



# Early Learning Centre Enrolment Agreement

.....  
Child's Family Name:  
.....

Child's First Name:

Known as:

Child's Date of Birth:     /     /

Male  Female

Child's Residential Address:  
.....  
.....

Cultural Background:  
.....  
.....

Language Spoken at Home:  
.....  
.....

Medicare Number:  
.....  
.....

Child CRN:  
.....  
.....

Claiming Parent Name:

Claiming Parent Date of Birth:  
.....  
.....

Claiming Parent CRN:  
.....  
.....

**Please select preferred Junior School (ELC)**

- Howard Springs Campus  
 Leanyer Campus  
 Palmerston Campus

**Please select preferred care**

Part time  Monday/Tuesday alternate Wednesday

**OR**

Part time  Thursday/Friday alternate Wednesday

**OR**

Full time  Monday to Friday  
.....  
.....



## STUDENT INFORMATION

Does your child have a known disability or learning difficulty?

(Intellectual, physical, emotional, hearing or vision)

Yes  No

If yes, please provide the name of the disability or learning difficulty:

(Please attach a copy of the relevant Report)

Has your child been assessed in the 'gifted' range?

Yes  No

Is your child fully toilet trained?

Yes  No

Is this student of Aboriginal or Torres Strait Islander Origin?

No  Yes, Aboriginal  Yes, Torres Strait Islander

## PERSONAL POSSESSIONS

The College does not accept liability for damage or loss of any personal possessions of students and insurance for a student's personal possessions is the responsibility of the family.

## MEDICAL INFORMATION

Does your child have any of the following medical conditions:

Asthma  Diabetes  Allergy  Epilepsy  Anaphylaxis  Other

Name of Condition:

What are the symptoms?

What treatment should we give / how can we manage the condition?

Does this condition restrict your child from participating in any aspects of the College curriculum or program?

Yes  No

If Yes, please provide details:

Has the student a current Health Plan?

Yes  No

If yes, please provide a copy to the College

Is your child affected by any of the following?

Yes  No

If Yes, please tick the relevant box:  Speech / Language  Social / Emotional / Behavioural

Social / Emotional / Behavioural

Autism / Aspergers

Hearing

Non verbal Learning Disorder

ADD / ADHD

Vision

Physical

Learning Difficulty

Dietary Restrictions (please supply details below)

Other (please specify):

Are there any special considerations for the child, eg. any cultural or religious requirements or additional needs?

Yes  No

Does your child take regular medication?  Yes  No

If Yes, a medical record is required to be completed by a parent / caregiver or authorised person before medication can be administered by staff.

On enrolment acceptance, a risk minimisation plan will be developed in consultation with staff and parents / caregivers.

Family Doctor: Name:

Address: Phone:

Are your child's immunisation records up to date?  Yes  No (please provide a copy for file)

If my child is unwell I will arrange for my child to be collected from the centre, within an hour of being contacted. I understand that my child cannot attend the centre if they are sick/infectious.

Signature:

Whilst a staff member will attempt to contact me first, I acknowledge that this form gives permission for the staff member to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service, where contact with me is unsuccessful, due to urgency.

Signature:

In an emergency I consent to the transportation of my child by an ambulance service.

Signature:

## EMERGENCY SITUATIONS

In the event of a child requiring urgent medical attention because of injury or some other condition, the Principal or appointed staff member will arrange for transport to an appropriate medical facility for treatment, and all medical expenses incurred will be payable by the student's parents or caregiver

## PERMISSIONS

Children within the centre are observed both formally and informally. These observations are sometimes supported with photographs, which are used to enhance displays around the centre as well as each child's early learning records. These records are used to devise developmentally appropriate programs for the children. Your child's progress report may be accessed freely by you and the children.

I give permission for my child's photograph/video and name to be published:  Yes  No

Eg: At certain times throughout the year, our students may have the opportunity to be photographed or filmed for College purposes, Eg, College website/social media/promotional materials/College publications.

**If your consent is not provided, please inform your child of your decision and ask your child to stand aside when photographs of College activities are taken.**

The College will seek permission in individual circumstances if we wish to use your child's photograph for media or third party use.

I consent to my child leaving the ELC area for events / activities at the Junior School.  Yes  No

I consent to my child leaving the ELC area to walk to Chapel or Assemblies at the below locations relevant to their campus:  Yes  No

Good Shepherd Lutheran College Chapel middle/senior school, Cornerstone Church - Howard Springs Junior school or Dreambuilders Church - Leanyer Campus

I consent to confidential progress records being kept in relation to my child.  Yes  No

I consent to students from outside institutions, as a part of their practical training, undertaking observations of my child. *(Fictitious names will be used and you will be notified prior to these occasions.)*

Yes  No

Signature:

## PARENT INFORMATION

*Note: Some of this information must be collected as stipulated by the Australian Government 'Performance Measurement and Reporting Taskforce' as required by all Schools and Testing Agents*

	Parent / Caregiver Primary Contact	Parent / Caregiver Secondary Contact
Title:	Mr / Mrs / Ms / Miss / Dr / Rev / Prof	Mr / Mrs / Ms / Miss / Dr / Rev / Prof
Surname:		
First Names:		
Relationship to Child:		
Address:		
Postcode:		
Postal address:		
Postcode:		
Phone Home:		
Mobile:		
SMS Contact:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Phone Work:		
Email:		
Occupation:		
Name of employer/business:		
Cultural Background:		
Religious Denomination:		
Nationality:		
Country of Birth:		
Language spoken at home		

Child's legal custodian/s:

Married  De facto  Separated  Divorced  Foster  Widow  Single

Are there any Custody Orders  Yes  No

If yes a copy of the custody orders must be supplied with this acceptance (unless already supplied at application)

Emergency Contact Name (other than parents):

Phone Home:

Mobile:

Work:

Relationship to Child:

Address:

I give permission for my child to be collected by the following people:

1. Phone: Relationship to child:

2. Phone: Relationship to child:

3. Phone: Relationship to child:

Person to be first contact in the case of an emergency/illness:

### College Connections

Siblings at Good Shepherd? If yes, please provide names:

Name:  Past  Current  Future

Name:  Past  Current  Future

Name:  Past  Current  Future

### Family Statement

Please attach a brief statement outlining your reasons for wishing to send your child to Good Shepherd Lutheran College.

### FEES

**It is the College policy that the person/s enrolling the student assume all responsibility for all accounts.**

Early Learning Centre fees are paid in full within 7 days of the account being issued.

Payment may be made at any front office by Cash, EFTPOS, Credit Card, by phoning 8930 0300 or Direct Deposit (account details on invoice).

#### **Enrolment Acceptance Bond - Amount Payable \$300.00**

A enrolment acceptance bond (\$300 per student) is payable on Confirmation of Enrolment from the Principal. Students will not be able to commence at the College until this bond is paid in full. See conditions of enrolment for more information regarding enrolment acceptance bond.

# CONDITIONS OF ENROLMENT

## School Rules

Parents agree to be bound by the current and future policies of the College and undertake to ensure that their child will be bound by those rules. A copy of the relevant policy is available upon request. All students are expected to wear the correct school uniform and to maintain it in a neat and tidy manner at all times. In public at all times, students are to behave in such a way as to uphold the good name of the College. The continued enrolment of all students of Good Shepherd Lutheran College will depend on compliance with all the terms and conditions as detailed in the Enrolment Agreement and Enrolment Policy (This includes but is not to be limited to, the payment of fees in a timely manner, full disclosure of infectious diseases or disabilities)

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## Bookings

Two weeks' notice in writing is required if you are changing bookings, cancelling or reducing the care for your child within the ELC. Email to: [finance.goodshep@ntschoools.net](mailto:finance.goodshep@ntschoools.net)

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## Enrolment Bond

To secure a place at Good Shepherd Lutheran College, a refundable \$300.00 Enrolment Acceptance Bond is required. The bond will be held by the College and will be refunded in full when the student leaves, provided that appropriate enrolment cancellation notice (ELC two weeks) is given and all outstanding monies are paid in full (outstanding resources and/or equipment are taken from the bond). Should the bond be paid and the student's enrolment be cancelled before commencing at the College, the bond will be forfeited.

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## Notice of Withdrawal

Two weeks written notice should your child be leaving the Early Learning Centre. An Enrolment Cancellation form (CN0001) must be completed and submitted to the Registrar's office as notice of withdrawal of a student/s enrolment. The Enrolment Cancellation form (CN0001) is available from administration.

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## Termination of Schooling

The Principal reserves the right in absolute discretion to suspend a student for disciplinary purposes, whether temporarily or permanently.

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## Payment of Fees

An account is in 'good standing' when Early Learning Centre fees are paid in full within 7 days of the account being issued. Failure to do so may result in a student being precluded from attending. An early drop-off / late pickup fee of \$1.00 per minute applies for periods greater than 5 minutes, outside your booking times.

I acknowledge that in the case of a default on payments for child care fees, enrolment details may be listed on the National Default Registry for a period of six years and 30 days or until paid. This information may be accessed by other care providers.

The College is entitled to pursue recovery of outstanding fees and charges to the full extent of the law. In the event of any debt recovery action, I/we am/are responsible for any and all debt recovery fees and expenses incurred by the College. If I experience difficulty in meeting the payment of College fees, I will contact either the Principal or the Business Manager to discuss payment options and to comply with the conditions of any special arrangements made.

I understand that siblings of current students will not be granted enrolment into the College while the family's fees are in arrears.

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## Leave and Holding Fees

A holding fee of 50% is charged for periods of notified extended leave greater than 5 consecutive booked attendance days including family holidays and sickness.

Please note: Centrelink 'allowable absences' run from July to June and will incorporate any previous child care absences.

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**Permissions**

I/we are aware that the College operates under the name of the Lutheran Church of Australia and by enrolling our child/children at this College undertake to support willingly and freely the Christian (Lutheran) basis, philosophies and behaviour standards of the College, even if these teachings vary from that of our own faith.

I/we understand that an unwillingness or inability to fulfil the above requirements may constitute a breach of the enrolment agreement and possible termination of enrolment may result.

.....  
Date: Signed Parent / Caregiver:

.....  
(Print full name):  
.....

.....  
Date: Signed Parent / Caregiver:

.....  
(Print full name):  
.....  
.....

**Application Fee Amount \$60**

(lodging sibling applications at the same time will only incur one \$60 fee)

.....  
 Credit Card  Cash  Direct Deposit  
.....

If paying by Credit Card, please contact the College 8983 0300

.....  
Direct Deposit: Good Shepherd Lutheran College NT - BSB 035 318 Account 155 408  
(Surname as reference)  
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**Enrolment Policy**

(Full Enrolment Policy is available on our website [www.goodshepherd.nt.edu.au](http://www.goodshepherd.nt.edu.au))

**Documents Required**

- Birth Certificate
- Immunisation Record
- Citizenship Certificate / Visa Details (if applicable)
- Court Orders (if applicable)

**Enrolment Process**

You and your child will be invited to attend an enrolment interview with the relevant Head of School as soon as a placement is available. The purpose of this interview is to learn more about your child.

**Additional Information**

Please indicate how you found out about the College.

- Website  Information Evening  Referral from existing College family  Advertisement
  - Other
- .....

# PRIVACY INFORMATION

1. The College collects personal information, including sensitive information about students and parents or guardians, before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to the pupil and to enable them to take part in all the activities of the College.
2. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
3. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another school. This includes to other schools, government departments, Lutheran Education agencies, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors.
4. The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
5. The College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
6. In situations where parents are separated, it is the policy of the College to release school reports to both parents of the student upon request as determined within the current Privacy legislation. It is also our policy to allow both parents to attend parent/teacher interviews upon request. However, the College will abide by any court orders which prevent the release of such information.
7. Some of the information the College collects is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
8. 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.
9. In the event of default of payment of fees, the College may refer the default to a debt collection agency and/or solicitor. If this occurs, personal information will be disclosed to the agency and you will be responsible for the collection costs.
10. The College 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.
11. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in the College newsletter, magazine and our website.
12. Parents or guardians may seek access to personal information collected about them and their child by contacting the College. 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 College's duty of care to the student, or where students have provided information in confidence.
13. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually supply the information to third parties.

Date: Signed Parent / Caregiver:

(Print full name):

Date: Signed Parent / Caregiver:

(Print full name):







For more information, please contact the College Registrar  
on 8983 0300 or email: [enrol@goodshepherd.nt.edu.au](mailto:enrol@goodshepherd.nt.edu.au)

**HOWARD SPRINGS CAMPUS** - Corner Whitewood Road & Kundook Place

**PALMERSTON CAMPUS** - Corner Emery Avenue & Temple Terrace

**LEANYER CAMPUS** - 94 Leanyer Drive

PO Box 1146, Howard Springs NT 0835

p : 8983 0300 e : [admin@goodshepherd.nt.edu.au](mailto:admin@goodshepherd.nt.edu.au) [www.goodshepherd.nt.edu.au](http://www.goodshepherd.nt.edu.au)

