



# ELC Sibling Application for Enrolment

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## Enrolment Application Fee Payment

Your application is registered upon receipt of this form and payment of the \$35 application fee. Please note that this is non-refundable and it does not guarantee placement at Emmaus Christian College. (There is a credit card surcharge of 1.5%) This document will be stored securely, in accordance with the Australian Privacy Principles.

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### Credit Card Details

Cardholder's Name:	Card Type:	VISA	Mastercard
Card Number:	Expires:	/	
Amount: <b>\$35.00</b>	CCV:		

Please send your completed form and the required documents to:

The Registrar, Emmaus Christian College, 7 Lynton Avenue, South Plympton or [bgreenslade@emmauscc.sa.edu.au](mailto:bgreenslade@emmauscc.sa.edu.au)

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### THIS SECTION IS FOR OFFICE USE ONLY

Enquiry Number	Church reference	Yes	No			
Application received	Fee Paid	Payment method	CA	CH	CC	

Student Name

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# Child Information

## Child's Personal Details

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Date of Birth (dd/mm/yy)     /     /     Sex:    Male    Female

Student's Primary Address Details — Please complete the details below for the Student's Primary Address (ie) the address where the student lives for more than 50% of the time.

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Country of birth:    Australia    Other (please specify) \_\_\_\_\_

Is English the main language spoken at home?    Yes    No (please specify): \_\_\_\_\_

Christian    Yes    No    Church Attending: \_\_\_\_\_

## Enrolment Details

Commencement date requested: (dd/mm/yy)     /     /     OR    ASAP

Please circle the number of days that care is required (a minimum of 2 days attendance):    2    3    4    5

Please specify the preferred days:                      Mon                      Tues                      Wed                      Thurs                      Fri

Operating hours are 7.30am to 6pm

If you require fewer than 5 days per week, are you prepared to accept any days that are allocated?

Yes, I would be happy with any days that can be allocated.

No, I specifically require the days requested.

Name of preschool, kindergarten or early learning centre currently attending or attended: \_\_\_\_\_

What school do you anticipate your child will attend?

Your child is important to us. Please tell us a little bit more about them.

Personality: \_\_\_\_\_

Interests: \_\_\_\_\_

Health: \_\_\_\_\_

What are you most hoping for our ELC to offer your child?

**Additional Child Information**

Does your child have a known disability or any additional needs?    No    Yes — please specify:

Emotional      Social      Physical      Medical      Academic

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Please describe the learning need or disability:

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**If any of the following apply to the student, please tick and attach a copy of the relevant report to this Application Form**

Educational support required (please state):

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Medication needs (please state):

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Psychiatric Report

Counselling Provider (please state):

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Speech Therapist

Occupational Therapist

Any other Educational Report

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**Immunisation**

Only children who are immunised are eligible to receive the child care subsidy (CCS).

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Has your child been immunised?    No    Yes

If yes, are they up to date with all their immunisations?

If no, please provide the reasons for not immunising:

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## Family Information

### Mother / Guardian (parent 1)

Title Mr Mrs Miss Ms Dr

First Name

Last Name

Please indicate your relationship to the student

Mother Stepmother Other

Are you living with the student Yes No

Residential Address

Postal Address

Phone (H) Phone (W)

Mobile

Email (required)

Occupation

Employer

Marital Status Married Separated Divorced  
Single Widowed

Country of Birth

Are you an Australian Citizen Yes No

If No — Visa Class and Number

If No — date of arrival in Australia

If No please attach a copy of your Visa to this form

Languages spoken at home

First

Second

Christian Yes No

Church Attending

Church Denomination

Old Scholar of the College Yes No

If yes, provide Maiden Name

Year left College

### Father / Guardian (parent 2)

Title Mr Mrs Miss Ms Dr

First Name

Last Name

Please indicate your relationship to the student

Father Stepmother Other

Are you living with the student Yes No

Residential Address

Postal Address

Phone (H) Phone (W)

Mobile

Email (required)

Occupation

Employer

Marital Status Married Separated Divorced  
Single Widowed

Country of Birth

Are you an Australian Citizen Yes No

If No — Visa Class and Number

If No — date of arrival in Australia

If No please attach a copy of your Visa to this form

Languages spoken at home

First

Second

Christian Yes No

Church Attending

Church Denomination

Old Scholar of the College Yes No

If yes, year left College

## Individual Family Circumstances

Student lives with: *(ie both parents/mother/father/shared etc)*

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If 'shared care' please specify: *(ie each parent % and/or days etc)*

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Indicate family circumstances which should be known by the College *(ie guardian/separated/divorced/remarried/ deceased parent etc)*. Legal custody/access arrangements should also be advised *(for restricted access, legal documents must be supplied/attached)*

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### **Other Children** *(Please note this information is for data collection only and not an Enrolment Application)*

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current School: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current School: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current School: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current School: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current School: \_\_\_\_\_

### **How did you hear about Emmaus Christian College?**

Word of Mouth    College Bus    School/Kindergarten    Church Newsletter    Facebook    Google search

Other (specify): \_\_\_\_\_

*Thank you for your application which will be registered with the Emmaus Christian College Early Learning Centre. Your application does not guarantee a place into our ELC. Enrolment is dependent on the interview outcome, Enrolment Policy and vacancies. A separate enrolment application must be completed for the Emmaus Christian College Junior School (Foundation to Year 6) for either Brooklyn Park and South Plympton Campuses.*

## Terms and Conditions

### **Vision and Philosophy**

I/we have viewed and agree to fully support the College's Vision and Philosophy and Statement of Faith available at [emmauscc.sa.edu.au](http://emmauscc.sa.edu.au). I am not affiliated with a faith tradition or church whose beliefs are in direct contrast to those of the College as outlined in the Emmaus Christian College Statement of Faith.

I/we agree to co-operate with the College authorities in all matters of discipline and to support the requirements of the College.

### **Fees**

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 College Board of Governors.

I/we understand that one full term's notice must be given in writing or I/we shall be liable for one term's fees in the event that my/our child is withdrawn from the Centre.

I/we agree to pay all costs associated with the collection of overdue accounts.

### **Privacy**

Emmaus Christian College is bound by the Australian Privacy Principles to ensure proper management of personal information provided or collected by the College for educational purposes. The Privacy policy can be obtained from the College website.

**I agree the terms and conditions above are applicable for the full term of my student's enrolment. Please ensure that this application is signed by both parents/guardians.**

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Mother's Full Name (Please Print)

Signature of Mother/Guardian

Date

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Father's Full Name (Please Print)

Signature of Father/Guardian

Date

# Enrolment Agreement

**During the enrolment interview, this document will be discussed and you will be asked to sign a copy. Please ensure that you have read this document prior to your enrolment interview and ask any questions you may have at the interview.**

During my enrolment interview with the Principal and Head of School, it has been explained to me that, if an enrolment position at Emmaus ELC is offered, my child will be required to take part in certain activities in addition to the Early Years Learning Framework. I also understand and accept the ELC's approach towards the matters outlined below. I understand that as a parent/guardian of a student at Emmaus Christian College ELC, my role is to support the ELC in these areas as the ELC in turn supports my child. These are key aspects of school life that assist in developing the whole child as a part of our wider Christian community, and as such are a requirement of enrolment at Emmaus Christian College ELC.

I agree to support the ELC's approach in the following areas:

- Daily Christian Devotions
- Christian stories and discussion
- Recognition and celebration of Christian events
- Participate in acts of service, kindness and outreach as opportunities are made available
- Health and wellbeing education addressing protective behaviours
- Wear the College uniform correctly
- Upholding the behaviour management policies of the ELC and being supportive of College responses to behavioural incidents

The library books are made available to students with an awareness of student age and maturity. As a consequence, although our library collection may differ to public library collections because of our Christian worldview, it will not automatically preclude books that are not written from a Christian perspective.

I understand that my child must be toilet trained before commencing in the ELC. I understand that the ELC has a government responsibility to regularly check if children are up to date with immunisation and a decision by parents not to immunise will mean they are not eligible for Child Care Subsidy.

I have viewed and agree to fully support the College's Vision and Philosophy and 'Statement of Faith' and am NOT affiliated with a faith tradition or Church whose beliefs are in direct contrast to those of Emmaus Christian College as outlined in the Emmaus Statement of Faith. I agree to co-operate with the school authorities in all matters of discipline and to support the requirements of the College.

## Standard Collection Notice

The following points regarding the collection of personal information by Emmaus Christian College ('the School') is provided for parents and students information. The School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. A copy of the College Privacy Policy is available from the College office on request.

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**1:** The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. This may be in writing or in the course of discussions. The primary purpose of collecting this information is to enable the School to provide schooling for the student and to enable them to take part in all the activities of the School.

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**2:** Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.

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**3:** Laws governing or relating to the operation of schools require that certain information is collected. These include, but are not limited to, education, public health and child protection laws.

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**4:** Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.

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**5:** The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of students to another school. This includes to other schools, government departments, medical practitioners and people providing services to the School, including specialist visiting teachers, sports coaches, music instrumental tutors, counsellors and volunteers.

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**6:** If the information referred to above is not provided we may not be able to enrol or continue the enrolment of your son/daughter.

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**7:** 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 School newsletters, daily bulletins, school magazine, social media accounts and on our website. Our School newsletter is published on our website fortnightly.

Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters, daily bulletins, school magazines and Social Media accounts and on our website. The School will obtain separate permissions from the student's parent or caregiver prior to publication.

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**8:** The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

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**9:** The School's Privacy Policy sets out how parents or students may seek access to personal information collected about them. 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.

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**10:** The School's Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.

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**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 marketing purposes without your consent.

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**12:** If you provide the School 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 School and why, so that they can access that information if they wish, and that the School does not usually disclose this information to third parties.

*Acknowledgement: The Independent School Council of Australian and National Catholic Education Commission provided information used to prepare this statement.*



## Checklist

Before returning this application form to Emmaus Christian College, please ensure that you have completed and enclosed the following:

### **I have included:**

Paid Application Fee (non-refundable) – \$35 inc. GST

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Reports undertaken by professionals relating to my child (refer Additional Student Information)

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Copy of Birth Certificate (extract acceptable)

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Evidence of immunisations (Children must be immunised to receive the Child Care Subsidy)

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ELC / preschool reports / learning statements or transition statements - if applicable

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### **In addition:**

I/we have read and signed Terms and Conditions (both parents to sign)

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I/we have read and retained for our records the Enrolment Agreement and Privacy Information

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Please send your completed Application Form and attachments to: The Registrar, Emmaus Christian College, 7 Lynton Avenue, South Plympton or [bgreenslade@emmauscc.sa.edu.au](mailto:bgreenslade@emmauscc.sa.edu.au)