



# APPLICATION FOR ENROLMENT – ECC (Early Childhood Centre)

## Student Information

Surname:  Date of Birth:

Given Name/s:  (please enclose a copy of the birth certificate)

Country of Birth:  Gender:  Male  Female

Nationality:

The student is a:  Australian Citizen  Permanent Resident  Temporary Resident

*(All non-Australian Citizens must provide a copy of the student's passport or evidence of citizenry. A copy of any applicable Visas must be provided, including Visas issued to a parent under which the student is covered.)*

Passport Number:  Passport Expiry:

Visa Status/Number:  Visa Class:

By signing this form we give consent for Pittwater House to obtain the student's Visa Entitlement Verification Online (VEVO) information from the relevant government department. Visa Expiry:

Proposed start date: Calendar Year:   Term 1  Term 2  Term 3  Term 4

Proposed Class:  ECC Bilbies (3 – 4 year olds)  ECC Possums (4 – 5 year olds)

Proposed Program:  Short Day Program (Term Time Only)  Long Day Program (Term Time Only)  Long Day Program (48 Weeks Per Year)

Proposed Days  Monday  Tuesday  Wednesday  Thursday  Friday

Eligible families are entitled to the Child Care Subsidy (CCS) (It is each family's responsibility to contact the Family Assistance office to establish their entitlements).

Primary Caregivers CRN:   
Primary Caregivers Date of Birth:   
Child's CRN:

We wish to be considered for a place to continue on into kindergarten in the Junior School: (Enrolment in the ECC gives priority for enrolment in kindergarten, but a place is not guaranteed).

No  
 Yes

Is the student of Aboriginal or Torres Strait origin (for persons of both origin, mark both "Yes" boxes):

No, neither Aboriginal nor Torres Strait Islander  
 Yes, Aboriginal  Yes, Torres Strait Islander

Does the student speak a language other than English at home:

No  
 Yes (please specify)

Student lives with:

Both parents (together)  Legal Guardian  
 Mother  Father  
 Shared Custody  Other (please give details)

Is there a Court Order or Parenting Plan relevant to the Student?

No  
 Yes - copies of the Court Order or Parenting Plan will need to be provided on acceptance



## Family Information *(for additional contacts, please use another form)*

Application Contact 1:

Primary Contact:  Tick if this is the primary contact for communication regarding this application (only one contact may be primary)

Title:  *Mr, Mrs, Ms, Dr, Cptn, etc*

Surname:

Given Name/s:

Relation to student:

Father  Mother  
 Step-Father  Step-Mother  
 Fathers Partner  Mothers Partner  
 Legal Guardian  Other (please specify)

Home Tel:

Mobile No:

Business Tel:

Email\*:

Alternative Email:

*\* Email addresses should be individual to each contact*

Living Address:

City:  Postcode:

Postal Address:

*(if different from above)*

City:  Postcode:

Employers Name:

Profession/ Occupation:

School Attended:

Application Contact 2:

Primary Contact:  Tick if this is the primary contact for communication regarding this application (only one contact may be primary)

Title:  *Mr, Mrs, Ms, Dr, Cptn, etc*

Surname:

Given Name/s:

Relation to student:

Father  Mother  
 Step-Father  Step-Mother  
 Fathers Partner  Mothers Partner  
 Legal Guardian  Other (please specify)

Home Tel:

Mobile No:

Business Tel:

Email\*:

Alternative Email:

*\* Email addresses should be individual to each contact*

Living Address:

City:  Postcode:

Postal Address:

City:  Postcode:

Employers Name:

Profession/ Occupation:

School Attended:

**PLEASE NOTE: The following information is collected to comply with Government Legislation (MCEETYA Reporting)**

What is the highest year of primary or secondary School the parent/guardians have completed?

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent or below

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- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent or below

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

- Bachelor degree or above
- Advanced Diploma/Diploma
- Certificate 1 to IV (incl. trade Cert.)
- No non-school qualification

- Bachelor degree or above
- Advanced Diploma/Diploma
- Certificate 1 to IV (incl. trade Cert.)
- No non-school qualification

Do the parents/guardians speak a language other than English at home? (If more than one language indicate the one that is spoken most often)

- No, English only
- Yes *(please specify)*

- No, English only
- Yes *(please specify)*

What is the occupation group of the parents/guardians? (Please select the appropriate Occupation group overleaf)

Group:



**NOTE:** Information on parent/guardian education, language and occupation is collected to comply with Government Legislation (MCEETYA Reporting) and is not used in determining the acceptance of a student enrolment.

## List of Parental Occupation Groups (for Parents/Homestays/Guardians) as set out by MCEETYA

### 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/refuge/student 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, kitchen hand, 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 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]



## School Relationships

Does the student have any siblings enrolled at Pittwater House?  No  Yes  
 If Yes please provide name and year level:

Is either parent a Pittwater House Alumnus (*graduated Yr 12*):  No  Yes  
 If Yes please provide name and year level:

Does the student have siblings to be enrolled at Pittwater House?  No  Yes  
 If Yes please provide name and year level:

## Student Profile

Current Centre (if applicable):

- Is the student up to date with their vaccinations?  
*(The NSW parliament has passed a bill to amend the Public Health Act to strengthen vaccination enrolment requirements. From 1 January 2018 children who are unvaccinated due to their parent's conscientious objection will no longer be able to attend preschool).*
- Does the student have any health problems?
- Does the student have any specific learning difficulties?
- Does the student have any disabilities?
- Does the student speak English as a second language?
- Does the student require any assistance at school to participate in the courses and/or programs or to use the facilities or services provided by the school on the same basis as other students?
- Does the student have any social difficulties?

- Yes  No
- Yes  No
- Yes  No
- Yes  No
- Yes  No
- Yes  No
- Yes  No

If you have replied Yes to any of the questions above, please give details and provide any applicable documentation:

*(It is important that you inform us of any special needs the student has, such as medical or physical conditions which may require medication, specialised educational support or other attention. Failure to provide complete or accurate information may delay the enrolment process or lead to any subsequent enrolment being terminated. Relevant information from this section will be assessed by the School's learning support team as part of the enrolment process to consider and identify whether any reasonable adjustment is necessary and can be made to assist the student's participation at the School.)*



## Conditions of Enrolment

The following are the conditions of enrolment at the ECC at the time of application. Conditions of enrolment may change from time to time. The current conditions of enrolment will be as displayed on the Pittwater House website and or Parent Portal. Submission of this application will be taken as acceptance of the terms and conditions of enrolment as will continuing attendance at Pittwater House ECC by the School after commencing at the ECC. By signing this agreement we jointly and severally agree to be bound by these or any other terms and conditions, that may be in force at the School at any particular time including the payment of fees.

The ECC offers 3 programs, Short Day Program – Term Time Only, Long Day Program – Term Time Only and Long Day Program – 48 Weeks Per Year. Students enrolling in the ECC can attend any program and days within that program but must attend a minimum of 2 set days per week. Enrolments into the Short Day Program – Term Time Only and the Long Day Program – Term Time Only commence at the beginning of each term, enrolments outside of the term dates may be considered depending on availability. Casual days are only available once a student has commenced at the Centre

### Supply of information

1. We attest that the application for enrolment has been completed fully and completely and that any changes to material circumstances have and will be communicated to the School.
2. We agree to keep the school fully informed of the student's health issues or other special needs that may affect the student's ability to participate in the course or program and to use the facilities and services provided by the School on the same basis as other students.
3. We acknowledge that we have fully disclosed any special needs (including but not limited to any medical, physical, learning or psychological needs) which the student has. Where any disclosed special needs change or where any special needs arise, we agree to notify the School immediately. We also agree to complete the student's medical form accurately and provide updates to the school as required.
4. We agree to notify the school of any change of family details.
5. Where relevant we agree to provide to the School all current Family Court or other court orders relating to us and the student.
6. We agree that, where applicable, the School may obtain the student's Visa Entitlement Verification Online (VEVO) information from the relevant government department.

### Rules and regulations

7. We agree to fully support the School's aims and to encourage the student to conform to those policies and rules including school uniform and appearance, to act in a polite and respectful manner and to fully participate in School life.

### Parent/Guardian expectations

8. We understand that Pittwater House requires parents to be actively involved in the School through attendance at parent-teacher interviews and parent fora.
9. We understand that our communication with the school staff, families and students should be respectful and polite and that communication protocols must be adhered to. We agree that we will not use email addresses of other parents to solicit money, donations or business unless agreed in advance by the other parent and that we will not air grievances against the School or students or families in the school via means of such email addresses.
10. We understand that important information is communicated through the school newsletter and the parent portal and agree to read and consult these sources regularly.
11. We understand that we are required to follow the digital sign in/out policy upon arrival and departure each day.
12. We understand that we must adhere to the Digital Policy in place, with particular reference to not taking or sharing any digital material.
13. As an allergy aware school, we understand that we are requested not to include items containing nuts in any food items we supply for the student to consume whilst in attendance at the School.
14. We understand that there are no nappy changing facilities within the ECC and as such the student needs to be able to go to the bathroom with minimal assistance.

### Medical Treatment

15. If the student requires urgent hospital and/or medical attention and we are not readily available to authorise such treatment, we authorise a responsible member of the school staff to give the necessary authority for such treatment. We indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.

### Payment of Fees

16. We confirm that we have read the current fee structure and confirm that we agree to be responsible (when more than one person is signing this form, both jointly and severally) for the payment of all School fees and charges. The current School fees will be as displayed on the Pittwater House website and/or Parent Portal and/or the School intranet. We understand that these fees must be paid on a weekly basis to be debited via direct debit. We understand that fees and charges may be charged for late payment or for debt collection services. We also understand that services offered by the School such as but not limited to use of credit in the uniform shop, or provision of school reports, may be withdrawn at the discretion of the School if fees are outstanding. We also understand that termination of enrolment may be imposed for non-payment of fees. We understand that fees are to be paid by direct debit unless a different arrangement has been agreed to by the School. We further understand that when requested we will provide our direct debit details to the School prior to the student's commencement.
17. There is no remission of fees either in whole or in part for absences for illness, leave, public holidays or suspension.
18. We confirm that we understand that late fees are payable for late collection.
19. We confirm that we understand that the application fee is non-refundable.
20. We confirm that we understand that \$1000 of the definite place fee is only refundable if the student does not move into Kindergarten in the Junior School, the correct notice has been provided and all fees have been settled.

### Change of Enrolment

21. Offers of enrolment are for a particular year and date of entry and may only be varied after an application in writing to the School and at the School's complete discretion. Further enrolment fees may be charged and completion of further enrolment forms may be required.

### Increase of Days or Change of Program

22. We confirm that we understand that 1 weeks' written notice is required to increase a student's days or to change a student's program depending on availability. Any increase in days or change to a program inside of 1 week will be charged at a casual rate.

### Reduction of Days or Notice of Withdrawal

23. We confirm that we understand that a minimum of 4 weeks' written notice is required for any reduction of days to a student's enrolment or to withdraw a student from the ECC.
24. We confirm that we understand that, if sufficient notice is not provided, 4 weeks' tuition fees, or a portion thereof, will be charged in lieu of notice. This notice must be advised in writing by letter, email or parent portal.
25. We confirm that we understand that if the student is withdrawing from the ECC or not continuing on into Kindergarten at the end of the calendar year, written notice is required by day 1 of Term 4 (equivalent to 1 term's notice).
26. We confirm that we understand that if a student does not move into Kindergarten in the Junior School and all fees have been settled the \$1000 part of the definite place fee received will be refunded.

### Loss and damage

27. We acknowledge that the student's personal property is not insured by the School and that the School does not accept any responsibility for loss.
28. We acknowledge that the School may require reimbursement for any damage or loss deliberately caused by the Student.



## Marketing Information

Why have you chosen Pittwater House for your child/children's education?

How did you learn about Pittwater House?

If you have come from a previous centre, what were your reasons for changing centres?

Please tick this box if you do not wish to be sent Pittwater House news or marketing material in the lead up to your child/children's commencement at the school:

## Referee Contacts

Please provide contact details of two non-relatives who can testify to the good standing of the family in the community.

Contact 1:

Full Name: *(please include title)*

Contact phone number/s:

Contact Email address:

Occupation or relationship to applicant:

Contact 2:

Full Name: *(please include title)*

Contact phone number/s:

Contact Email address:

Occupation or relationship to applicant:

## Declaration

By signing I acknowledge that I have read, understood and agree to abide by the conditions of enrolment stated here in:

1. This application is made without any implication by the School that it will be accepted or that a formal Offer of Enrolment will be made by the School.
2. An Offer of Enrolment may be made at the absolute discretion of the School.
3. Payment of the \$220 (inc of GST) Application fee, which is enclosed, is non-refundable.
4. The applicant(s) and the child named in this application will be required to attend an Enrolment Interview approximately 12 months prior to planned commencement.
5. Within 14 days of accepting an offer of enrolment, I/We shall pay the Definite Place fee of \$1400 (GST free). We understand that \$1000 of this payment is refundable if the child named in this application does not continue on into kindergarten.
6. An Offer of Enrolment will be made subject to the School's enrolment terms and conditions and School Rules.

Application Contact 1:

Signature:

Date:

Name: *(please print)*

Application Contact 2:

## Agreement

By signing I acknowledge that I have read, understood and agree to abide by the conditions of enrolment stated here in:

	Application Contact 1:	Application Contact 2:
Signature:	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>
Name: <i>(please print)</i>	<input type="text"/>	<input type="text"/>

## Payment

Application fee of AUD\$220 including GST is payable for all applicants

### Payment by Cheque/Money Order

Please make payable to **The Pittwater House Schools Ltd**  
 And return to: Admissions Manager  
 Pittwater House  
 PO Box 244  
 MANLY NSW 1655

### Payment by Direct Deposit

Bank Name: Commonwealth Bank  
 Account Name: The Pittwater House Schools  
 BSB: 062 000  
 Account No.: 14963752  
 Reference: Student's Surname  
 SWIFT: CTBAU2S *(for international payments)*

### Payment by Credit Card

Application fee of AUD\$220 including GST is payable for each applicant.  
 Payment of multiple application fees is acceptable in one transaction.  
 Please make payment at <https://www.pittwaterhouse.com.au/online-payments>

### Credit Card Payment Receipt

To complete your enrolment application please provide your receipt number. For multiple applications paid for in one transaction please add the one receipt number to each of the individual applications.

Receipt Date:

Receipt Number:

## Submission of Application

**Fax:** +61 2 9971 1627

**Email:** Scan/save all pages of the signed application and email to [enrolments@tphs.nsw.edu.au](mailto:enrolments@tphs.nsw.edu.au)

**Post:** Admissions Manager  
 Pittwater House  
 PO Box 244  
 MANLY NSW 1655

**Assessments may be delayed during school holiday shut down periods.**

## SCHOOL USE ONLY

ACCEPTANCE BY PITTWATER HOUSE:

PROCESSED      Signature: \_\_\_\_\_      Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



## Standard Collection Notice

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 conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the student and to enable them to take part in all the activities of the School.
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.
3. 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.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
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 a student 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, volunteers and counsellors.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. 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.
9. The School Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
10. 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. It may also be disclosed to organisations that assist in the School'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.
11. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters, the School Annual and on our website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters, the School Annual and within the School community and on the public internet.
12. We may include photographs or other identifying material in promotional material for the school or otherwise make it available to the public such as on the internet unless the parent or guardian (of students under 18) or students 18 years or older choose to submit the Photo/Film Opt Out Form via Skoolbag.
13. We may include students' and students' parents' contact details in a class list and School directory after your permission has been sought.