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 EMERALD QLD 4720



## Application for Kindy/ Day-care Enrolment

### Privacy

- This information is collected by Emerald Christian College Ltd as part of its requirements for enrolment of students. College contact details are above.
- The primary purpose of collection of this information is to enable the provision of quality Christian education.
- Some information provided on this form may be submitted to government authorities from time to time as required under law.
- Sensitive information will not be disclosed without the parents' written consent.
- Information collected will be kept in a secure place.
- The College may provide you with access to your information upon receipt of a written request.
- It is essential that the information supplied is accurate and fully disclosed.
- This information will be shared only for educational or safety purposes and only to those significantly involved with the education of the student.
- You are invited to discuss the reason why information is collected, how it is stored and used, who has access to it and any other matter related to privacy.
- If you are unsuccessful in your application to Emerald Christian College you may request in writing for all information provided to be returned to you.

### Enrolment Procedure

#### 1. Application and Payment:

Submit a completed Application for Enrolment Form with a \$50 administration fee, along with a completed Student Details form for each student. The application fee helps us to pay for the administration of the enrolment process at the school. It will not be refunded but will be credited to the family account if the application for enrolment is successful. Payment can be made by cheque drawn to Emerald Christian College or by transfer of funds to our account with the Commonwealth Bank BSB: 064704 Acc: 10157330. EFTPOS facilities are available at administration if required.

#### 2. Tuition:

A family Fee Schedule must be completed and submitted with the Enrolment Application. This allows you to know the fees before your child/children start at the College. The College requires 1 full term fee payment up front before a student can commence at the College. Alternatively, an Ezidebit form can be completed which will authorize the College to debit your nominated bank account on a regular payment plan.

#### 3. Assessment:

Assessment of Application to discern whether the College has the resources, programs and personnel to support the student. The student may be required to attend the College to undertake an assessment of literacy and numeracy to gauge whether the College has the necessary facilities, resources and personnel to meet the student's needs.

#### 4. Interview:

Interview of successful applicants by the Principal. This interview will allow the Principal to become acquainted with the parents and student/s and discuss how the College can use the resources, programs and personnel to support the student. The interview also seeks to ensure prospective families and students are in harmony with the purpose and aims of the College. The interview process also provides the opportunity for a detailed explanation of College policies.

#### 5. Notification:

Notification of outcome. Following the interview, the Principal will notify applicants whether their application has been successful or not.

#### 6. Enrolment Contract:

Successful applicants will be sent an Enrolment Contract to be signed and then returned to us. We in turn will sign the contract and send a copy of the signed contract to you for your records. All signed enrolment contracts must be submitted with a **\$100 family bond payment**. If you would like to see the current form of the Enrolment Contract please telephone administration or send us an email requesting a copy.

## I wish to make application for

**Funded Kindergarten Program Option A (Mon, Tues, Wed, Mon, Tues)**  
(Subject to Availability)

**Funded Kindergarten Program Option B (Thurs, Fri, Wed, Thurs, Fri)**  
(Subject to Availability)

**Long Day-care plus Funded Kindergarten Program**  
(Subject to Availability)  40 weeks (Term weeks)  48 weeks

**Long Day-care** (Circle preferred days) **Mon Tues Wed Thurs Fri**  
(Subject to Availability)  40 weeks (Term weeks)  48 weeks

Non Term weeks (please specify dates) \_\_\_\_\_

Please sign:

I hereby give my permission, as the parent/guardian of

\_\_\_\_\_

for Emerald Christian College to collect information from specialist personnel who may have information to assist in meeting the needs of my child. Information may be personal, scholastic, behavioural, social or medical. Specialist personnel may include the child's previous school, disability agencies, medical and allied health professionals and verification personnel.

Signed \_\_\_\_\_

Name \_\_\_\_\_

### Parent/ Guardian Statement

I acknowledge that I have read and understood the information as set out above and hereby make application for my child/ children to be enrolled at Emerald Christian College.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

How did you hear about the Emerald Christian College ?

Friend/acquaintance

Real Estate Agent

Billboard

Other Website

ECC Website

Other  \_\_\_\_\_

**Full and Frank Disclosure is required**

Please detail the reasons why you wish your child/children to attend Emerald Christian College:

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### Documents Required

Please include the following with your child's application:

- Copy of birth certificate
- A recent report if child has attended another childcare centre
- Immunisation records
- Other relevant information as requested in this form

**Full and Frank Disclosure is required**