



Application for Early Learning Centre / After College Hours Care

To register for the Early Learning Centre or After College Hours Care at Emmanuel Anglican College you are required to complete this form and return it to the College Administration Office. The information provided on this form can be used to link you and your children to our service so that you can apply for the Child Care Benefit by phoning Centrelink on **13 61 50** and nominating our **Provider Number** (when available). The authority to collect this information is contained in the Family Assistance law. Families wanting more information about privacy can contact the Centrelink on **13 61 50** and ask for a fact sheet about **Your Right to Privacy**.

Early Learning Centre Application After College Hours Care Application Vacation Care

Office use only	
Family Code: _____ Student Code: _____ Orientation Date: _____ Enrolment Date: _____ <input type="checkbox"/> Entered into ELC System <input type="checkbox"/> Entered into EAC System <input type="checkbox"/> Bank Details:	<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Immunisation <input type="checkbox"/> Asthma Plan <input type="checkbox"/> Anaphylaxis Plan <input type="checkbox"/> Library Notified <input type="checkbox"/> Child Information Form <input type="checkbox"/> Complimentary Pre School Shirt
Family Name:	
Student Surname:	Student First Name:
Date of Birth:	Student Middle Name:
Parents Mailing Title:	
Residential Address:	Postal Address:
Town: _____ Postcode: _____	Town: _____ Postcode: _____
Telephone: _____	Home Email: _____
Fees Account Address: (If different from Postal or Residential)	
Name: _____	Relationship to student: _____
Address: _____	Town: _____ Postcode: _____
Parent's Customer Reference Number: (CRN) _____	CCB% (if known) _____
Mother's Date of Birth: ___/___/___	Father's Date of Birth: ___/___/___
Child's Customer Reference Number: (CRN) _____	
Have you notified Centrelink of your enrolment at Emmanuel Anglican College: Yes <input type="checkbox"/> No <input type="checkbox"/>	



Father/Step Father/Guardian	Mother/Step Mother/Guardian
First Name: _____ Surname: _____	First Name: _____ Surname: _____
Title: Mr Dr Rev	Title: Mrs Miss Ms Dr Rev
Lives with Child: Yes / No	Lives with Child: Yes / No
Status: Married/Divorced/Separated/Sole Parent/Stepfather/Deceased/De Facto	Status: Married/Divorced/Separated/Sole Parent/Step Mother/Deceased/De Facto
Occupation: Employers Name:	Occupation: Employers Name:
Work Telephone:	Work Telephone:
Mobile:	Mobile:
Email:	Email:
Religious Denomination:	Religious Denomination:
Language Spoken at home:	Language Spoken at home:

The following questions are a Government Data Requirement in order for the school to receive Government funding. For more information regarding this requirement go to: <http://www.aisnsw.edu.au> then click on the Collection of Information, which will also provide information for Parents.

What is the highest year of primary or secondary school the parents/guardians have completed? (For parents who have never attended school, mark Year 9 or equivalent or below).

	Father/parent 1 Guardian 1	Mother/parent 2 Guardian 2
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>

What is the level of the highest qualification the parents/guardians have completed?

	Father/parent 1 Guardian 1	Mother/parent 2 Guardian 2
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
Advanced diploma / Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (including Trade Certificate)	<input type="checkbox"/>	<input type="checkbox"/>
No non school qualifications	<input type="checkbox"/>	<input type="checkbox"/>

Please select the appropriate parental occupation group from the attached list.

If the person is not currently 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 below.

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

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



List of Parental Occupation Groups for previous 2 questions are attached.

Compulsory Emergency Contact

Name	Relationship	Mobile	Telephone	Address

Non Custodial Parent:

Name:

Relationship to student:

Address:

Town:

Telephone:

Postcode:

Mobile:

Other relevant Family Information: eg custody arrangements and concerns. (Sensitive matters can be notified privately to the Principal or College Registrar).

Student Details:

Date of Birth: / /

Copy of Birth Certificate attached: Yes No

Country of Birth:

Is the student of Aboriginal or Torres Strait Islander origin? No

Yes, Aboriginal

Yes, Torres Strait Islander

Previous School Attended:

Gender: Female / Male

Is the student an Australian Citizen: Yes No

Do you have a permanent Resident Visa:

Yes No

If so, please provide Visa Code:

Religious Denomination:

Minister/Priest and Parish:

Does the student or their mother or their father speak a language other than English at home?
If more than one language, please indicate the one that is spoken most often.

	Student	Father/parent 1 Guardian 1	Mother/parent 2 Guardian 2
No, English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Other – please specify: _____			

Medical Details – Immunisation Records submitted: Yes No

Medicare Number:	Medicare Expiry:
------------------	------------------

Private Medical Fund:	Private Medical Fund Number:
-----------------------	------------------------------

Ambulance Cover: Yes / No	Last Tetanus Date:
---------------------------	--------------------

Doctor: Address: Telephone:	Immunisation: Yes No
-----------------------------------	----------------------

Dentist: Address: Telephone:	
------------------------------------	--

Medical Conditions/Allergies (eg asthma skin conditions, diabetes, epilepsy, fits or blackouts etc)

Asthma Action Plan Signed by Doctor: Yes No **Please attach Action Plans**

Anaphylaxis Action Plan Signed by Doctor: Yes No

Medication: Is your child currently required to take medication on a daily basis? Please give details eg. Name, dosage, time to be taken, reason/condition. The College must be advised of any change to this medication. **Please sign Medical Action Plan.**

Other relevant Medical Information: Parents must advise the College of any disability or impairment which currently affects the student and also provide medical documentation from the child's medical specialist. eg Hearing, speech, vision problems, physical, learning difficulties, autism etc.

Permission for Staff to apply: Sunscreen Mosquito Repellent

Father's Signature: _____ Date: _____

Mother's Signature: _____ Date: _____

Guardian's Signature: _____ Date: _____



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/sportspersons 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]



Student Name	Parent /Guardian Name	Parent/Guardian Signature	Date

UNDER COMMONWEALTH PRIVACY ACT COLLECTION NOTICE

1. The College may collect personal information, including sensitive information about pupils and parents or guardians before and or during the course of a pupil's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide the appropriate care for your son/daughter whilst at the College.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care and fulfil the Government's Data requirements.
3. Certain laws governing or relating to the operation of Colleges require that certain information is collected. These include Public Health and Child Protection laws.
4. Information about a pupil's health is a confidential matter within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical reports about son/daughter from time to time and will treat the information with care and confidentiality.
5. The College from time to time may be required to disclose personal and sensitive information to others. This includes to other schools, government departments, medical practitioners and people providing services to the College, including specialist visiting teachers, sports coaches and volunteers.
6. If we do not obtain the information referred to above, we may not be able to continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions such as academic and sporting achievements, pupil activities, photographs and other news is published in College newsletters, magazines, displayed on classroom notice boards, College noticeboard and may be included on our web site and Facebook page.

If you do not wish the College to disclose and/or publish information on your child, please specify details below:

8. Parents may seek access to the personal information collected about them and their son/daughter by contacting the College. Pupils may also seek access to the information about themselves. However, there will be occasions where access is denied. Such occasions would include where release would have an unreasonable impact on the privacy of others or where release may result in a breach of the College's duty of care to another pupil.
9. The College engages in fundraising activities. The information received by the College may be used to make an appeal to you.
10. If you provide the College with the personal information of others, such as doctors or emergency contacts, you should inform them that you are disclosing that information to the College. You should also inform them that they can access that information if they wish and that the College does not usually disclose the information to third parties.
11. Your contact details and email address may be provided each year to the College Class Parents. The purpose of this is to invite you to various class activities organised outside of the College. **If you do not agree, please advise us now.**



Throughout each term, children attending the Early Learning Centre will have the opportunity to participate in various College experiences.

The Joan Pickup Library

Pre-school and Pre-kindy will regularly visit The Joan Pickup Library on Tuesday and Friday. Your child will be encouraged to borrow a book from the Library to take home for you to share in your child's learning experience.

Dates: Terms One to Term Four

Venue: Emmanuel Anglican College – The Joan Pickup Library

Supervision: The children will be accompanied by their class teachers.

Kindy Links

Pre-kindy will be involved in the College's 'Kindy Links' program which supports your child's transition to Kindergarten.

Dates: Terms One to Term Four

Venue: Emmanuel Anglican College – Kindergarten Classes, Undercover Outdoor Play Area, Computer Labs, Primary Playground, Music and Drama rooms and The Joan Pickup Library.

Supervision: The children will be accompanied by their class teachers.

Please complete the permission slip below and return with your child's enrolment application.

Regards,

Mr Robert Tobias
Principal

Miss Anita Conte
ELC Coordinator

Permission Note

I hereby give permission for my son/daughter _____ to attend the regular outings to The Joan Pickup Library and the Kindy Links Program.

I understand that my child will remain within the College premises and will be accompanied by their class teachers.

I authorise the Teacher in charge of the activity to consent, where it is impracticable to communicate with me, to my child receiving such medical or surgical treatment as may be deemed necessary and agree to pay any expense thus incurred.

Signature: _____

Date: _____