's newsletters, publications, programs for special events, portal, website or digital / social media.

Video footage may also be recorded as part of special events that include concerts and other relevant occasions. Parents and guardians may also record some centre performances as a memento that can be shared with other family members. They may also be provided with copies of centre recordings of some of these events that involve their children.

In accordance with the requirements of the Australian Privacy Principles contained in the Commonwealth Privacy Act 1988, we seek your permission to use your child's photograph / videoed image for these purposes.

Please note the following:

- Photographs / video footage of children may be used on digital / social media in reporting on activities to the Centre community.
- For specific advertising, promotional and marketing programs in print or digital / social media, the Centre will issue an individual permission request.
- It is understood that, from time to time, there may be incidental photographs / video footage taken by other members of the community during more open events such as concerts and other relevant events etc. These are beyond the control of the Centre.
- The permission you give is for the time your child is at Marymede Early Learning Centre. Should you wish to withdraw your permission at any stage, please contact the College Registrar at Marymede Catholic College in writing or via email. This withdrawal can only affect photographs / video footage to be taken after the time you withdraw your permission.
- This permission is given for photographs / videos of your child to be used by Marymede Early Learning Centre in the manner outlined above without acknowledgment, remuneration or compensation.

Yes I give permission for my child's photograph / video and name to be published according to the conditions listed above.

No I do not give permission for my child's photograph / video and name to be published according to the conditions listed above.

I understand and agree that if I do not wish to consent to my child's photograph / videoed image appearing in any or all of the Centre's publications or digital / social media, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the Centre.

Permission to Share Information

Marymede Early Learning Centre seeks to build and maintain a transitional partnership with Marymede Catholic College with a view to ensuring smooth transition for child entering into Primary School at Marymede Catholic College. From time to time, Staff at Marymede Catholic College may contact your child's educator to gain information about your child which may be relevant for use as they transition from Kindergarten into Primary School.

Yes, I give permission for my child's information to be shared with Marymede Catholic College at the discretion of Marymede Early Learning Centre.

Checklist

PLEASE ENSURE THAT THE FOLLOWING COMPULSORY ITEMS ARE ATTACHED WITH YOUR APPLICATION.
APPLICATIONS WITHOUT RELEVANT DOCUMENTATION CANNOT BE PROCESSED.

3 and 4 Year Old Kindergarten

- Birth Certificate
- Immunisation History Statement
- \$33 Application Fee
- Baptism Certificate (where applicable - to be used for future application into Marymede Catholic College if required)

Conditions of Enrolment (please read before signing)

1. Children shall comply with any requirements the Centre may make regarding dress, general appearance, behaviour and participation in the Centre's programme of activities.
2. Parent / Guardians making applications for their child to be admitted as a child of Marymede Early Learning Centre will support the Centre and its policies.
3. Please note, From the 1 January 2016 the Victorian State Government requires children attending Early Childhood Services to have up-to-date immunisation. Should parent/s accept an offer for their child to commence at Marymede Early Learning Centre, commencement is subject to an up-to-date Immunisation Status Certificate being provided. The certificate must be sourced and dated to be within 2 months of the child commencing at Marymede Early Learning Centre. For more information visit <https://www.betterhealth.vic.gov.au/campaigns/no-jabno-play>

Parent / Guardian Declaration

1. Fee accounts are sent out in January for the full year, along with a Direct Debit Form. On this form parents elect how they wish to pay fees for the year. I agree that the fees determined by the Marymede Early Learning Centre Board will be paid by DIRECT DEBIT (via bank account or Credit Card) which is the Centre's mandatory payment option.
2. I agree that the Centre will not held liable for loss of property incurred by my child for any reason whatsoever.
3. Upon submitting this form I acknowledge that Marymede Early Learning Centre accepts this application but gives no guarantee that a place will be available. Enrolment at Marymede Early Learning Centre does not gurantee enrolment at Marymede Catholic College. Enrolment applications at Marymede Catholic College will be accepted based on the individual enrolment policy of Marymede Catholic College.

I / We agree that the information contained in this application is true and accurate.

Signature of Mother / Guardian

Date / /

Signature of Father / Guardian

Date / /

Information submitted in this form is stored in accordance with the Centre's Privacy Policy which can be found at www.marymede.vic.edu.au

Please attach your Application Fee of \$33 (GST Inc.) and return all forms to the Main Office at Marymede Catholic College. This is a NON-REFUNDABLE/NON-TRANSFERRABLE administration fee.

Office Use Only

Date of Application / /

Paid \$

Cash Cheque Eft/Credit Card



MARYMEDE
Early Learning Centre