



Phone: 07 4982 0977
Fax: 07 4982 0244
Email: office@ecc.qld.edu.au

PO Box 1993
6373 Gregory Highway
EMERALD QLD 4720

Application for Little Gems Enrolment



Privacy

- This information is collected by Gems Christian Education 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 Little Gems 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 Family application 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 Little Gems requires you to pay weekly on receiving emailed copy of statement once any CCS payments have been added to your account—the gap payment is then required. 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 Little Gems has the resources, programs and personnel to support the student.

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 Little Gems. The interview process also provides the opportunity for a detailed explanation of Little Gems policies. Further investigation may be required before acceptance.

5. Notification:

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

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 Kinderarten 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 Gems Christian Education Limited 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 Little Gems.

Signed _____

Name _____

Date _____

How did you hear about Little Gems.

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 Little Gems

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