



St. Thomas School & Pre-school

10 Rushton Street, Goodwood 5034
Emmaus Parish

APPLICATION FOR PRESCHOOL ENROLMENT

Please note: This Preschool Application should accompany a separate Enrolment Application for school. The Lodgement Fee and Acceptance Fee as stated on the front of the School Enrolment Form will also cover this Preschool Application.

STUDENT DETAIL

Family Name: _____

Given Name: _____

Preferred Name _____

Address: _____

Post Code: _____

Sex: MALE / FEMALE (circle)

Date of Birth: _____

Religion: _____

Birth Certificate provided? YES/NO

Country of Birth: _____

If born overseas, date of arrival in Australia: _____

Main Language spoken at home: _____

Other language/s spoken at home: _____

Year and Term to commence _____

Medicare No. _____

Valid to _____

Aboriginal or Torres Strait Islander Descent: YES / NO

Is this student of Aboriginal or Torres Strait Islander origin?

For persons of both Aboriginal and Torres Strait Islander origin, mark both 'yes' boxes:

No

Yes, Aboriginal

Yes, Torres Strait Islander

OFFICE USE ONLY

Interviewed Yr. Level Date to Begin

Deposit Paid Offer Sent Accepted

HEALTH INFORMATION

- Has your child received all scheduled immunisations? Yes No

(Note: Schedule as determined by Medicare National Immunisation Program, available from <http://222.medicareaustralia.bove.au/provider/patients/acir/schedule.jsp>)

Note: If not, your child may need to be excluded from the site during outbreaks of some infectious diseases.

- Does your child have a diagnosed medical condition that may require support? Yes No

(e.g. inhaler for asthma, blood glucose monitoring for diabetes, Adrenaline auto-injector for anaphylaxis)

If yes please tick relevant condition/s:

Asthma Diabetes Medication Contenance Oral drinking/eating Severe allergy – Anaphylaxis Allergy Other (specify)

- Are there any health related dietary restrictions? Yes No Details

If your child has any individual emergency or routine health care/medical management needs (e.g. seizure management, toilet support, diabetes management, supervision of medication, anaphylaxis first aid) the site will need a health care/medical management/medication plan from the treating doctor/health professional.

Health care / Medical management plan attached Yes No *If not must be provided a.s.a.p.*

Details of child's doctor/clinic

Doctor/Clinic _____ Phone _____

Address _____ Medicare No. _____

Additional Needs

- Does your child have a diagnosed disability? Yes No
(e.g. physical / hearing / vision impairment, autistic disorder, global developmental delay, speech and language impairment) If yes please provide details –

Agencies Involved _____

Support Received _____

Contact Person _____ Phone: _____

Email address _____

- Do you have any concerns about your child's development? Yes No

(e.g. behaviour, personal care needs, language skills) If yes please provide details –

FAMILY DETAILS

Parent/Guardian 1

Parent/Guardian 2

Title: Mr Mrs Ms Miss Dr (please circle)

Mr Mrs Ms Miss Dr (please circle)

Family Name: _____

Given Name(s): _____

Usual Occupation: _____

Employer: _____

Telephone Numbers:

Home: _____ Work: _____

Home: _____ Work: _____

Mobile: _____ Fax: _____

Mobile: _____ Fax: _____

Email: _____

Email: _____

Country of Birth: _____

Date of arrival into Australia: _____

Cultural background: _____

Home Language: _____

Religion: _____

Relationship to child: _____

(Father, Mother, Foster Parent etc)

Residential Address: _____

Postal Address: _____

Child resides with: _____

(mother, father, both parents, guardian etc)

Family Court or other relevant Court Order:

YES

NO

(please circle one)

(If yes, the school must be given a current copy of that order)

Language Other than English

Does the mother/parent1/guardian1 speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often).

- | | | | |
|---------------------------------|--------------------------|-----------------------------------|--------------------------|
| No, English Only | <input type="checkbox"/> | Yes Polish | <input type="checkbox"/> |
| Yes Italian | <input type="checkbox"/> | Yes Tagalog (Filipino)..... | <input type="checkbox"/> |
| Yes Greek | <input type="checkbox"/> | Yes Arabic (incl. Lebanese) | <input type="checkbox"/> |
| Yes Vietnamese | <input type="checkbox"/> | Yes Serbian | <input type="checkbox"/> |
| Yes Cantonese | <input type="checkbox"/> | Yes German | <input type="checkbox"/> |
| Yes Other – please specify..... | | | |

Does the father/parent2/guardian2 speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often).

- | | | | |
|---------------------------------|--------------------------|-----------------------------------|--------------------------|
| No, English Only | <input type="checkbox"/> | Yes Polish | <input type="checkbox"/> |
| Yes Italian | <input type="checkbox"/> | Yes Tagalog (Filipino)..... | <input type="checkbox"/> |
| Yes Greek | <input type="checkbox"/> | Yes Arabic (incl. Lebanese) | <input type="checkbox"/> |
| Yes Vietnamese | <input type="checkbox"/> | Yes Serbian | <input type="checkbox"/> |
| Yes Cantonese | <input type="checkbox"/> | Yes German | <input type="checkbox"/> |
| Yes Other – please specify..... | | | |

Parental school education

What is the highest year of primary or secondary school the mother/parent1/guardian1 has completed?

(For persons who have never attended school, mark 'Year 9 or equivalent or below'.)

Mark one box only

- | | |
|------------------------------------|--------------------------|
| Year 12 or equivalent | <input type="checkbox"/> |
| Year 11 or equivalent..... | <input type="checkbox"/> |
| Year 10 or equivalent..... | <input type="checkbox"/> |
| Year 9 or equivalent or below..... | <input type="checkbox"/> |

What is the highest year of primary or secondary school the father/parent2/guardian2 has completed?

(For persons who have never attended school, mark 'Year 9 or equivalent or below'.)

Mark one box only

- | | |
|------------------------------------|--------------------------|
| Year 12 or equivalent | <input type="checkbox"/> |
| Year 11 or equivalent..... | <input type="checkbox"/> |
| Year 10 or equivalent..... | <input type="checkbox"/> |
| Year 9 or equivalent or below..... | <input type="checkbox"/> |

Parental non-school education

What is the level of the **highest** qualification the mother/parent1/guardian1 has completed?

Mark one box only

- Bachelor degree or above
- Advanced diploma/Diploma
- Certificate I to IV (including trade certificate)
- No non-school qualification

What is the level of the **highest** qualification the father/parent2/guardian2 has completed?

Mark one box only

- Bachelor degree or above
- Advanced diploma/Diploma
- Certificate I to IV (including trade certificate)
- No non-school qualification

GLOSSARY

Bachelor degree	Includes Postgraduate Degree, Masters Degree, Graduate Diploma, Graduate Certificate, Bachelor Degree (with Honours) and Bachelor Degree.
Certificate I to IV (including trade certificate)	Includes Certificate I, Certificate II, Certificate III, Certificate IV, Trade Certificate, Advanced Certificate, Apprenticeship Certificate, Traineeship Certificate.
Diploma/Advanced diploma	Includes Advanced Diploma, Associate Degree and Diploma.

INFORMATION PRIVACY STATEMENT

The Department for Education & Child Development (DECD) is committed to respecting the confidentiality of information provided by this service about children and their parent(s) / guardian(s), for example information requested on child enrolment forms.

Some of the information requested in this form is to enable DECD to:

- Assess and to provide all preschool funding entitlements (under the provisions of Universal Access to Early Childhood Education Funding and Service Agreement);
- Collect necessary statistical information and undertake analysis of the composition of the child population; and
- Meet reporting requirements, including to the Australian Government.
- If organisations are contracted on behalf of DECD to undertake tasks that require access to enrolment data, the contract(s) between DECD and those organisations will include strict confidentiality and disposal provisions.
- Only unidentifiable data is reported to the Australian Government. In accordance with the S.A. Government Information privacy principles, no personal information is reported publicly that could identify individuals. Further information about the Information Principles can be found at - <http://www.archives.sa.gov.au/privacy/principles.html>

The information collected in enrolment forms provided to DECD is stored securely in DECD databases. The management of this information is governed by State and DECD policies to ensure the information is used only for the purposes stated above and is secure, private and confidential. The disclosure of personal information held by Government is regulated by the '*Information Privacy principles*' (see reference above). Unless required to do so by a law of the State or Australian Government, as otherwise permitted by the *Information Privacy Principles* or in accordance with the information sharing guidelines, DECD will not otherwise disclose the information to others without your consent.

I/We have read the Information Privacy Statement above –

Parent/Guardian 1

Parent/Guardian 2

OTHER CHILDREN IN THE FAMILY

Name: _____

Male / Female (please circle)

Date of Birth: _____

School/Occupation: _____

Name: _____

Male / Female (please circle)

Date of Birth: _____

School/Occupation: _____

Name: _____

Male / Female (please circle)

Date of Birth: _____

School/Occupation: _____

Name: _____

Male / Female (please circle)

Date of Birth: _____

School/Occupation: _____

Visa	* Visa Type * Visa Number * Date granted:	* Visa Type * Visa Number * Date granted:
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PREVIOUS CHILD CARE/EDUCATION EXPERIENCES

FAMILY – PRESCHOOL RELATIONSHIPS

The Pre-School operates under the auspices of, and is accountable to, the School Board. The School Principal is responsible for the administration of the Pre-School. Because of the important place that family/Pre-School relationships occupy in your child's development the Catholic Pre-School undertakes to –

- * Support the continuing faith development of your child
- * Provide the conditions for regular and close liaison between the child's family and Pre-School staff.
- * Build on the child's family experiences by offering a variety of play and social experiences.
- * Offer parents/caregivers opportunities to meet, socialise and support each other.
- * Provide information to parents/caregivers about community support services.
- * Provide opportunities for parent/caregivers to increase their knowledge about how children develop and learn.

Information included in the following section will, if your application is successful, be required by the Australian Government as part of the School's statistical reporting requirements.

Occupation

(Please refer to the list below of parental occupation groups)

(Please select the appropriate parental occupation group from the attached list and place the group number in the box.)

- If the person is not current in **paid** work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation

If the person has not been in **paid** work in the last 12 months, enter '8' in the box.

What is the occupation group of the mother/parent 1/guardian 1?

What is the occupation group of the father/parent 2/guardian 2?

LIST OF PARENTAL OCCUPATION GROUPS

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive/manager/department head in industry, commerce, media or other large organisation.
Public service manager (Section head or above), regional director, health/education/police/fire services administrator
Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]
Defence Forces Commissioned Officer
Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.
Health, Education, Law, Social Welfare, Engineering, Science, Computing professional
Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

Group 2: Other business managers, arts/media/sports persons and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.
Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]
Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]
Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]
Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]
Associate professionals generally have diploma/technical qualifications and support managers and professionals.
Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional
Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]
Defence Forces senior Non-Commissioned Officer

Group 3: Tradesmen/women, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.
Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]
Skilled office, sales and service staff.
Office [secretary, personal assistant, desktop publishing operator, switchboard operator]
Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators.
Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]
Office assistants, sales assistants and other assistants.
Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]
Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]
Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]
Labourers and related workers
Defence Forces ranks below senior NCO not included above
Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

RELEASE OF INFORMATION

1. The School respects the privacy of personal and sensitive information regarding your family. The School collects personal information, including sensitive information about the student and parent(s) or guardian(s) before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your child. A copy of the School's Privacy Policy is enclosed.
2. In situations where parents are separated, it is the policy of the School to release school reports to mother and father of the student upon request. It is also our policy to allow both mother and father to attend parent/teacher interviews upon request. However, the School will abide by any court orders which prevent the release of such information.
3. Some of the information the School collects is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical information or medical reports about your child 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 information being disclosed to other Catholic schools, government departments, the South Australian Commission for Catholic Schools, Catholic Education Offices, the local parish, medical practitioners and people providing services to the School including specialist visiting Consultants and Advisers from the Catholic Education Offices, sports coaches and volunteers.
6. In the event of default of payment of fees, the School may refer the default to a debt collection agency. If this occurs, personal information will be disclosed to the agency and you will be responsible for the collection costs.
7. The School from time to time is required to disclose personal and sensitive information in order to comply with the law or to report matters to the relevant persons or authorities.
8. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your child.
9. Personal information collected from students is regularly disclosed to their parents or guardians. Information about student activities and other news is published in the School newsletter, magazine and our website.
10. Parents or guardians may seek access to personal information collected about them and their child by contacting the School. 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 student, or where students have provided information in confidence.
11. 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. We will not disclose your personal information to third parties for their own fundraising purposes without your consent.
12. If you provide the School with 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.

PARENT/GUARDIAN DECLARATION

13. In enrolling my child at this Pre-School I/we accept that s/he will be educated in the Catholic faith within a Christian educational environment.
14. I/we accept that support of school staff and co-operation concerning school activities is essential.
15. I/we accept that we will abide by school policies as amended from time to time.
16. I/we accept the importance of the family/Pre-School relationship as outlined.
17. I/we accept that the School reserves the right to suspend or expel a student for serious or continued breaches of school rules, regulations and/or policies, including conduct which brings into disrepute the good name and reputation of the School.

18. I/we accept the standards the School sets regarding grooming, uniform and personal presentation.
19. I/we accept responsibility for the payment of tuition fees and other costs associated with the education of my/our child as determined and amended from time to time by the School.
20. I/we accept that the School does not accept liability for damage or loss of any personal possessions of students and that insurance for students' personal possessions is my responsibility.
21. One full term's tuition fee will be charged for students withdrawn without at least one term's notice in writing.
22. We understand that once we have been officially interviewed and a Letter of Offer received, that there will be an Acceptance Fee of \$200 (which covers both enrolment in school and pre-school). This is non-refundable and payable on our acceptance of your offer.

I acknowledge and accept all of the above terms and conditions clauses (1-20)

Mother/Guardian (signature): _____ Date: _____

Father/Guardian (signature): _____ Date: _____

Please state your reasons for choosing this Catholic Pre-School for your child's education:

I declare that all of the information provided in this application is, to the best of my knowledge, true.

Both parents/guardians Signature: _____ Signature: _____

Date: _____ Date: _____

PLEASE NOTE In due course applicants will be contacted regarding their application for enrolment. If applicants accept an offer of enrolment, the terms and conditions detailed in this Application for Pre-School Enrolment Form are incorporated into and form part of the Enrolment Contract.

Please attach a copy of the following documents (if applicable)

- ** Copy of the Birth Certificate or extract from it
- ** Copy of Record of Immunisation
- ** Baptismal Certificate
- ** Any court order or related information.
- ** Documentation relating to special needs (any reports, action plans, assessments, etc)

DECD Parent Disclaimer

Child's Name: _____

I/We understand that the entitlement to a DECD funded preschool program, which may be a child care centre, private preschool or DECD preschool, is for an average of 15 hrs. per week over 40 weeks of the year (maximum 600 hrs.)

I/We declare that the child I am/we are enrolling is not already accessing a DECD funded preschool program with an entitlement of 15 hrs per week from another service provider.

Site: St Thomas Preschool: Number of hours enrolled..... 15

Parent Guardian Signature:

If this child is accessing another preschool program that is funded by DECD, which may be a child care centre, private preschool or DECD preschool, please provide details of the site and number of hours enrolled (Funded or Non funded).

Please note if funded this may affect your enrolment at St Thomas Preschool.

Other DECD site: Name of siteNumber of hrs enrolled **Funded / Non funded**

(If unsure whether the other service is a DECD Grant Funded Preschool contact the DECD Universal Access team on 8226-3681 for more information.) Or check with the other DECD site.