



WEST MORETON COMMUNITY KINDERGARTEN

Keswick Road

KARRABIN

Q. 4306

Telephone 07 3813 4540

Facsimile 07 3813 4566

Application for Enrolment

STUDENT PARTICULARS

SURNAME: _____ **CHRISTIAN NAMES:** _____

PREFERRED CHRISTIAN NAME: _____

RESIDENTIAL ADDRESS: _____

House/Lot/Portion.No. _____ Name of Street/ Road _____
Suburb/ Town _____ Post Code _____

DATE OF BIRTH: _____ **CURRENT AGE:** _____ **MALE/ FEMALE:** _____

PLACE OF BIRTH: _____ **RELIGIOUS DENOMINATION:** _____

NATIONALITY: _____ **ABORIGINAL or T.S.I. DESCENT ?:** YES/ NO

YEAR OF ENTRY: _____

DO YOU HAVE A CHILD WHO IS CURRENTLY ATTENDING THE COLLEGE ? : YES/ NO

ARE THERE ADDITIONAL NEEDS OF WHICH YOU ARE AWARE THAT YOUR CHILD MAY REQUIRE

DURING HIS/ HER ENROLMENT AT THE CENTRE? Please comment.

If for any reason, your child may need special assistance, e.g. special facilities, special equipment or additional support staff, notify the Centre as soon as possible so that the Centre can plan for facilities or funding can be applied for, to best meet the needs of your child.

PLEASE NOTE: This information is requested to assist the centre in long term planning for the successful inclusion of the child with special needs. The information obtained WILL NOT be used to deny or delay enrolment of the child involved. (At the same time, there is no guarantee of enrolment.)

FAMILY PARTICULARS

	<u>FATHER/ GUARDIAN</u>	<u>MOTHER/ GUARDIAN</u>
<u>TITLE:</u>		
<u>SURNAME:</u>		
<u>CHRISTIAN NAMES:</u>		
<u>RESIDENTIAL ADDRESS:</u>		
	House/Lot/Portion No.	House/Lot/Portion No.
	Street/ Road Name	Street/ Road Name
Town/ Suburb and Post Code:		
<u>POSTAL ADDRESS:</u>		
Town/ Suburb and Post Code:		
<u>HOME TELEPHONE:</u>		
<u>BUSINESS TELEPHONE:</u>		
<u>MOBILE TELEPHONE:</u>		
<u>RELIGION:</u>		
<u>CITIZENSHIP:</u>		
<u>OCCUPATION:</u>		
<u>EMPLOYMENT PARTICULARS:</u>	FULL TIME — PART TIME	FULL TIME — PART TIME
	CASUAL — NOT EMPLOYED	CASUAL — NOT EMPLOYED
<u>PERSON(S) TO BE RESPONSIBLE FOR FEES</u>		
	Printed Name	Printed Name
	Signature	Signature

FAMILY SITUATION (Please Tick)

Married Separated/ Divorced Other _____

Is there a Second Parent who should be recorded on the records? YES/ NO

If YES — Surname: _____ First Name: _____

Address: _____

Should General Correspondence be sent to this Parent? YES/ NO Accounts? YES/ NO

ENROLMENT POLICY

The following is the process of enrolment for students into West Moreton Community Kindergarten.

- Parents interested in placing their child's name on the Waiting List are requested to arrange a visit to the Kindergarten where practicable to meet the Director and view the educational facility.
- When this form and the required **\$22 Waiting List Fee** is received, the child's name is placed on the Waiting List for the relevant year. The Waiting List Fee is non-refundable.
- A letter confirming receipt of the Waiting List Fee will be sent to the parents as soon as possible. The letter will contain advice concerning the next stage of enrolment.
- In September/October in the year prior to the child commencing, the Director shall contact parents confirming their enrolment at the Kindergarten. An **Enrolment Fee of \$100** is payable at that time. Other than in circumstances deemed by the West Moreton Community Kindergarten Committee to be exceptional, the Enrolment Fee is not refundable.
- Also at this time the Director shall arrange a mutually suitable time for an interview. This interview will provide an opportunity for the Staff to become familiar with the child and to ensure the Kindergarten has the facilities and educational program to support the child's requirements.
- A family discount of 5% of Kindergarten fees is applied for a second and subsequent children in the same family enrolled at the Kindergarten.
- Enrolment is offered in strict order of the Waiting List and within guidelines of the West Moreton Community Kindergarten Waiting List Policy.
- In the event of having to withdraw a child from the Kindergarten, two week's notice in writing is required. In the absence of such notice, a fortnight's fee is payable. No deductions are made for delays in returning to kindergarten or for absence during the term. Please note that public holidays and sick days are part of the fee structure and as such, are to be paid. Any family wishing to change the status of their child attending Kindergarten to the alternate session, eg. from a 3 Day session to a 2 Day session, is also subject to giving two week's notice in writing, and in the absence of such, is required to pay a fortnight's fee.
- Payment for West Moreton Community Kindergarten Term fees and Before and After Kindergarten Care is to be made by direct debit on a fortnightly basis or alternatively full payment can be made prior to the commencement of term and each term thereafter. In the case of mitigating circumstances a written request can be made to the committee regarding alternative payment arrangements. In the event of accrued outstanding fees my/our child's/children's placement in the West Moreton Community Kindergarten **may** be forfeited.
- Late Payment of Fees: Where an account remains outstanding, and satisfactory payment arrangements have not been made by close of business on the due date for payment, the Kindergarten will apply an Administrative Charge of \$40. This charge will be added to the fee account. Should the Kindergarten need to refer to a Collection Agency or to start legal action to recover fees, these costs shall be added to the amount outstanding.
- In the case of a dishonoured cheque a fee of \$40 will be charged. In the case of a rejected direct debit a fee of \$40 will be charged.
- I/We have read and accept the above Enrolment Policy of the West Moreton Community Kindergarten and wish to forward herewith this Application for Enrolment on behalf of our son/daughter.

The Waiting List Fee of \$22 / Enrolment Fee of \$100 is attached.

.....
Signature of Father/Male Guardian

.....
Signature of Mother/Female Guardian

Why West Moreton Community Kindergarten?

It would be of considerable assistance to the Kindergarten if you would be kind enough to indicate

- a. how you found out about the Kindergarten, and
- b. the main reasons for your seeking enrolment at the Kindergarten.

- A. Open Day Media Advertising Public Bill Boards
 Word of Mouth Expo/Show displays Internet
 Other (please specify)

- B. Recommended Proximity Cost
 Qualified Staff Educational Program
 Before and After Kindergarten Care

Other factors _____

FOR OFFICE USE ONLY

Amt. Rcd.:

Recpt. No.:

Date:

P'nt Code:

Stud. Code:

Kindy Code: